

COMPANY REGISTRATION NUMBER SC 164530

**T.R.A.M. DIRECT
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
31 OCTOBER 2011**

Charity Number SC 24830

CLARK ANDREWS
Chartered Accountants
4 Eaglesham Road
Clarkston
GLASGOW
G76 7BT

THURSDAY



**T.R.A.M. DIRECT
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2011

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**T.R.A.M. DIRECT
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 OCTOBER 2011

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 October 2011.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	T.R.A.M. Direct
Charity registration number	SC 24830
Company registration number	SC 164530
Principal office	18 Nethervale Avenue GLASGOW G76 7BT
Registered office	18 Nethervale Avenue GLASGOW G76 7BT

THE TRUSTEES

The trustees who served the company during the period were as follows:

John McMurchie
Isobel Barrett

Secretary Isobel Barrett

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is constituted as a company limited by guarantee and is therefore governed by and in accordance with its memorandum and articles of association.

The charity is organised so that the trustees meet regularly to manage its affairs.

OBJECTIVES AND ACTIVITIES

The charity's objects and principal activity continue to be those of promoting, establishing and operating drama schemes of a charitable nature.

T.R.A.M. DIRECT COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 OCTOBER 2011

ACHIEVEMENTS AND PERFORMANCE

T.R.A.M. continues to offer support to various organisations, groups and educational establishments. By using the arts as a resource and by offering training T.R.A.M. enables various agencies to achieve their aims and objectives. Furthermore T.R.A.M. offers advice and training in good governance and management. The following information includes the input of T.R.A.M. Direct.

Ecole Enterprise is a Social Enterprise business catering for 50 young people from areas of priority treatment. The main aims and objectives of the group are to offer training to the young people in the performing arts leading to performance. T.R.A.M. offers training to this youth group in all matters of management and performance theatre. This includes interpretation of scripts, characterisation and presentation. Recently T.R.A.M. was instrumental in training a group of seven young people to become board members. Advice is also given on back stage and front of house duties plus customer care. Furthermore, help is given on good governance to the Board of Directors.

Within the educational sector T.R.A.M. offers a Christmas panto to pre 5 centres and to Primary Schools. As well as being entertaining the production offers opportunities for learning as numeracy and reading are incorporated into the performance. Mental health issues are offered in Secondary schools by offering workshops and presentations by the pupils to others. Work placements are also offered to 4th year pupils and volunteers are welcomed.

T.R.A.M. further works with various organisations concerned with heritage and history in particular South Glasgow Heritage and Environment. T.R.A.M. offers reminiscence theatre to highlight the valuable history and heritage of various areas and its importance for future generations. Recently T.R.A.M. has become involved with a local community group - Marl Arts. T.R.A.M. is involved in attending meetings and offering advice and resources to this newly formed arts organisation. We work in partnership with Glasgow City Council, Glasgow Building and Preservation Trust, Glasgow Live Vibrancy Project, South Glasgow Heritage and Environment Trust.

FINANCIAL REVIEW

The Statement of Financial Activities shows net income for the year of £3,854 (2010 - net expenditure £3,192). During the year £7,875 was received from Glasgow City Council in connection with the Jane Haining Project. This has been reflected in the statement of financial activities as required by the Charities SORP. Expenditure on this project will be incurred in the year ending 31 October 2012.

The total funds of the charity as at 31 October 2011 amounted to £54,755 (2010 - £50,901); the trustees believe that this level of funds will assist T.R.A.M. Direct in continuing in promoting its charitable activities into the foreseeable future.

PLANS FOR FUTURE PERIODS

T.R.A.M. will continue to work with young people from deprived areas offering training and placements within the arts. We aim to expand our partnerships with other organisations in particular the older generation and to expand our work with heritage and environment issues. We will strive to encourage those with little interest in the performing arts to be actively involved either as an audience member or as a participant. We shall continue our support to offer skills, knowledge and resources to all organisations needing help to develop and will ensure to implement an equal opportunities policy.

T.R.A.M. DIRECT COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 OCTOBER 2011

RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of T.R.A.M. Direct for the purposes of company law) are responsible for preparing the Trustees Annual 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SMALL COMPANY PROVISIONS

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

Registered office:
18 Nethervale Avenue
GLASGOW
G76 7BT

Signed by order of the trustees



ISOBEL BARRETT
Company Secretary

5/4/12

**T.R.A.M. DIRECT
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES AND MEMBERS OF
T.R.A.M. DIRECT**

YEAR ENDED 31 OCTOBER 2011

I report on the accounts of the charity for the year ended 31 October 2011 which are set out on pages 5 to 11.

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) (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 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 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 Regulations have not been met, or

2. to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

Robert G Andrews FCIC

Robert G. Andrews
Chartered Accountant
Independent examiner

4 Eaglesham Road
Clarkston
GLASGOW
G76 7BT

5/9/12

**T.R.A.M. DIRECT
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND
EXPENDITURE ACCOUNT)**

YEAR ENDED 31 OCTOBER 2011

		Unrestricted Funds £	Restricted Funds £	Total Funds 2011 £	Total Funds 2010 £
	Note				
INCOMING RESOURCES					
Incoming resources from charitable activities	2	<u>—</u>	<u>25,696</u>	<u>25,696</u>	<u>16,969</u>
TOTAL INCOMING RESOURCES		<u>—</u>	<u>25,696</u>	<u>25,696</u>	<u>16,969</u>
Charitable activities		<u>—</u>	<u>(21,435)</u>	<u>(21,435)</u>	<u>(19,860)</u>
Governance costs	3	<u>—</u>	<u>(407)</u>	<u>(407)</u>	<u>(301)</u>
TOTAL RESOURCES EXPENDED		<u>—</u>	<u>(21,842)</u>	<u>(21,842)</u>	<u>(20,161)</u>
NET INCOMING/(OUTGOIN G) RESOURCES FOR THE YEAR/NET INCOME/(EXPENDITUR E) FOR THE YEAR					
RECONCILIATION OF FUNDS	4	<u>—</u>	<u>3,854</u>	<u>3,854</u>	<u>(3,192)</u>
Total funds brought forward		<u>4,524</u>	<u>46,377</u>	<u>50,901</u>	<u>54,093</u>
TOTAL FUNDS CARRIED FORWARD		<u>4,524</u>	<u>50,231</u>	<u>54,755</u>	<u>50,901</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 8 to 11 form part of these financial statements.

**T.R.A.M. DIRECT
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET

31 OCTOBER 2011

	Note	2011 £	2010 £
FIXED ASSETS			
Tangible assets	6	941	618
CURRENT ASSETS			
Debtors	7	–	400
Cash at bank and in hand		54,135	50,184
		<u>54,135</u>	<u>50,584</u>
CREDITORS: Amounts falling due within one year	8	<u>(321)</u>	<u>(301)</u>
NET CURRENT ASSETS		53,814	50,283
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>54,755</u>	<u>50,901</u>
FUNDS			
Restricted income funds	9	50,231	46,377
Unrestricted income funds	10	4,524	4,524
TOTAL FUNDS		<u>54,755</u>	<u>50,901</u>

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476(1) of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

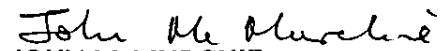
The Balance sheet continues on the following page.
The notes on pages 8 to 11 form part of these financial statements.

**T.R.A.M. DIRECT
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET *(continued)*

31 OCTOBER 2011

These financial statements were approved by the members of the committee on the 5TH APRIL 2012
and are signed on their behalf by:


JOHN McMURCHIE
Director

Company Registration Number: SC 164530

The notes on pages 8 to 11 form part of these financial statements.

**T.R.A.M. DIRECT
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2011

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006.

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1(revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource.

Fixed assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Plant & Machinery - 20% Reducing Balance

**T.R.A.M. DIRECT
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2011

1. ACCOUNTING POLICIES *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Investment income is included when receivable.

2. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Restricted Funds	Total Funds 2011	Total Funds 2010
	£	£	£
Pre 5 Christmas	4,485	4,485	7,725
Victorian Christmas	1,700	1,700	—
International Woman's Day	300	300	—
Workshop Income	—	—	625
Jane Haining Project	7,875	7,875	—
Open Doors	—	—	2,000
Glasgow Life - Mental Health Awareness	—	—	2,670
Vamoose to Vandalism	2,200	2,200	—
Magic of the Marlborough	7,536	7,536	—
Likes of us	—	—	1,224
Eid Performance	—	—	900
Halloween @ The Necropolis	1,600	1,600	1,825
	<u>25,696</u>	<u>25,696</u>	<u>16,969</u>

3. GOVERNANCE COSTS

	Restricted Funds	Total Funds 2011	Total Funds 2010
	£	£	£
Accountancy fees	333	333	301
Bank Charges	74	74	—
	<u>407</u>	<u>407</u>	<u>301</u>

**T.R.A.M. DIRECT
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2011

4. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR

This is stated after charging:

	2011	2010
	£	£
Depreciation	<u>235</u>	<u>214</u>

5. STAFF COSTS AND EMOLUMENTS

No salaries or wages have been paid to employees, including the members of the committee, during the year.

6. TANGIBLE FIXED ASSETS

	Plant and machinery etc. £
COST	
At 1 November 2010	6,045
Additions	<u>558</u>
At 31 October 2011	<u>6,603</u>
DEPRECIATION	
At 1 November 2010	5,427
Charge for the year	<u>235</u>
At 31 October 2011	<u>5,662</u>
NET BOOK VALUE	
At 31 October 2011	<u>941</u>
At 31 October 2010	<u>618</u>

7. DEBTORS

	2011	2010
	£	£
Other debtors	<u>-</u>	<u>400</u>

8. CREDITORS: Amounts falling due within one year

	2011	2010
	£	£
Other creditors	<u>321</u>	<u>301</u>

**T.R.A.M. DIRECT
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2011

9. RESTRICTED INCOME FUNDS

	Balance at 1 Nov 2010	Incoming resources	Outgoing resources	Balance at 31 Oct 2011
	£	£	£	£
Drama Projects	<u>46,377</u>	<u>25,696</u>	<u>(21,842)</u>	<u>50,231</u>

The restricted fund relates to the activities of the various drama projects. The income for such work which is received from Glasgow District Council, various schools and other bodies and can only be used for drama projects; as such it has been classified as a restricted income fund.

10. UNRESTRICTED INCOME FUNDS

	Balance at 1 Nov 2010 and at 31 Oct 2011
	£
General Funds	<u>4,524</u>

There have been no movements on unrestricted funds during the year ended 31 October 2011.

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Net current assets	Total
	£	£	£
Restricted Income Funds:			
Drama Projects	941	49,290	50,231
Unrestricted Income Funds	<u>-</u>	<u>4,524</u>	<u>4,524</u>
Total Funds	<u>941</u>	<u>53,814</u>	<u>54,755</u>

12. RELATED PARTY TRANSACTIONS

During the year the charity bought services from Isobel Barrett, a trustee of the charity to the value of £3,250 (2010 - £5,490). Such payments were made under normal commercial terms. Payments were also made to Adrian McMurchie (son of a Trustee of this charity) to the value of £1,500 (2010 - £550).

All of the above transactions were made under normal commercial terms.

13. COMPANY LIMITED BY GUARANTEE

T.R.A.M. Direct is a company limited by guarantee, not having a share capital.

**T.R.A.M. DIRECT
COMPANY LIMITED BY GUARANTEE**

MANAGEMENT INFORMATION

YEAR ENDED 31 OCTOBER 2011

**The following pages do not form part of the statutory financial statements
which are the subject of the independent examiner's report on page 4.**

**T.R.A.M. DIRECT
COMPANY LIMITED BY GUARANTEE**

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2011

	2011 £	2010 £
INCOMING RESOURCES		
INCOMING RESOURCES FROM		
CHARITABLE ACTIVITIES		
Pre 5 Christmas	4,485	7,725
Victorian Christmas	1,700	—
International Woman's Day	300	—
Workshop Income	—	625
Jane Haining Project	7,875	—
Open Doors	—	2,000
Glasgow Life - Mental Heath Awareness	—	2,670
Vamoose to Vandalism	2,200	—
Magic of the Marlborough	7,536	—
Likes of us	—	1,224
Eid Performance	—	900
Halloween @ The Necropolis	1,600	1,825
	<u>25,696</u>	<u>16,969</u>
TOTAL INCOMING RESOURCES	<u>25,696</u>	<u>16,969</u>

**T.R.A.M. DIRECT
COMPANY LIMITED BY GUARANTEE**

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2011

	2011	2010
	£	£
CHARITABLE ACTIVITIES		
Depreciation	235	214
Victorian Christmas	2,074	—
Costumes	—	492
Drama Tutor	—	(155)
Sound Engineer	—	250
Necropolis	2,375	—
Toyland, Jingle Bells and Santa	300	—
Pre 5 Christmas	3,950	7,861
Over the Top	766	—
Likes of Us	234	2,488
Kelvingrove Park	—	1,057
Vamoose to Vandalism	1,125	—
Magic of the Marlborough	5,873	—
International Woman's Day	300	—
Doors Open Day/Fountain	—	1,000
Glasgow Life - Mental Health Awareness	—	2,480
Advertising and posters	395	—
Rent	1,550	720
Insurance	777	742
Travel and coach expenses	479	1,326
Telephone and internet	495	604
Stationery & office expenses	507	781
	<u>21,435</u>	<u>19,860</u>
GOVERNANCE COSTS		
Accountancy fees	333	301
Bank Charges	74	—
	<u>407</u>	<u>301</u>
TOTAL RESOURCES EXPENDED	<u>21,842</u>	<u>20,161</u>
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR	<u>3,854</u>	<u>(3,192)</u>

**T.R.A.M. DIRECT
COMPANY LIMITED BY GUARANTEE**

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2011

	2011 £	2010 £
CHARITABLE ACTIVITIES		
Drama Projects		
<i>Activities undertaken directly</i>		
Depreciation	<u>235</u>	<u>214</u>
	<u>21,435</u>	<u>19,860</u>