

Contents of the Financial Statements
for the year ended 31st August 2017

Objectives and Aims	Page 2
Charitable Activities	Page 2
Financial Review	Page 3
Donated Services	Page 3
Principle Funders	Page 3
Structure, Governance and Management	Page 4
Administrative Details	Page 4
Trustees	Page 4
Independent Examiners Report	Page 6
Accounts	Page 7

Report of the Trustees for the year ended 31st August 2017

The trustees who are also directors of the charity for the purposes of the Companies Act 2016, present their report with the financial statements of the charity for the year ended 31st August 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE- effective 1st January 2015).

Objectives and Aims

We provide context for new work which demands audience engagement and dialogue. The scale and environment of our work broadens arts participation, playing a vital role in the cultural health of Dumfries & Galloway.

Charitable Activities

Our Trustees, management and staff are delighted with the results that bring us to our year end. It represents the hard work of our hugely committed staff, and our volunteers who continue to help us make the case for culture.

We made bold steps to dramatically reduce our overheads throughout the year, and we are delighted with the way this has impacted in our overall balance sheet. We took our organisation through a change process which resulted in our entire policy framework being replaced, including our contracting process for artists which now adheres to the Fair Pay standards of the ITC, Equity, MU and FST.

We worked with the Holywood Trust to re-develop our operational model through three new training roles for Associate Producers which placed the talent of tomorrow at the centre of our vision for more empowered leadership. Three under twenty-year olds now make up 25% of our governance structure which reflects our commitment to create a unique governance model that reflects the spirit of our dynamic organisation.

New partnerships with Theatre Royal, Crichton Trust, SP Energy Networks, Woodgrove Transport and a continued sponsorship from 8020 Communications helped to add more value than ever to our projects throughout the year.

We said farewell to Gill Lines and Derek Rodgers who had both served the board collectively for more than seven years. Karen Clapperton led the board through its more significant change period as we combined working which was set out in the Action plan which was included in our Business Plan for 2015-2018.

We stood in the shoulders of giants when Big Burns Supper welcomed Nicola Benedetti, Ukelele Orchestra of Great Britain and Lulu to our temporary home at the Easterbrook Hall during our year of discovery. Our hard-working artists and volunteers were compelled to

work even harder to prove that magic can travel, which our audiences witnessed in abundance.

Our community took centre stage throughout the festival through the Transform Dumfries project that radicalised community arts practice with its visionary neighbourhood culture programme. Our Burns Night Carnival became the biggest ever, and the Washing Line emerged high above our heads as a lasting tribute to the voices of yesterday and a colourful reminder to look up.

Our vibrant Community Choir consolidated two weekly sessions into one, and while we lost some amazing friends, the move helped to increase the inspirational capacity which binds our ensemble together, which was demonstrated when we opened the doors to nearly 150 singers when our Stone Roses hit became an international sensation on YouTube.

Our Youth Theatre developed their first ever performance at the Theatre Royal which was a promenade piece helping to connect audiences to the new spaces, and we relaunched our Youth Theatre as a lunchtime project at four secondary schools in Dumfries, as well as an afterschool group.

Our team delivered the second ever Carlisle Fringe which took over the city for eleven colourful days with the help of both Carlisle City Council and a handful of new friendships, including Prism Arts and Tullie House.

And finally - our inspirational Executive Producer was selected by the British Council to lead producer training for some of Brazil's top producing talent, a recognition that demonstrates the skill and experience of our leadership, and the value of the skills development programme that we have been delivering for the last seven years.

Financial Review

We presented a balanced budget position after moving the Big Burns Supper Festival site to the Easterbrook Hall. The move helped to achieve an 16% increase in attendance, notably through higher levels of capacities in popular shows.

Donated Services

£12,000 of Communications Sponsorship from 8020 Limited.
£10,000 of Venue Sponsorship from The Crichton Trust.
£5,000 of Installation sponsorship from SP Energy Networks.
£2,500 of Logistical support from Lines Distribution.

Principle Funding Sources

Funding for this year has included awards from The Holywood Trust, Event Scotland, Dumfries & Galloway Council, The Robertson Trust, Awards for All and Heritage Lottery Fund as well as earned income from programme sales.

Structure, Governance and Management

The organisation is a charitable company, and has been registered as a charity since 2011. The company is governed by its Memorandum of Association. The liability of members is limited to £1 each. The organisation is accepted as a charitable body by Inland Revenue. The Board of Directors set the policies of the company and oversee the decision making of the company.

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum of Association the members shall cease to hold office after each annual general meeting but shall then be eligible for re-election.

The directors have conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risk to funding have led to the development of a strategy plan which will allow for diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors.

It needs to be noted that, under regulations of OSCR, no Director has received any remuneration over and about out of pocket expenses.

Administrative Details

Electric Theatre Workshop Limited is a registered charity- SCO42897

The registered address for Electric Theatre Workshop Limited is Eskdale House, Bankend Road, Dumfries, DG1 4UQ.

Trustees

The trustees that served for the Full term between 1st September 2016 and the 31st August 2017 were;

Karen Clapperton (Chair)	Appointed 20 th July 2012
Martin McKeown	Appointed 21 st June 2016
Lesley Hill	Appointed 21 st June 2016

Gillian Lines; appointed 10th November 2012, completed her 5-year term and formally resigned on 31st March 2017.

Derek Rogers; appointed on 21st June 2016 served and formally resigned on the 21st March 2017.

The trustees are responsible for preparing the report of trustees and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charity company for that period. In preparing those financial statements, the trustees are required to:

- Select suitable account policies and then apply them consistently
- Observe the methods and principles on the Charity SORP
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on the 24th April 2018 and signed on its behalf by:



Karen Clapperton
Chair

Independent Examiner's Report to the Trustees of Electric Theatre Workshop Ltd.

I report on the accounts of the charity for the year ended 31st August 2017 which are set out on pages 7 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Dugald Macleod, CA
Tulloch Whin, Newtonairds, Dumfries DG2 0JL
24th April 2018





Electric Theatre Workshop Ltd.
Charity Statement of Financial Activities
(including income and expenditure account)
for the period from 15 July 2016 to 31 August 2017

Company number

SC414600

Charity number

SC042897

	Note	Unrestricted funds £	Restricted funds £	Total funds current period £	Total funds last period £
Income					
<i>Income from charitable activities:</i>					
Advancement of the arts	3	371,737	28,836	400,573	238,197
<i>Income from other trading activities:</i>					
Bar receipts		8,542		8,542	39,863
Bank interest		3		3	-
Total incoming resources		380,282	28,836	409,118	278,060
Expenditure					
<i>Expenditure on charitable activities:</i>					
Advancement of the arts	4	359,966	28,836	388,802	249,578
<i>Expenditure on other trading activities:</i>					
Bar expenses		-		-	29,471
Total expenditure		359,966	28,836	388,802	279,049
Net income and net movement in funds during the year		20,316	-	20,316	(989)
Reconciliation of funds					
Total funds brought forward		(7,319)		(7,319)	(6,330)
Total funds carried forward		12,997	-	12,997	(7,319)

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derives from continuing activities.



Electric Theatre Workshop Ltd.

Balance Sheet as at 31 August 2017

Company number:

SC414600

Charity number:

SC042897

	Note	Unrestricted funds	Restricted funds	Total current period	Total last year
		£	£	£	£
Fixed Assets					
Tangible assets	9	6,300		6,300	8,400
Total Fixed Assets		6,300	-	6,300	8,400
Current Assets					
Cash at bank and in hand		22,916		22,916	2,848
Total Current Assets		22,916		22,916	2,848
Liabilities					
Creditors falling due within one year	10	(16,218)		(16,218)	(18,567)
Net Current Assets		6,698	-	6,698	(15,719)
Total Assets less Current Liabilities		12,998	-	12,998	(7,319)
Creditors falling due after more than one year		-	-	-	-
Net Assets		12,998	-	12,998	(7,319)
The funds of the charity:					
Unrestricted income funds	11	12,998		12,998	(7,319)
Restricted income funds		-		-	-
Total charity funds		12,998	-	12,998	(7,319)

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 9 to 11 form part of these accounts.

Signed KAREN CLAPPERTON, Chair of the Trustees on behalf of the Board of Trustees.



Electric Theatre Workshop Ltd.

Notes to the Accounts

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

(a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16/7/14, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

(b) Preparation of the accounts on a going concern basis

Management remains in contact with sponsoring bodies to secure their ongoing financial support.

(c) Donated services and facilities

Donated services or facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated services and facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

(d) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

(e) Fund Accounting

Unrestricted funds are available on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific artistic projects being undertaken by the charity.

(f) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal and constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

(g) Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Asset category	Annual rate
Plant and equipment	10% - 33%

(h) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

(i) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

(j) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(k) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at the carrying value plus interest less repayments. The financing charge to expenditure is at a constant rate calculated using the effective interest rate method.

(l) Pensions

The charity has no employees and therefore no pension liability.



Electric Theatre Workshop Ltd.

Notes to the accounts (contd.)

2. Legal status of the charity

The charity is a company limited by guarantee and has no share capital.

3. Income from charitable activities	Unrestricted funds	Restricted funds	Total funds current period	Total funds last period
	£	£	£	£
Box office:	177,141	-	177,141	125,397
Patrons:	23,255	-	23,255	-
Grants:				
Robertson Trust	16,000	-	16,000	16,000
Hollywood Trust	50,837	-	50,837	25,000
Dumfries and Galloway Council	43,865	-	43,865	38,000
Peoples' Project	3,000	-	3,000	-
Visit Scotland	30,000	-	30,000	33,000
Heritage Lottery Fund	9,900	-	9,900	-
CR & CI Ltd	3,000	-	3,000	-
Commissions:				
Carlisle City Council	-	24,000	24,000	-
A. Tinning	-	4,836	4,836	-
Sponsorship:	1,700	-	1,700	800
HMRC Gift Aid	13,039	-	13,039	-
	<u>371,737</u>	<u>28,836</u>	<u>400,573</u>	<u>238,197</u>

4. Analysis of expenditure on charitable activities

Artistic and support fees:	164,099	-	164,099	122,422
Production expenses:	122,630	28,593	151,223	82,299
Box office expenses:	3,187	-	3,187	2,376
Direct labour:	22,009	-	22,009	18,635
Training and welfare:	2,600	-	2,600	1,129
Travel and subsistence:	5,900	243	6,143	4,592
Building occupancy:	8,597	-	8,597	4,016
Telephone and IT:	574	-	574	-
Office expenses:	1,200	-	1,200	483
Documentation:	2,972	-	2,972	-
Marketing:	20,870	-	20,870	13,788
Insurance:	1,269	-	1,269	-
Accountancy:	500	-	500	500
Legal:	899	-	899	-
Bank charges:	560	-	560	(662)
Depreciation:	2,100	-	2,100	-
	<u>359,966</u>	<u>28,836</u>	<u>388,802</u>	<u>249,578</u>

5. Net income / (expenditure) for year

This is stated after charging:

Depreciation:	2,100	-	2,100	-
Accountancy services:	500	-	500	500
Legal fees:	899	-	899	-
	<u>3,499</u>	<u>-</u>	<u>3,499</u>	<u>500</u>

6. Staff costs and Directors' remuneration

There were no employees and no Director received any remuneration or benefits from the charity (2016 - £nil). No Director was reimbursed expenses during the year (2016 - £nil). No Director received payment for professional or other services supplied to the charity (2016 - £nil).

7. Related party transactions

There are no related party transactions during the year (2016 - nil).

