

Company Number: SC414600

Charity Number: SCO42897

ELECTRIC THEATRE WORKSHOP LTD
(ELEKTRONIKA)

ANNUAL REPORT AND FINANCIAL STATEMENTS
For Year Ended 31st March 2019

Reference and Administrative Information

Charity Number SCO42897

Company Number SC414600

Trustees

K Clapperton

M McKeown

L Hill

Chief Executive

G Main

Secretary

R J McDougall

Registered Office

Eskdale House, Bankend Road, Crichton Business Park, Dumfries, DG14UQ

Independent Examiner

Dugald Macleod

Tulloch Whin, Newtonairds, Dumfries, DG20JL

Tax Advisors

Creative Tax Reliefs

179 Chorley New Road, Bolton, England, BL14QZ

Bankers

HSBC

46 High Street, Dumfries, DG12JA

Royal Bank of Scotland

151 High Street, Dumfries, DG12RA

Merchant Bankers

Realex

1 King Street, Hammersmith, London, W69HR

Foreword

As we entered our 8th year of operation we looked to the future and to our achievements to understand how we could develop and safeguard our legacy for the future.

Our officers, trustees, stakeholders and volunteers were all involved in a strategic development phase which resulted in the creation of our strategic plan from 2020 until 2024.

The strategic plan outlines the cornerstones that we want to sustain.

Artistic Programme

The 2019 was a massive hit with featured artists such as KT Tunstall, Hazel O'Connor, London Community Gospel Choir, Ed Byrne and Frank Turner amongst others. The Container Theatre made a return with a programme of 19 theatre and comedy shows over the 11 days from national artists and companies. Programming dance is still limited to due to venue constraints throughout the town.

Acts at the 2019 festival included:

KT Tunstall, Peatbog Faeries, Colonel Mustard & Dijon 5, Bombskare, Le Haggis, Family Roller Disco, London Community Gospel Choir, Birds of Chicago, Queer Haggis, Ibiza Live, Makers Market, Baby Loves Disco, Hardeep Singh Kohli, Hazel O'Connor, Hans Like a German, Hebrides Ensemble, Jukebox Bingo, Smut Slam, Frank Turner, Grace Petrie, Jock Tamson's Bairns, Ed Byrne, Craig Charles Funk and Soul, Brainiac Live, Talisk, Tidelines, Bootleg Beatles, Double Down Disco, Alabama 3, The Troggs, Complete Stone Roses, Manran, Turbyne, Vishten and Calan.

Audience numbers increased to 36,214 largely due to headline acts such as KT Tunstall and Ed Byrne, as well as a fuller Festival Hub programme.

The organization continued to develop work for youth audiences creating a partnership with Youth Beatz to open the festival, providing a free-to-view show for under 25-year olds which engaged 502 young people from throughout the region.

Youth Arts

To follow on from the work done during summer 2018, we completed our work with Dumfries and Galloway Regional Ensemble to complete the production of Offski which ran the 26th – 28th October at Crichton Crypt. The show brought together 30 young people from Dumfries and Galloway who worked with three practitioners to complete the run. The project ran with our new partners the Crichton Trust, and Dumfries and Galloway College.

Dumfries Youth Theatre took part in National Theatre Connections, performing *Flesh* by Rob Drummond, and travelled to the Traverse Theatre to perform it along with other youth theatres from across Scotland.

As the programme wound down in June, we decided to pause the programme until we came up with a different blueprint for it.

Community Music

Dumfries Community Choir started a new period under different leadership and continued to explore the working model. We tried new methods of working, which some members did not like, and they are currently still working to develop a model that will allow the group to run for as long in the future as possible.

Creative Industries

Our creative industries training programme Producers of the Future continued with the skills development of 3 trainee producers. The year included extensive research and development into rural cultural skills development which was delivered with partners Dumfries & Galloway Council, DGU and the key arts organisations who helped contribute to the action research shaped around the future of the cultural economy in South Scotland.

Access & Inclusion

The organization is committed to broadening access and the diversity of arts audiences in both South Scotland and North England.

We tackled geographic isolation with the support of Event Scotland and Year of Young People through a subsidised performance training initiative which included young people from areas across the region that might not ordinarily be able to afford the travel for these routes.

Our Community Choir programme continued to offer free access to our participatory projects, as well as our weekly singing drop-in which ran at Oasis Youth Centre.

Big Burns Supper is continuing to develop the website to include Access Guides to all venues to make it easier for disabled users and those with access needs to get the information they require about our shows and events.

We are committed to developing audience, with a focus on our area as a place where there is low levels of income and overall poverty. Big Burns Supper continued to run accessible arts schemes including Kids go free & Students go free, as well as the Free Entertainment in the Festival Hub programme.

Financial Review

With support from our key funders - Event Scotland, Dumfries and Galloway Council and Hollywood Trust - we were able to continue our portfolio projects and continue secured employment for three full time members of staff and one member of staff part time.

The organisation continues to sustain itself with box office sales, seeing an increase to £189,365.

Investment into artistic fees increased slightly and the organisation continues to programme portfolio festivals with total risk to the company.

Cash sponsorship increased to £129,000 and projects saw an increase of in-kind support from organisations in Dumfries & Cumbria. Support from Scottish Power Energy Networks, Maxwelltown Roofers & Storey Contracting had a massive impact on supporting the production budget for Big Burns Supper.

The organisation continues to be supported by a vital bank of volunteers who dedicate their time to the projects. The organisation values all in-kind resource to be worth over £128,000 per year which makes its support vital to the feasibility of our work.

Investment Policy & Performance

The Trustees' investment powers are governed by the Articles of Association, which permits the Charity's funds to be invested as the trustees see fit and, in a manner, which is beneficial for the achievement of the Charity's objects.

Risk Management

The Trustees review the risks to which the Charity is exposed. The organisation follows accepted health and safety procedures in all its activities to minimize the likelihood of harm to staff, performers, volunteers, clients and visitors to festivals, events and community programmes. The Trustees consider that, as far as is currently practical, suitable systems, internal controls and insurances are in place to mitigate risks.

Financial sustainability is still a major risk for the charity, but the organisation has worked hard to reduce the liabilities per annum.

Reserves Policy

The organisation set a reserve policy for the first time, which reflected how the organisation is intending to mature. The board agreed that 10% of core costs should be achieved in the next strategic period.

Structure, Governance and Management

Governing Document

The Charity is a company limited by guarantee and a registered charity. It is governed by its Memorandum and Articles of Association which were updated by special resolution on the 20th May 2016 to include a name change from the Big Burns Supper Festival Trust.

Recruitment and Appointment of Trustees

The Trustees are elected by the company at the Annual General Meeting in accordance with the Articles of Association. The Trustees who served during the year were:

Karen Clapperton (Chair)

Martin McKeown

Lesley Hill

Trustee Induction & Training

An induction pack is available to any new Trustee which includes a copy of the Memorandum and Articles of Association, a summary of the Charity's objectives, a copy of the Charity Commission's guide on the duties of a trustee and the most recent financial statements.

All new trustees receive one full day's board training which is delivered by an external provider.

Organisation Structure

The Trustees have access to bi-monthly information regarding the programme and financial performance of the trust and meet 6 times a year. All committee meetings are attended by the Executive Producer and Associate Producer. These roles are commissioned as freelance project staff working less than 10 months per year. The organisation intends to make these two positions employed staff for the next financial year.

The Holywood Trust receives an invitation to send observers to the Trustees' Meetings and receive a copy of the minutes of the meeting.

Key Management Personnel Remuneration

The Trustees consider the board of Trustees, the Executive Producer and the Associate Producer as comprising the key management personnel of the charity in charge of directing and controlling the charity and running and operating the charity of a day to day

basis. Trustees give their time freely and no Trustee remuneration was paid to them during the year.

Trustees are required to disclose all relevant interests to other Trustees and withdraw from decisions where a conflict of interest may arise. Any benefit received by trustees, staff and volunteers is purely incidental to the objects of the charity.

Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report including the Strategic Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 group and the charitable company and of the group's incoming resources and application of resources, including the income and expenditure, of the group for the year. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP
- Make judgments and estimates that are reasonable and prudent;
- State whether application UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

Statement of Disclosure to the Independent Examiner

In so far as the trustees are aware:

- There is no relevant examination information of which the Independent examiner is unaware; and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant examination information and to establish that the independent examiner is aware of that information.

Project Team

The dedication and determination of Electric Theatre Workshop project teams is crucial to sustaining the portfolio events and programmes. The Trustees are, as always, enormously grateful to them and what they do for the organisation.

Trustees wish to make the reader aware that although there is a deficit on paper of -£25,054 on the 31st March 2019, this annual report is for 7 months as opposed to the normal 12 month cycle. This is because of a date change in our annual reporting cycle, subsequent grants due in April and May cover the operational deficit from the event delivered in January.

Approval of the Trustees' Report and Strategic Report on behalf of the Board

A handwritten signature in black ink, appearing to be 'K Clapperton', written in a cursive style.

K Clapperton
17thMarch 2020

Independent Examiners Report to the Trustees of Electric Theatre Workshop Ltd

I report on the accounts of the charity for the year ended 31st March 2019, which are set out on pages 14-17.

Respective Responsibilities of Trustees and the Examiner

The charity trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 20054 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 matters have come to my attention.

Basis of Independent Examiners 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 of the given accounts.

Independent Examiners Statement

During 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(10) (a) of the 2005 Act and Regulation 4 of the 2006 Accounting Regulations, and to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have not been met.
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, Netwonairds, Dumfries DG2 0J
1st July 2019

	Note	Unrestricted funds (7 month period) £	Restricted funds (7 month period) £	Total funds current period (7 month period) £	Total funds last year £
Income					
<i>Income from charitable activities:</i>					
<i>Advancement of the arts</i>	4	£311,107	£8,100	£319,207	£375,887
<i>Income from other trading activities</i>					
<i>Festival Hub receipts</i>		£85,228		£85,228	£77,619
<i>Bank interest</i>		£1		£1	£5
Total incoming resources		£396,336	£8,100	£404,436	£453,511
Expenditure					
<i>Expenditure on charitable activities:</i>					
<i>Advancement of the arts</i>	5	£357,384	£8,100	£365,484	£392,085
<i>Expenditure on other trading activities:</i>					
<i>Festival Hub expenses</i>		£72,444		£72,444	£65,976
Total expenditure		£429,828	£8,100	£437,928	£458,061
Net income and net movement in funds during the year		£33,492	-	£33,492	£4,550
Reconciliation of funds					
Total funds brought forward		£8,447	-	£8,447	£12,997
Total funds carried forward		£25,045	-	£25,045	£8,447

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

	Not e	Unrestrict ed funds (7 month period) £	Restricted funds (7 month period) £	Total funds current period (7 month period) £	Total funds last year £
Fixed Assets					
<i>Tangible Assets</i>	10	£14,633	-	£14,633	£4,725
Total Fixed Assets		£14,633	-	£14,633	£4,725
Current Assets					
<i>Cash at bank and in hand</i>		£1,343	-	£1,343	£12,548
<i>Accrued income</i>		-	-	-	£12,205
<i>Stock</i>		£5,664	-	£5,664	-
Total Current Assets		£7,007	-	£7,007	£24,789
Liabilities					
<i>Creditors falling due within one year</i>	11	£46,685	-	£46,685	£21,067
Net Current Assets		£39,678	-	£39,678	£3,722
Total Assets less Current Liabilities		£25,045	-	£25,045	£8,447
Creditors falling due after more than one year		-	-	-	-
Net Assets		£25,045	-	£25,045	£8,447
The funds of the charity:					
<i>Unrestricted income funds</i>	12	£25,045	-	£25,045	£8,447
<i>Restricted income funds</i>		-	-	-	-
Total charity funds		£25,045	-	£25,045	£8,447

The accounts 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 page 9 to 11 form part of these accounts.

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

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:

Assets Category	Annual Rate
Plant & 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.

Notes to the Accounts (cont)

2. Change of accounting date

During the period, the company changed its accounting date from 31st August to 31st March.

This has resulted in this period being one of seven months, whereas the comparative figures are for one year.

3. Legal status of the charity

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

4. Income from Charitable Activities	Unrestricted funds (7 month period) £	Restricted funds (7 month period) £	Total funds current period (7 month period) £	Total funds last year £
Box Office	£203,458	-	£203,458	£221,596
Patrons	£13,013	-	£13,013	£22,406
Grants:				
Hollywood Trust	£30,000	-	£30,000	£16,665
Visit Scotland	£40,500	-	£40,500	£45,000
Arts Council England	£13,868	-	£13,868	-
Peoples' Project	£5,000	-	£5,000	-
Loreburn Community	£200	-	£200	-
Dumfries & Galloway Council	-	-	-	£32,000
National Lottery	-	-	-	£9,996
Commissions				
Carlisle City Council	-	£8,100	£8,100	£18,900
Sponsorship	£832	-	£832	£4,250
HMRC Gift Aid	£4,236	-	£4,236	£5,074
	£311,107	£8,100	£319,207	£375,887

5. Analysis of expenditure on charitable activities	Unrestricted funds (7 month period) £	Restricted funds (7 month period) £	Total funds current period (7 month period) £	Total funds last year £
Artistic and support fees	£150,435		£150,435	£160,338
Production expenses	£152,436	£8,100	£160,536	£148,324
Box office expenses	£3,172		£3,172	£5,746
Training and welfare	£600		£600	£22,173
Building occupancy	£3,960		£3,960	£2,712
Telephone and IT	£1,213		£1,213	£1,432
Office expenses	£1,570		£1,570	£2,447
Documentation	£5,089		£5,089	£1,345
Marketing	£31,252		£31,252	£38,727
Insurance	£498		£498	£3,672
Accountancy	£1,320		£1,320	£1,013
Other professional fees	£600		£600	£2,010
Bank charges	£261		£261	£571
Depreciation	£4,878		£4,878	£1,575
	£357,284	£8,100	£365,384	£392,085

6. Net income/expenditure for the year	Unrestricted funds (7 month period)	Restricted funds (7 month period)	Total funds current period (7 month period)	Total funds last year
	£	£	£	£
This is stated after charging:				
Depreciation	£4,878	-	£4,878	£1,575
Accountancy services	£1,320	-	£1,320	£1,013
Other professional fees	£600	-	£600	£2,010
	£6,798	£0	£6,798	£4,598

7. Staff costs and Directors' remuneration

There were no employees and no Director received any remuneration or benefits from the charity (2018 - £nil). No Director was reimbursed expenses during the year (2018 - £nil). No Director received payment for professional or other services supplied to the charity (2018 - £nil).

8. Related party transactions

There were no related party transactions during the year (2018 - £nil).