

COMPANY REGISTRATION NUMBER SC164530

T.R.A.M. DIRECT
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
31 OCTOBER 2012

Charity Number SCO24830



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

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

FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2012

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

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 OCTOBER 2012

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 October 2012.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	T.R.A.M. Direct
Charity registration number	SCO24830
Company registration number	SC164530
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 2012

ACHIEVEMENTS AND PERFORMANCE

TRAM Direct continues to offer support, advice, good governance, and business support, including to Third Sector organisations, community groups, educational establishments and other agencies requiring help to meet their particular aims and objectives. The following information outlines this input as follows:

Ecole Enterprise

This is a Social enterprise Business offering training in the arts leading to performance for 9 to 25 year olds. It further offers issue based drama workshops to the local community and others. TRAM offers support with Management, Policies and Good Governance to the Young Board of Directors. TRAM further offers advice on all technical issues such as lighting, sound stage management. It further offers support towards productions by resourcing props, stage furnishings and costumes. There is also an opportunity for the members to be involved in TRAM production. As such this offers professional training to the individual.

South Glasgow Heritage & Environment Trust

This Scottish Charity's aim is to preserve and promote all matters relating to heritage and the environment. TRAM offers advice on funding packages and works with this organisation to promote an interest in the importance of history and heritage. This is achieved by offering support to drama re-enactments so that history is brought alive for those participating and attending.

Educational Establishments

TRAM offered pre 5 panto to various groups. As well as a celebration of Xmas these productions offered an opportunity to enhance reading and writing skills plus communication skills and social interaction with others. Singing and playing with musical items was also encouraged. Work experience is also offered throughout the year to 4th year pupils. Volunteers are welcomed who are interested in any area of the performance arts including administration. Work undertaken with regards to heritage issues with local secondary school

Other Organisations

Queen's Park Church and Tram worked in partnership with each other to write and produce a new drama on Jane Haining one of the few Scots to die in Auschwitz. TRAM worked with some church members so that they gained confidence enough to be part of the production. The youth theatre was also involved and learned a great deal about this period in history. Skills, knowledge and self-confidence were offered to all within the performing arts. Singing, acting workshops provided a platform for growth for all.

TRAM works in partnership with various organisations to offer support, resources, skills, knowledge and relevant input within the performing arts to the following:

Queen's Park Arena,
Queen's Park Church
South Glasgow Heritage & Environment Trust
Heritage Organisations
Ecole Enterprise
Educational Establishments
Langside Hall Trust

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

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 OCTOBER 2012

Performing Arts Organisations
Pollokshaws Burgh Hall
SHED Shawlands
Glasgow Building Preservation Trust.

FINANCIAL REVIEW

The Statement of Financial Activities shows net expenditure for the year of £11,944 (2011 - net income £3,854).

The total funds of the charity as at 31 October 2012 amounted to £54,755 (2011 - £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

TRAM will continue to offer management support to various organisations and resources within the arts including training. We hope to extend our work within heritage and environment issues by encouraging local organisations and community groups to attend events and be actively involved whether through exhibitions and conferences or by drama re-enactments. We will expand our work with young people in particular with those from areas of priority treatment.

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 regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and 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 accounting 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.

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

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 OCTOBER 2012

RESPONSIBILITIES OF THE TRUSTEES *(continued)*

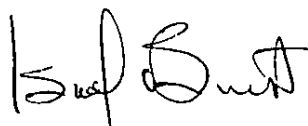
The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They 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

26/07/13.

**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 2012

I report on the accounts of the charity for the year ended 31 October 2012 which are set out on pages 6 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 FCIE

Robert G. Andrews
Chartered Accountant
Independent examiner

4 Eaglesham Road
Clarkston
GLASGOW
G76 7BT

26/7/13

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

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

YEAR ENDED 31 OCTOBER 2012

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
INCOMING RESOURCES					
Incoming resources from charitable activities	2	—	10,594	10,594	25,696
TOTAL INCOMING RESOURCES		—	10,594	10,594	25,696
Charitable activities		—	(22,090)	(22,090)	(21,435)
Governance costs	3	—	(448)	(448)	(407)
TOTAL RESOURCES EXPENDED		—	(22,538)	(22,538)	(21,842)
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR/NET (EXPENDITURE)/INCOME FOR THE YEAR					
RECONCILIATION OF FUNDS	4	—	(11,944)	(11,944)	3,854
Total funds brought forward		4,524	50,231	54,755	50,901
TOTAL FUNDS CARRIED FORWARD		4,524	38,287	42,811	54,755

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 2012

	Note	2012 £	2011 £
FIXED ASSETS			
Tangible assets	6	753	941
CURRENT ASSETS			
Cash at bank and in hand		42,379	54,135
CREDITORS: Amounts falling due within one year	7	<u>(321)</u>	<u>(321)</u>
NET CURRENT ASSETS		42,058	53,814
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>42,811</u>	<u>54,755</u>
FUNDS			
Restricted income funds	8	38,287	50,231
Unrestricted income funds	9	<u>4,524</u>	<u>4,524</u>
TOTAL FUNDS		<u>42,811</u>	<u>54,755</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.

These financial statements were approved by the members of the committee on the 26/07/2013 and are signed on their behalf by:


JOHN McMURCHIE
Director

Company Registration Number: SC164530

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 2012

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 2012

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 2012	Total Funds 2011
	£	£	£
Pre 5 Christmas	3,602	3,602	4,485
Victorian Christmas	1,312	1,312	1,700
International Woman's Day	—	—	300
Jane Haining Project	1,499	1,499	7,875
Xmas Cabaret	170	170	—
Vamoose to Vandalism	—	—	2,200
Magic of the Marlborough	236	236	7,536
Halloween @ The Necropolis	2,250	2,250	1,600
Fossil Grove Project	500	500	—
Costume Hire	300	300	—
Over the Top	725	725	—
	10,594	10,594	25,696

3. GOVERNANCE COSTS

	Restricted Funds	Total Funds 2012	Total Funds 2011
	£	£	£
Accountancy fees	360	360	333
Bank Charges	88	88	74
	448	448	407

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2012

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

This is stated after charging:

	2012	2011
	£	£
Depreciation	<u>188</u>	<u>235</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 £
COST	
At 1 November 2011 and 31 October 2012	<u>6,603</u>
DEPRECIATION	
At 1 November 2011	5,662
Charge for the year	<u>188</u>
At 31 October 2012	<u>5,850</u>
NET BOOK VALUE	
At 31 October 2012	<u>753</u>
At 31 October 2011	<u>941</u>

7. CREDITORS: Amounts falling due within one year

	2012	2011
	£	£
Other creditors	<u>321</u>	<u>321</u>

8. RESTRICTED INCOME FUNDS

	Balance at 1 Nov 2011	Incoming resources	Outgoing resources	Balance at 31 Oct 2012
	£	£	£	£
Drama Projects	<u>50,231</u>	<u>10,594</u>	<u>(22,538)</u>	<u>38,287</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 can only be used for drama projects; as such it has been classified as a restricted income fund.

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2012

9. UNRESTRICTED INCOME FUNDS

	Balance at 1 Nov 2011 and at 31 Oct 2012
	£
General Funds	<u>4,524</u>

There have been no movements on unrestricted funds during the year ended 31 October 2012.

10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
Restricted Income Funds:			
Drama Projects	753	37,534	38,287
Unrestricted Income Funds	<u>—</u>	<u>4,524</u>	<u>4,524</u>
Total Funds	<u>753</u>	<u>42,058</u>	<u>42,811</u>

11. RELATED PARTY TRANSACTIONS

During the year the charity bought services from Isobel Barrett, a trustee of the charity to the value of £3,250 (2011 - £3,250).

Payments were also made to Adrian McMurchie (son of a Trustee of this charity) to the value of £600 (2011 - £1,500).

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

12. 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 2012

**The following pages do not form part of the statutory financial statements
which are the subject of the independent examiner's report on page 5.**

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

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2012

	2012	2011
	£	£
INCOMING RESOURCES		
INCOMING RESOURCES FROM		
CHARITABLE ACTIVITIES		
Pre 5 Christmas	3,602	4,485
Victorian Christmas	1,312	1,700
International Woman's Day	-	300
Jane Haining Project	1,499	7,875
Xmas Cabaret	170	-
Vamoose to Vandalism	-	2,200
Magic of the Marlborough	236	7,536
Halloween @ The Necropolis	2,250	1,600
Fossil Grove Project	500	-
Costume Hire	300	-
Over the Top	725	-
	<u>10,594</u>	<u>25,696</u>
 TOTAL INCOMING RESOURCES	 <u>10,594</u>	 <u>25,696</u>

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

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2012

	2012 £	2011 £
CHARITABLE ACTIVITIES		
Depreciation	188	235
To serve is to resist	1,200	—
Jane Haining Project	6,614	—
Voice Over	300	—
Victorian Christmas	944	2,074
Q P A	300	—
Costumes	173	—
Necropolis	800	2,375
Toyland, Jingle Bells and Santa	—	300
Pre 5 Christmas	2,645	3,950
Over the Top	3,073	766
Likes of Us	—	234
Cabaret	140	—
Vamoose to Vandalism	750	1,125
Magic of the Marlborough	—	5,873
International Woman's Day	—	300
Advertising and posters	243	395
Rent	320	1,550
Repairs and maintenace	190	—
Insurance	786	777
Travel and coach expenses	1,916	479
Telephone and internet	869	495
Stationery & office expenses	639	507
	<u>22,090</u>	<u>21,435</u>
GOVERNANCE COSTS		
Accountancy fees	360	333
Bank Charges	88	74
	<u>448</u>	<u>407</u>
TOTAL RESOURCES EXPENDED	<u>22,538</u>	<u>21,842</u>
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR	<u>(11,944)</u>	<u>3,854</u>

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

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2012

	2012 £	2011 £
CHARITABLE ACTIVITIES		
Drama Projects		
<i>Activities undertaken directly</i>		
Depreciation	<u>188</u>	<u>235</u>
	<u>22,090</u>	<u>21,435</u>