

Chief Executive
14 SEP 2018

Democratic Services



**Scottish
Borders
COUNCIL**

**HAWICK COMMON GOOD FUND
APPLICATION FOR FINANCIAL ASSISTANCE**

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>Email:</p>	<p>ACT 1 Youth</p>
<p>Address to which payment should be made:</p>	<p>(Treasurer)</p>
<p><u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>Act 1 Youth is the first youth theatre group in the town which provides an opportunity for youngsters to learn about all aspects of the theatre including; music, drama, theatrical disciplines and stagecraft. Through this we aim to promote and inspire young people aged 7-18 within the community of Hawick and surrounding area, to help improve social skills and self-confidence. Weekly fees are kept to the absolute minimum to allow youths from lower income families to join. The local group stage an annual production which the community of Hawick and surrounding areas will be able to attend. Other local drama groups benefit from the youth of Act 1 as some of our members have performed in The Panto Group, Land of the Reivers and The Reivers Festival. The youth group have already performed in concerts for local organisations, which have benefited the wider community. This has recently included Wilton Dean Scottish Women's Institute ,1514 Concert, Hawick Sings, Live Borders at the Bandstand in Wilton Park and the Christmas Lights Concert at Trinity Gardens. As a result, the members have gained key skills in working together as a group and within the local community. This allows the youth group to reach wider audiences within the town, showcasing their wide range of talent.</p>

<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£3,500</p> <p>The project is to stage a production of the SOUND OF MUSIC in Hawick Town Hall. The sum requested would be used towards the cost of sound, stage set, hire of microphones, and cost of royalty payments.</p>
<p>When will the donation be required:</p>	<p>April; 2019</p>
<p>If this is a one-off project then please give the following details –</p> <p>Date (s):</p> <p>Estimated total cost:</p> <p>Funds already raised by applicant's own efforts:</p> <p>Funds raised or expected to be raised from other sources (please state sources):</p>	<p>15 – 20 April 2019</p> <p>£15,000 Approx</p> <p>Fund raising at present is for our September Production of Annie. Fund raising will commence in October 2018 for The Sound of Music, with coffee mornings which we hope to raise £1000, a Race Night, Beetle Drive, Raffles. and a Burns Supper.</p> <p>We have applied for a £500 grant from Langhope Rig (Hawick) Community fund to go towards Lighting. Hoping to apply to SBC Community Grant Scheme for £2000 towards Venue Hire.</p>
<p><u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:</p>	<p>ACT 1 Youth (About Community Theatre) staged their first production in November 2016 which was: Joseph and The Amazing Technicolor Dreamcoat at The Old Baths Hawick. Since then we have staged The Wizard of Oz in Hawick Town Hall. We did not apply for grants from any funding organisations, as we relied on donations and fund raising to cover costs. We are staging an extra production next year , the adult version of the Sound of Music, which will allow our members to experience working on stage with a wider age range. Performing an additional show in the year will put a strain on the group financially and therefore we are requiring assistance.</p>

ACT 1 YOUTH
(ABOUT COMMUNITY THEATRE)
CHARITY STATUS No SCO 46010

EQUAL OPPORTUNITIES POLICY

Policy Statement

ACT 1 YOUTH is committed to the promotion of equality of opportunity in all its activities. It will take every reasonable step to ensure that no-one connected to the organisation, whether as a volunteer or an employee, receives less favourable treatment than others, on the grounds of gender, marital status, disability, race, colour, religious belief, political belief, sexuality, nationality, ethnic origin, social class, age, trade union activity, responsibility for dependents or employment status. Such equality of opportunity will also apply to services delivered by the organisation and everyone is required to promote this policy.

ACT 1 YOUTH will ensure that the services provided to members, volunteers and the community at large are sensitive and appropriate to their needs and are in accordance with this Policy in every aspect.

Arrangements will be made to ensure;

- Committee members are made aware of the need for understanding and positive action to combat discrimination.
- Procedures for evaluation of this policy are reviewed and, if necessary, amended on an annual basis.
- That, as far as is practicable, all potential users of our premises, including people with disabilities and other disadvantaged groups, have access to the premises, are consulted and that their views and needs are taken into consideration.

This Equal Opportunities Policy and arrangements for its application was reviewed and agreed by the Management Committee of ACT 1 YOUTH on the date given below.

Signed: ✓

12/9/18

Chairman

Date: 15/6/2015

Equal Opportunities
State how you take account of equal opportunities legislation by including all sections of the community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual orientation, religious or political beliefs).

All our Trustees have PVG Clearance
See attached our Equal Opportunities Policy

← See Attached.

Declaration

I hereby make application for assistance as set out above and certify that the information I have provided is accurate

Signed:

Position Held:

Date:

Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts. Completed application forms, accounts and any supporting documents are circulated with the agenda and are available on the Council's public website. Following the event/project the evaluation form must be completed and returned.

This completed form, accounts and any supporting details should be submitted to Judith Turnbull Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 826556

ACT 1 YOUTH
Report of Management Committee

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The Management Committee have pleasure in submitting the Report and Accounts of Act1 Youth for the year ended 31st July 2018.

Status and Purpose

Act 1 Youth exists to encourage youth educational development in theatrical arts and skills and is delivered for the benefit of the community and visitors from the outlying areas. Act1 Youth is recognised by the Inland Revenue as a Charity, Scottish Charity Number SC046010

Organisation

The Management Committee consists of members who are elected annually. The Office Bearers during the period were:-

President	Deborah Lyons
Treasurer	Linda Pow
Secretary	Vivien Armstrong
Assistant/Membership Secretary	Rachel Inglis

Statement of Responsibilities of the Management Committee Members

The Management Committee Members are responsible for preparing Accounts for each financial period which give a true and fair view of the state of affairs of the Organisation and of the Income & Expenditure of the Organisation for that period. In preparing those Accounts, the Management Committee Members are required to:-

- . Select suitable accounting policies and then apply them consistently;
- . Make judgements and estimates that are reasonable and prudent;
- . prepare the accounts on the going concern basis unless there are indications to the contrary.

The Management Committee Members are responsible for keeping proper accounting records, for safeguarding the assets of the Organisation and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

The Organisation is exempt from Audit and J D Irvine was appointed as Independent Examiner.

Review of the Organisation's Activities

Act 1 Youth was formed on 15th June 2015 and is registered under the Protection of Vulnerable Groups (Scotland) Act 2007 in respect of regulated work with children and therefore, not barred from that type of regulated work.

Act1 Youth had a successful production of The Wizard of Oz which was well attended by the local community. Again Act1 Youth were invited to take part in local activities by other organisations. We have a steady membership of 40 youths and a growing list of those who would like to join.

Our group's fundraising activities are well supported by their parents. We are also grateful to other local organisations who have donated money to our Group.

Review of the Financial Position

At the end of the financial year funds of £8,484 available and it is considered this is adequate to meet its commitments for 2018/19

By order of the Management Committee.

Vivien Armstrong, Secretary

28th August 2018.

ACT 1 YOUTH

RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 31st July 2018

Registered No. SCO46010

Receipts & Payments for the year ended 31st July 2018

Receipts	2018		2017	
	£	£	£	£
Weekly Sessions		2252		2202
Members Subscriptions		485		220
Donations		495		190
Sundry Income		86		100
Concert		0		36
Coffee Mornings		1269		503
Burns Supper		115		235
Beetle Drive		0		208
Interest		<u>20</u>		<u>17</u>
		<u>4722</u>		<u>3711</u>
Payments				
Hall Hire		561		513
Equipment		216		0
Deficit on Show		962		0
Costumes		500		0
Subscriptions		217		122
Sundries		78		303
Advance Production Payments		<u>1050</u>		<u>519</u>
		<u>3,584</u>		<u>1,457</u>
Net Movement in Funds		<u>1,138</u>		<u>2,254</u>

All funds are unrestricted

Statement of Balances at 31st July 2018

Cash in Bank-Current Account		3738		2,543
-Deposit Account		4746		4727
Cash on Hand		<u>0</u>		<u>76</u>
		<u>8,484</u>		<u>7,346</u>
Represented By:-				
General Reserves	Note 2	<u>8,484</u>		<u>7,346</u>

The Accounts were approved by the Management Committee on 28th August 2018
and were signed on its behalf by:-

Deborah Lyons President

Linda Pow Treasurer

**INDEPENDENT EXAMINER'S REPORT TO
ACT 1 YOUTH**

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Independent Examiner's Report to the Trustees of ACT 1 YOUTH Registered No.SC046010

I report on the accounts of the charity for the year ended 31st July 2018 which are set out on pages 3 and 4

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 trustees consider that the audit requirement of Regulation 10(1) (d) 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 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 seeks explanations from the 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 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 9 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.

J D Irvine

Address:

Date:28th August 2018

NOTES TO THE ACCOUNTS

YEAR ended 31st July 2018

1. Accounting Policies**Basis of Accounting**

The Accounts have been prepared under the historical cost convention and in accordance with applicable Accounting Standards Accounting and Reporting by Charities: Statement of Recommended Practice: (SORP 2005), the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

During the year 2018 no Trustees received any remuneration and one trustee received refunds of expenses totalling £ 639

2. Reserves

General Reserve	2018	2017
	£	£
Balance as at 31st July 2017	7,346	5,092
Receipts	4,722	3,711
Payments	<u>-3,584</u>	<u>-1,457</u>
Balance as at 31st July 2018	<u>8,484</u>	<u>7,346</u>

