Report of the Trustees and Unaudited Financial Statements For The Year Ended 31 March 2012 for Eastgate Theatre (Peebles) Limited

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# Report of the Trustees for the Year Ended 31 March 2012

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Company number** 

SC163829 (Scotland)

### **Registered Charity number**

SC024713

### Registered office

Eastgate Theatre & Arts Centre

Eastgate Peebles Borders EH45 8AD

### **Trustees**

 J B Taylor
 - resigned 8/9/2011

 T J Whittaker
 - resigned 7/4/2011

 T D J Wilcock
 - resigned 30/9/2011

H L Seymour

M A Tolhurst - resigned 12/10/2011 Ms L E Douglas - resigned 1/2/2012

Ms L J Halfpenny

Ms S J Grotrian - appointed 7/4/2011

- resigned 30/1/12

J Van Houdt - appointed 8/9/2011

J Purvis - appointed 16/11/2011

A M Moffat - appointed 8/9/2011

### **Company Secretary**

F W Drummond

### **Independent Examiner**

Braidwood Graham One Cherry Court Cavalry Park Peebles Borders EH45 9BU

### **Solicitors**

Biggart Baillie 7 Castle Street Edinburgh EH2 3AP

### **Bankers**

The Royal Bank of Scotland 4 Eastgate Peebles EH45 8SL

### STRUCTURE, GOVERNANCE AND MANAGEMENT

### **Governing document**

Eastgate Theatre (Peebles) Limited is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

# Report of the Trustees for the Year Ended 31 March 2012

### STRUCTURE, GOVERNANCE AND MANAGEMENT

### Recruitment and appointment of new trustees

Trustees, or directors, are appointed by the existing Board of Directors and recruited within the local community. Directors are all volunteers and are drawn from different backgrounds to ensure the charity has the best mix of business, financial, marketing technical and arts advice.

### Induction and training of new trustees

A detailed induction programme is in the process of being created to ensure all directors are made aware of their duties and responsibilities.

### Organisational structure

The directors are advised by a number of assessors including the Arts Development Officer of Scottish Borders Council. Certain delegated decisions rest with the theatre manager Mrs Caroline Adam and the café manager Mrs Christine Longstaff.

### Related parties

Scottish Borders Council are eligible to appoint one nominated officer, and two nominated members who can serve as trustees on the Board.

### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. During the year, indemnity insurance was in force for the benefit of the company trustees.

### **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The objectives can be summarised as the promotion and advancement of public education by encouragement of the arts, and the provision of facilities to meet the needs of special groups and the public at large. The board's strategy to achieve these objectives is to arrange a diverse programme of events including both cinema and live shows on a variety of subject matters.

### Volunteers

The use of volunteers in the day to day running of the trading activities and production assistance has been invaluable and is recognised as donated services. During the year to 31 March 2012, the number of man hours of voluntary work was estimated at 4,000 hrs (2011:5,500 hours), which equates to approximately £28,000 (2011: £35,750) worth of donated services. This value has been recognised in the financial statements as a donated service and the equivalent expenditure recognised as a support cost.

The board recognises the hard work put in by both volunteers and employees and is most grateful for the dedication of all those involved.

### ACHIEVEMENT AND PERFORMANCE

The year to 31 March 2012 marked the fifteenth anniversary of the company and its eighth year in which it has been fully operational as a theatre and arts centre.

The main activities are the provision of theatre and film productions and a café for patrons refreshment and which is also open to the general public coming in to view the exhibitions. There are also many arts centre activities, for example 35 hours of classes per week.

During the year, as can be seen from the financial statements, the general fund shows a surplus for the year of £47,811 whilst the deficit on the restricted fund of £11,538 in the year is entirely due to the depreciation charge on the assets in the fund. The assets in note 11 are now substantially written down. At 31 March 2012 the fund balances carried forward are an unrestricted surplus of £10,330 and a restricted fund surplus of £416,290.

### FINANCIAL REVIEW

### Reserves policy

The charity would like to be in a position of having three months sufficient free reserves (i.e. funds not tied up in fixed assets) to meet expenses, however in these difficult financial times, this ideal has not currently been achieved.

# Report of the Trustees for the Year Ended 31 March 2012

### FINANCIAL REVIEW

### Principal funding sources

Principal funding sources come from fundraising activities of admission income, café trading, core grant funding by Scottish Borders Council and grants from Creative Scotland and other public and other charitable organisations. In the current climate, and in common with other charities, a guarantee of future core funding for a further year in advance cannot be obtained in writing. The charity's survival is very much dependent on this funding.

### **Investment powers**

The company has the power to raise and receive monies in the furtherance of the objects; to invest monies in the furtherance of the objects and to invest monies not immediately required in such investments, securities or property as may be thought fit.

### **FUTURE ACTIVITIES**

The company, in common with many charities, faces challenges going forward and for the foreseeable future it will depend on both volunteers to fulfil may functions, coupled with fundraising and grants to bridge the gap between revenue and expenditure. Meanwhile, the board and employees are working very hard indeed to increase the attendances whilst containing expenditure at a viable level. Planning ahead is challenging in the current financial climate where the charity is dependent on core funding from local government. Note 19 to the accounts draws attention to the future commitment difficulty.

### GIFT ACKNOWLEDGEMENT

The trustees would like to acknowledge and express their thanks for the very generous gifts to the Eastgate Theatre of £50,000 in the year arising from the release of loan obligations by Stobo Castle Health Spa Ltd, and an anonymous donor. The original loans were made in 2007, which helped ensure that the Theatre's facilities have been available to the community and beyond.

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

# ON BEHALF OF THE BOARD: Hugh Leopold Seymour - Trustee Date: 27 November 2012

# Independent Examiner's Report to the Trustees of Eastgate Theatre (Peebles) Limited

I report on the accounts for the year ended 31 March 2012 set out on pages five to twelve.

### Respective responsibilities of trustees and examiner

The charity's trustees 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's 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 the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeking explanations from you as trustees concerning any 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 connection with 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 to comply with Regulation 8 of the 2006 Accounts Regulations

have 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.

Karen Graham Chartered Accountant Braidwood Graham One Cherry Court Cavalry Park Peebles Borders EH45 9BU

Date: 27 November 2012

# Statement of Financial Activities (including Income & Expenditure Account) for the Year Ended 31 March 2012

INCOMING RESOURCES	Notes	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
Incoming resources from generated funds Voluntary income Activities for generating funds Investment income Incoming resources from charitable activities	2 3	95,531 277,134 7	- - -	95,531 277,134 7	53,285 281,683 27
Grants		112,635	7,100	119,735	117,072
Total incoming resources		485,307	7,100	492,407	452,067
RESOURCES EXPENDED Charitable activities Cost of operation theatre & arts centre Management and administration Governance costs	4 7	371,700 49,031 16,765	4,100 14,538	375,800 63,569 16,765	413,603 62,112 18,368
Total resources expended		437,496	18,638	456,134	494,083
NET INCOMING/(OUTGOING) RESOURCES		47,811	(11,538)	36,273	(42,016)
RECONCILIATION OF FUNDS					
Total funds brought forward		(37,481)	427,828	390,347	432,363
TOTAL FUNDS CARRIED FORWARD		10,330	416,290	426,620	390,347

### Balance Sheet At 31 March 2012

		Unrestricted funds	Restricted funds	2012 Total funds	2011 Total funds
	Notes	£	£	£	£
FIXED ASSETS Tangible assets	11	41,078	416,290	457,368	468,295
CURRENT ASSETS Stocks		1,894	_	1,894	1,665
Debtors Cash at bank and in hand	12	23,198 15,452		23,198 15,452	16,123 3,850
		40,544	-	40,544	21,638
CREDITORS					
Amounts falling due within one year	13	(71,292)		(71,292)	(49,586)
NET CURRENT ASSETS/(LIABILITIES)		(30,748)		(30,748)	(27,948)
TOTAL ASSETS LESS CURRENT LIABILITIES		10,330	416,290	426,620	440,347
CREDITORS Amounts falling due after more than one year	14	-	-	-	(50,000)
NET ASSETS/(LIABILITIES)		10,330	416,290	426,620	390,347
FUNDS Unrestricted funds	16			10,330	(37,481)
Restricted funds				416,290	427,828
TOTAL FUNDS				426,620	390,347

### Balance Sheet - continued At 31 March 2012

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2012.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2012 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

(effective April 2008).
The financial statements were approved by the Board of Trustees on 27 <sup>th</sup> November 2012 and were signed on its behalf by:
Stuart Bell -Trustee
Hugh Leopold Seymour -Trustee

## Notes to the Financial Statements for the Year Ended 31 March 2012

### 1. ACCOUNTING POLICIES

### **Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Freehold property - 2% on cost Fixtures and fittings - 20% on cost Computer equipment - 25% on cost

### Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

### **Taxation**

The company is a charity recognised in Scotland by H.M Revenue & Customs and therefore is not liable to corporation tax on its charitable activities.

### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

### 2. ACTIVITIES FOR GENERATING FUNDS

	2012 £	2011 £
Admission Fees and Hires	152,036	150,013
Bar, Cafe and Ice Cream Sales	98,099	112,172
Programme and Other Sales	26,999	19,498
	277,134	281,683

# Notes to the Financial Statements - continued for the Year Ended 31 March 2012

### 3. INVESTMENT INCOME

4.

5.

Deposit account interest		2012 £ 	2011 £ 
CHARITABLE ACTIVITIES COSTS  Cost of operation theatre & arts centre Management and administration	Direct costs (See note 5) £ 170,157 21,983	£	Totals  £ 375,800 63,569 439,369
DIRECT COSTS OF CHARITABLE ACTIVITIES  Programme Bar, Cafe and Ice Cream Purchases	<u>.</u>	2012 £ 124,164 46,368	2011 £ 149,043 50,433

### 6. SUPPORT COSTS

Publicity and Marketing

Total support costs of £ 247,229 (2011: £270,136) were allocated to the appropriate category above. Wages costs were separately identified and appropriately allocated. Indeterminate overheads were allocated based on office space and theatre operations at 5% and 95% respectively.

21,608

192,140

16,267

205,579

The average number of staff in the year to 31 March 2012 was 8 ( 2011:8) There were no staff members with emoluments of more than £60,000.

### 7. GOVERNANCE COSTS

	2012 £	2011 £
Book-keeping	14,250	14,840
Accounting	2,500	2,600
Legal and professional fees	15	928
	16,765	18,368

### 8. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2012 £	2011 £
Depreciation - owned assets	11,538	11,561

# Notes to the Financial Statements - continued for the Year Ended 31 March 2012

### 9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2012 nor for the year ended 31 March 2011.

### **Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31 March 2012, nor for the year ended 31 March 2011.

### 10. STAFF COSTS

	Wages and salaries Social security costs Outreach co-ordinator & technical manager			2012 £ 105,578 8,407 30,500 144,485	2011 £ 104,584 8,915 35,465 148,964
11.	TANGIBLE FIXED ASSETS	Freehold property	Fixtures and fittings	Computer equipment	Totals
	COST	£	£	£	£
	At 1 April 2011 Additions	543,478 240	226,412 371	56,351	826,241 611
	At 31 March 2012	543,718	226,783	56,351	826,852
	DEPRECIATION				
	At 1 April 2011	76,088	225,922	55,936	357,946
	Charge for year	11,110	209	219	11,538
	At 31 March 2012	87,198	226,131	56,155	369,484
	NET BOOK VALUE				
	At 31 March 2012	456,520	652	196	457,368
	At 31 March 2011	467,390	<u>490</u>	415	468,295
12.	DEBTORS: AMOUNTS FALLING DUE WIT	THIN ONE YI	EAR		
				2012	2011
	W 1 11.			£	£
	Trade debtors Other debtors			4,671 18,527	10,188 5,935
				23,198	16,123

# Notes to the Financial Statements - continued for the Year Ended 31 March 2012

### 13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Bank loans and overdrafts Trade creditors Taxation and social security Other creditors		2012 £ 17,138 26,758 2,905 24,491 71,292	2011 £ 20,660 16,411 2,717 9,798 49,586
14.	CREDITORS: AMOUNTS FALLING DUE AFTER MORE	THAN ONE YI	EAR	
	Other creditors		2012 £	2011 £ 50,000
15.	SECURED DEBTS			
	The following secured debts are included within creditors:			
	Bank overdraft		2012 £ 17,138	2011 £ 20,660
16.	MOVEMENT IN FUNDS			
		At 1/4/11 £	et movement in funds £	At 31/3/12 £
	Unrestricted funds General fund	(37,481)	47,811	10,330
	Restricted funds Restricted fund	427,828	(11,538)	416,290
	TOTAL FUNDS	390,347	36,273	426,620
	Net movement in funds, included in the above are as follows:			
		Incoming resources	Resources expended	Movement in funds
	Unrestricted funds General fund	£ 485,307	£ (437,496)	£ 47,811
	Restricted funds Restricted fund	7,100	(18,638)	(11,538)
	TOTAL FUNDS	492,407	<u>(456,134</u> )	36,273

### Notes to the Financial Statements - continued for the Year Ended 31 March 2012

### 17. CONTINGENT LIABILITIES

Creative Scotland have a lien on the Property and the assets purchased with the capital grant of £1.6m provided through the National Lottery as part of the original funding to convert the Theatre and Arts Centre. This standard security ends in March 2029. If the original grant conditions are breached, the grant is technically repayable. The building cannot be sold, transferred or mortgaged without the consent of Creative Scotland.

### 18. ULTIMATE CONTROLLING PARTY

The Board of Trustees listed in the trustees report on page 1 control the company.

### 19. GOING CONCERN

In common with charitable organisations, the company relies on core funding from government. These uncertain financial times means it is difficult to obtain a written commitment of funding beyond one year of the balance sheet signing date. At this specific time, the directors assume it will continue and therefore the accounts are prepared on this basis.

# Detailed Statement of Financial Activities for the Year Ended 31 March 2012

	2012 £	2011 £
INCOMING RESOURCES		
Voluntary income	6.025	5 400
Donations and Subscriptions Friends of the Eastgate	6,925 7,200	5,489 9,313
Gift aid Donated Services by Volunteers	906 28,000	35,750
Caytrust Donation Donations	50,000	650
McCarthy & Stone	2,500	2,083
	95,531	53,285
Activities for generating funds	152.026	150.012
Admission Fees and Hires Bar, Cafe and Ice Cream Sales	152,036 98,099	150,013 112,172
Programme and Other Sales	26,999	19,498
	277,134	281,683
Investment income	7	27
Deposit account interest	7	27
Incoming resources from charitable activities		
Leader Grant	(1,390)	7,722
Restricted Grants	7,100	10.250
Creative Scotland Grants S B C Core Funding Grant	13,500 90,000	18,350 90,000
SBC Other Grant	10,000	1,000
Other Grants	525	-
	119,735	117,072
Total incoming resources	492,407	452,067
RESOURCES EXPENDED		
Charitable activities		
Programme	124,164	138,879
Bar, Cafe and Ice Cream Purchases	46,368	50,433
Publicity and Marketing	21,608	16,267
	192,140	205,579
Governance costs	14250	14040
Book-keeping Accounting	14,250 2,500	14,840 2,600
Accounting Legal and professional fees	2,500 <u>15</u>	928
	16,765	18,368

# Detailed Statement of Financial Activities for the Year Ended 31 March 2012

	2012 £	2011 £
Support &Management	r	r
Wages and Salaries	105,578	104,584
Social security	8,407	8,915
Co-ordinator & Tech Services	30,500	35,465
Rates and water	2,620	4,043
Insurance	7,216	6,108
Heat, Light and Cleaning	22,624	28,778
Telephone	2,478	3,545
Postage and stationery	1,432	2,125
Property Costs	8,168	12,479
Professional Fees	210	1,107
IT	2,129	2,905
Licenses and Subscriptions	4,282	4,985
Travel and Subsistence	751	2,461
Training	1,351	256
VAT Irrecoverable	4,622	-
Other Administration Expenses	744	30
Bank Charges	4,562	5,039
Donated Services Volunteers		35,750
	235,674	258,575
Depreciation		
Freehold property	11,110	10,870
Fixtures and fittings	209	407
Computer equipment	219	284
The Gr	11,538	11,561
Finance Charges	17	
Bank interest	17	
Total resources expended	470,583	504,247
Net income/(expenditure)	36,273	(42,016)