

145 8621

CLEVELAND INDEPENDENT THEATRE COMPANY
(LIMITED BY GUARANTEE)

REPORT OF THE DIRECTORS
AND
FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31st MARCH 2000



BARROWCLIFF HAMER & CO.
Chartered Accountants
MIDDLESBROUGH

CLEVELAND INDEPENDENT THEATRE COMPANY
(LIMITED BY GUARANTEE)

INDEX

	Page
Company Information	1
1999/2000 Annual Report	2 – 5
Report of the Directors	6
Report of the Auditors	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Accounts	10 – 13

CLEVELAND INDEPENDENT THEATRE COMPANY
(LIMITED BY GUARANTEE)

COMPANY INFORMATION

DIRECTORS	E. HEPPLEWHITE F. REGAN P. SCOTT S. MURRAY R. PERKINS (Resigned May 1999) M. CUNNINGHAM E. WILKINSON A. LANGHAM (Appointed October 1999)
SECRETARY	L. CLAPHAM
COMPANY NUMBER	1458421
CHARITY NUMBER	279690
REGISTERED OFFICE	ARTS CENTRE VANE TERRACE DARLINGTON COUNTY DURHAM DL3 7AX
BANKERS	CO-OPERATIVE BANK BUSINESS DIRECT OLYMPIC HOUSE 6 OLYMPIC COURT MONTFORD STREET SALFORD
AUDITORS	MESSRS BARROWCLIFF HAMER & CO. REGISTERED AUDITOR CHARTERED ACCOUNTANTS 242 MARTON ROAD MIDDLESBROUGH TS4 2AJ

CLEVELAND INDEPENDENT THEATRE COMPANY
(LIMITED BY GUARANTEE)

1999/2000 ANNUAL REPORT

1 MISSION STATEMENT

ctc (Cleveland Independent Theatre Company) exists to create live theatre experiences of the highest artistic standards for children and young people, as a contribution to their spiritual, aesthetic, imaginative and emotional development, and to promote these experiences to the greatest possible number in schools and small arts venues locally, regionally, nationally and internationally.

2 LEGAL STATUS

Cleveland Independent Theatre Company Limited trading as ctc (Cleveland Theatre Company) was formally constituted in 1979. It is a Registered Charity (No. 279690) and a Company Limited by Guarantee (Registration No. 1458421).

3 BRIEF HISTORY

Cleveland Theatre Company was set up in 1987 to provide a professional drama resource for the former county of Cleveland. As one of five 'county' companies funded by Northern Arts it annually produced 2/3 shows which toured into village halls and community centres in Cleveland and North Yorkshire. At least one of these shows also toured nationally.

In 1991, in an attempt to raise its political and artistic profile the company, having moved from the Dovecot Arts Centre in Stockton to larger premises at Billingham Forum theatre, produced a large scale outdoor production of Shakespeare's "A Midsummer Nights Dream" in a park in Saltburn.

This project proved to be a huge success and over the next two years the company increased the scale of its operation, producing two further large scale site specific outdoor productions and five plays intended to tour to the network of regional middle scale venues. The company also produced a number of plays for local schools. These were directed by current Artistic Director Paul Harman.

By the end of 1993 it was clear that the Company would not succeed in gaining one of two Northern Arts Drama Production franchises. The resulting loss of funding and the resignation of the then Artistic Director led to a radical review of the company's policy. It was proposed and subsequently agreed that with effect from April 1994, the company should become a specialist producer of theatre for children and young people primarily in the Northern Arts region.

4 WORK PROGRAMME

4:1 OUTPUTS

Since becoming a specialist producer of theatre for children and young people in 1994, ctc has:

- . produced 15 NEW plays, 7 theatre in education projects and 7 new productions of extant texts.
- . presented a total of:
 - . 1,054 performances and 158 workshops as part of its core programme plus a further
 - . 151 performances of 2 new plays project funded by Teesside TEC
 - . 126 performances and 122 related workshops directly attributable to a programme of work funded by Stockton City Challenge and
 - . performed to a total audience in excess of 153,790 children and young people (at 31/03/00)

CLEVELAND INDEPENDENT THEATRE COMPANY
(LIMITED BY GUARANTEE)

1999/2000 ANNUAL REPORT

4.1:1 1999/2000 OUTPUTS

During 1999/2000, ctc presented a total of 302 performances and 57 associated workshops of 6 core and 1 A4E funded productions to an audience of approximately 31,564 people.

The following work programme analysis provides further details.

Cleveland Theatre Company
1999/2000 Work Programme Analysis

Production	Project Description Age Range	Main Tour Dates From : To:		No. of Perfs	No. of Weeks	Approx Audience
1999/2000						
Bedtime Stories	5-8 years old	01/04/99	09/07/99	40		5,550
Lewis Carroll's Adventures	7-11 years old	12/04/99	18/06/99	37	37	3,496
Under the Apple Tree	New Play about the senses for 3-5s	04/05/99	25/06/99	47		3,525
Under the Apple Tree	As above	23/09/99	06/11/99	36		2,592
Bagsy Me	As above 8-11s	23/09/99	06/11/99	19		2,907
Lewis Carroll's Adventures	As above 7-11s	03/10/99	30/10/99	10	10	102
Take Off '99 in Darlington	Festival of theatre for children and young people					
Bedtime Stories	As above 5-8s	14/09/99	25/11/99	23		3,289
Good Morning Mr Dickens	Half day literacy development programme for 9-12s	21/01/00	04/04/00	50	10	4,117
Pick 'N' Pickin (A4E)	New play by Neil Duffield about friendship etc. 8-12s	10/03/00	14/04/00	40		5,986
Other projects						
Chester le Street Playfest	Organised & managed theatre programme (26 perfs by 8 companies)	03/07/99	04/07/99			
			CORE	302	57	31,564

4.2 TAKE OFF

As a complement to its own productions, ctc has also successfully established the only annual showcase festival of professional theatre for children and young people in England, Take Off. This was done specifically in order to bring into the Northern Arts region a wide range of similar companies to ctc, to provide a forum for debate and comparison, and to raise standards of aspiration and achievement in the field among funders, producers and promoters. In 1996, ctc won a Northern Electric Arts Award for the event under the category Arts Promoter of the Year.

4.2:1 Take Off 1999 was hosted by Darlington Arts Centre and Civic Theatre and brought together a performance schedule of 24 performances presented by 15 different companies. The event was attended by some 82 adult delegates and 2,300 local school children

CLEVELAND INDEPENDENT THEATRE COMPANY
(LIMITED BY GUARANTEE)

1999/2000 ANNUAL REPORT

4:2:2 Chester le Street Playfest - For the first time, ctc also programmed and managed the theatre element of a new event for children being organised by Chester le Street District Council during July 1999 as part of 'Elements' a lottery funded County Durham Drama Development Initiative. During the 2 day festival 8 companies presented 26 performances. The overall event was attended by some 12,500 people.

4:3 **TOURING**

During 1999/2000 ctc presented 62% of its work in Tees Valley schools, 19% in schools in the Northern Arts region outside Tees Valley and 19% in small scale national venues (10% of these were in London)

5 **FINANCE**

The company's total turnover for 1999/2000 was £146,260: £90,905 related to core activity, £55,355 related to activity for the lottery funded A4E project programme.

The company also managed event budgets for Take Off (£32,000) and Chester le Street Playfest (£8,000).

5:1 **INCOME**

54% of the company's core turnover came from grant aid. This increases to 60% when the A4E project is considered. Revenue funding: £40,000 from Northern Arts, £7,520 from the Borough Councils and Education Authorities of Darlington, Redcar & Cleveland LEA and Hartlepool.

Project funding: £5,200 development from Northern Arts.

Income from the sale of productions and fees earned from the management of projects including A4E and Chester le Street Playfest accounts for the other 46% (£46,027)

5:2 **EXPENDITURE**

36% of the total turnover was spent on running the company (core-salaries and overheads). The remaining 60% was spent on the company's productions; paying for actors, artists, materials, touring and accommodation, marketing and project overheads. 4% was carried forward as an accumulated accounts surplus.

6 **MANAGEMENT AND STAFFING**

ctc continued to be managed by a voluntary Board of Directors.

6:1 ctc's Board of Directors at 31st March 2000 was:

Patrick Scott	Director of Education, Redcar and Cleveland Borough Council
Margaret Cunningham	Headteacher, Harrowgate Infant School, Darlington
Kay Hepplewhite	Lecturer in Performing Arts, North Tyneside College
Ann Langham	* Drama Teacher, Brierton School, Hartlepool
Simon Murray (Chair)	Lecturer in Performing Arts, University College of Ripon and York
Frank Regan	Retired. Formerly Head of Libraries Cleveland County Council
Eileen Wilkinson	Headteacher, Wheatlands Primary School, Redcar

* joined during the year. Ros Perkins resigned in May 1999.

CLEVELAND INDEPENDENT THEATRE COMPANY
(LIMITED BY GUARANTEE)

1999/2000 ANNUAL REPORT

6:2 STAFFING & STRUCTURE

The Company's day to day operations continued to be run by full time Artistic Director, Paul Harman (appointed April 1994) and Administrator Liz Clapham (appointed June 1995) with part-time administrative support provided by Michelle Gale (joined April 1994) and Martin Roberts. All other personnel were contracted in depending on the requirements of the production schedule.

6:3 LINKS WITH OTHER BODIES

During 1999/2000 etc continued its membership of

- . Independent Theatre Council - the representative and management organisation for small and middle scale theatre companies.
- . Association of Professional Theatre for Children and Young People (A.P.T.) the national membership organisation for theatre companies working in the field of theatre for cyp. Paul Harman also continued to serve as a Board Member of A.P.T.

CLEVELAND INDEPENDENT THEATRE COMPANY
(LIMITED BY GUARANTEE)

REPORT OF THE DIRECTORS

The Directors have pleasure in presenting their report and the accounts of the Company for the year ended 31st March 2000.

The Company is limited by guarantee, each member agreeing to contribute to the Company the sum of £1 in the event of a winding up.

Its principal activities are the production of plays and performances conducive to the maintenance and advancement of education and the arts.

The Company is a registered charity. The results of its activities for the year are given on page 4 of the accounts.

The Directors who held office during the year were:

E. HEPPLEWHITE
F. REGAN
P. SCOTT
S. MURRAY
R. PERKINS (Resigned May 1999)
M. CUNNINGHAM
E. WILKINSON
A. LANGHAM (Appointed October 1999)

DIRECTORS' RESPONSIBILITIES

Company Law required us as Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Company and of the profit and loss of the Company for that period. In preparing those financial statements we are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Company will continue in business.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and enable us to ensure that the financial statements comply with the Companies Act 1985. We are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDITORS

The Auditors, Messrs Barrowcliff Hamer & Co., have expressed their willingness to continue in office for the ensuing year and a resolution proposing their re-appointment as auditors will be put to the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

BY ORDER OF THE BOARD

Liz Clapham

LIZ CLAPHAM

SECRETARY

Dated : 4th October 2000

CLEVELAND INDEPENDENT THEATRE COMPANY
(LIMITED BY GUARANTEE)

REPORT OF THE AUDITORS

TO THE MEMBERS OF CLEVELAND INDEPENDENT THEATRE COMPANY
(LIMITED BY GUARANTEE)

We have audited the financial statements on pages eight to thirteen which have been prepared under the Historical Cost Convention and the accounting policies set out on page ten.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As described on page six the Company's Directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on the financial statements and to report our opinion to you.

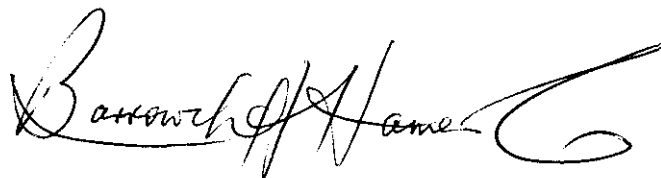
BASIS OF OPINION

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the judgements made by the Directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Charitable Company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

OPINION

In our opinion the financial statements give a true and fair view of the Charitable Company's state of affairs as at 31st March 2000, and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985.



BARROWCLIFF HAMER & CO.
Registered Auditor
Chartered Accountants

242 Marton Road
MIDDLESBROUGH

Date : 4th October 2000

CLEVELAND INDEPENDENT THEATRE COMPANY
(LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st MARCH 2000

		<u>UNRESTRICTED</u>	<u>RESTRICTED</u>	<u>TOTAL</u>	<u>TOTAL</u>
		<u>FUNDS</u>	<u>FUNDS</u>	<u>31.3.2000</u>	<u>31.3.1999</u>
	Notes	£	£	£	£
INCOMING RESOURCES					
Income from Productions		30,383	15,355	45,738	26,224
Income from Projects		7,802	-	7,802	4,888
Grant Aid	2	52,720	40,000	92,720	80,525
Bank Interest Received		597	78	675	809
Other Income		8,522	-	8,522	-
TOTAL INCOMING RESOURCES		<u>100,024</u>	<u>55,433</u>	<u>155,457</u>	<u>112,446</u>
RESOURCES EXPENDED					
Direct Charitable Expenditure					
Production Expenses	3	36,934	44,325	81,259	48,619
Other Expenditure					
Management and Administration	4	55,824	-	55,824	48,995
TOTAL RESOURCES EXPENDED		<u>92,758</u>	<u>44,325</u>	<u>137,083</u>	<u>97,614</u>
Net Incoming/(Outgoings)					
Resources Before Transfers		7,266	11,108	18,374	14,832
Transfer Between Funds		6,604	(6,604)	-	-
Net Incoming/(Outgoing) Resources		13,870	4,504	18,374	14,832
Fund Balances Brought Forward		8,947	10,429	19,376	4,544
BALANCES CARRIED FORWARD		<u>22,817</u>	<u>14,933</u>	<u>37,750</u>	<u>19,376</u>

CONTINUING OPERATIONS

None of the Company's activities were acquired or discontinued during the current and previous years.

TOTAL RECOGNISED GAINS AND LOSSES

The Company had no recognised gains and losses other than the surplus/(deficit) for the current and previous years.

The notes on pages 10 to 13 form part of these financial statements.

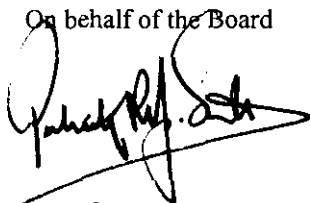
CLEVELAND INDEPENDENT THEATRE COMPANY
(LIMITED BY GUARANTEE)

BALANCE SHEET AS AT 31st MARCH 2000

		<u>2000</u>		<u>1999</u>	
	<u>Notes</u>	£	£	£	£
FIXED ASSETS					
Tangible Assets	6		1,006		351
CURRENT ASSETS					
Debtors	7	10,046		5,403	
Cash at Bank and in Hand		49,782		18,825	
		<u>59,828</u>		<u>24,228</u>	
CREDITORS : Amounts Falling					
Due Within One Year	8	23,084		5,203	
NET CURRENT ASSETS			36,744		19,025
TOTAL ASSETS LESS CURRENT					
LIABILITIES			37,750		19,376
			<u>37,750</u>		<u>19,376</u>
INCOME FUNDS					
RESTRICTED FUNDS	9		14,933		10,429
UNRESTRICTED FUNDS			22,817		8,947
			<u>37,750</u>		<u>19,376</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

On behalf of the Board



P. SCOTT
DIRECTOR

Approved by the Board on 4th October 2000

The notes on pages 10 to 13 form part of these financial statements.

CLEVELAND INDEPENDENT THEATRE COMPANY
(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2000

1 ACCOUNTING POLICIES

Accounting Convention

The financial statements have been prepared under the Historical Cost Convention and are in accordance with applicable accounting standards and the Charities Accounting Statement of Recommended Practice (SORP). There have been no changes in the accounting policies.

Depreciation

Depreciation is provided on fixed assets at the following rates which are expected to write off the assets over their useful lives:

Fixtures and fittings 25% R.B./50% S.L.

Grants

Grants and other income are accounted for when receivable, and apportioned over the period to which they relate.

Expenditure

All expenditure is accounted for as incurred, and apportioned over the period to which it relates.

Direct Charitable Expenditure

Direct Charitable Expenditure includes the direct costs of the activities and depreciation on related assets.

Leasing

Rentals payable under operating leases are charged to the Profit and Loss Account on a straight line basis over the period of the lease.

2 GRANTS RECEIVABLE

	<u>2000</u>	<u>1999</u>
	£	£
<u>Unrestricted Funds</u>		
Northern Arts		
- General Projects Support	40,000	40,000
- Specific Projects Support	5,200	25
Darlington Borough Council	2,500	2,500
Stockton Borough Council - Education	-	2,000
Hartlepool Borough Council - Education	2,000	2,000
- Leisure Services	520	500
Redcar & Cleveland Borough Council - Education	2,500	2,500
Arts Council of England - New Audience Fund	-	4,000
	<u>52,720</u>	<u>53,525</u>
<u>Restricted Funds</u>		
Arts Council of England - Arts for Everyone	40,000	20,000
Swedish Embassy	-	7,000
	<u>40,000</u>	<u>27,000</u>

CLEVELAND INDEPENDENT THEATRE COMPANY
(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2000

3 PRODUCTION EXPENSES

	<u>2000</u>	<u>1999</u>
	£	£
Fees	61,169	35,124
Production Costs	4,602	2,163
Publicity	6,909	6,637
Touring and Travel	8,579	4,695
	<u>81,259</u>	<u>48,619</u>

4 MANAGERIAL AND ADMINISTRATION EXPENSES

	<u>2000</u>	<u>1999</u>
	£	£
Salaries and NIC	43,844	39,371
Audit Fees	1,250	1,250
Office Costs	10,394	8,023
Depreciation – Owned Assets	336	351
	<u>55,824</u>	<u>48,995</u>

5 TAXATION

No provision has been made for corporation tax as the Company is a registered charity and, subject to agreement with H.M. Inspector of Taxes, is exempt from corporation tax to the extent that its revenue has been utilised for charitable purposes. The Directors consider that the Company's income has been utilised in this manner.

6 TANGIBLE FIXED ASSETS

	<u>Fixtures Fittings & Equipment</u> £
Cost	
At 1st April 1999	13,073
Additions	<u>991</u>
At 31st March 2000	<u>14,064</u>
Depreciation	
At 1st April 1999	12,722
Charge for the Year	<u>336</u>
At 31st March 2000	<u>13,058</u>
Net Book Value	
At 31st March 2000	<u>1,006</u>
At 31st March 1999	<u>351</u>

CLEVELAND INDEPENDENT THEATRE COMPANY
(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2000

7 DEBTORS : AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>2000</u>	<u>1999</u>
	£	£
Trade Debtors	4,318	4,341
Other Debtor	258	-
Prepayments	5,268	1,062
VAT	202	-
	<u>10,046</u>	<u>5,403</u>

8 CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>2000</u>	<u>1999</u>
	£	£
Social Security and Other Taxes	1,936	1,498
Other Creditors	-	49
Accrued Expenses	4,148	2,156
Deferred Income	-	1,500
Grants Received in Advance	17,000	-
	<u>23,084</u>	<u>5,203</u>

9 RESTRICTED FUNDS

	<u>2000</u>	<u>1999</u>
	£	£
Arts Council of England – Arts for Everyone Fund	15,602	10,429

The restricted fund was for the production and tour of specific plays, "Bagsy Me" and "Pick'n Pickin".

10 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>UNRESTRICTED</u>	<u>RESTRICTED</u>	<u>TOTAL</u>
	<u>FUND</u>	<u>FUND</u>	
	£	£	£
Tangible Fixed Assets	1,006	-	1,006
Current Assets	43,537	16,291	59,828
Current Liabilities	(21,726)	(1,358)	(23,084)
TOTAL NET ASSETS	<u><u>22,817</u></u>	<u><u>14,933</u></u>	<u><u>37,750</u></u>

CLEVELAND INDEPENDENT THEATRE COMPANY
(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2000

11 TRANSACTIONS WITH DIRECTORS

No Director or connected person received any remuneration or expenses.

12 EMPLOYEE EMOLUMENTS

	<u>2000</u>	<u>1999</u>
	£	£
Total Emoluments	59,037	51,636
Employers NIC	4,939	3,758
	<u>63,976</u>	<u>55,394</u>
Average number of employees		
Administration	2	2
Artistic Director	1	1
	<u> </u>	<u> </u>

In addition, total emoluments includes payments to performers who are involved for the short period of the production.

13 CONTROLLING PARTY

The Company is under the control of the Directors.

14 RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS FUNDS

A reconciliation has not been prepared as the assets cannot be distributed among the members of the Company. On dissolution the assets must be transferred to some other charitable organisation having similar objects to the Company.