

COMPANY REGISTRATION NUMBER SC164530

**T.R.A.M. DIRECT
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
31 OCTOBER 2016**

Charity Number SCO24830

SATURDAY



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COMPANIES HOUSE

CLARK ANDREWS LIMITED

Chartered Accountants
4 Eaglesham Road
Clarkston
Glasgow
G76 7BT

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

FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2016

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

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 OCTOBER 2016

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 October 2016.

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 G44 3XS

The trustees

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

John McMurchie
Isobel Barrett
Charles Greer

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 2016

ACHIEVEMENTS AND PERFORMANCE

TRAM Direct continues to offer workshops, support, advice, good governance, and business support, to Third Sector organisations, community groups, educational establishments and other agencies requiring help to meet their particular aims and objectives. We produce several pieces of new writing and tour to various other local communities with our various productions. The following information outlines this input as follows:

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. Guidance is also helped with the yearly conference/presentation in offering event organisation skills to the Committee. TRAM is involved in Administration support and organisation of Drama performance relating to history and heritage. The latest project "To Serve is to Resisit" told the story of Jane Haining (One of 10 Scots to die at Auschwitz, as part of the Heritage Theme.) This ran for 4 performances and attracted a large audience. The young people involved received training in all aspects of performing arts leading to performance. As such, the educational aspect for the young people involved was beneficial both to their knowledge of history and their input to the curriculum as they shared their experiences within English and History and Environment. The older generation was also involved from Queens Park Church. They acted out various scenes from the production. Everyone enjoyed and learned a great deal from the experience.

Educational Establishments

Work experience is also offered throughout the year to Secondary Pupils. This includes the following: Wardrobe, Administration, Management of Drama rehearsals, prop making, front of house duties, customer care, handling enquiries, box office, stage management, sound and lighting. TRAM also offers the opportunity for young people to become involved in performance theatre so as to gain lifeskills and to promote confidence and communication skills.

Volunteers are welcomed who are interested in any area of the performance arts including administration stage management, wardrobe, lighting/sound.

Langside Hall Trust

TRAM is involved in a voluntary capacity with the board of Directors of Langside Hall Trust to establish a facility for the local community and local businesses. It is hoped that this "A" listed building will be refurbished as a facility for the Arts and other events. TRAM, as a member of the board, attends regular meetings with Glasgow City Council, Community Councils, Business Associations, Glasgow Life and other organisations interested in the refurbishment of this building as a resource for all. TRAM offers expertise in all aspects of the performing arts and management of such.

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

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 OCTOBER 2016

SHED Arts Venue

TRAM Direct is now the resident theatre company within the SHED in the south side of Glasgow. We programme events throughout the year including our local pantomime which is very popular with the local community and youth organisations. We also encourage new work and invite dramatists eager to have their play performed to consider a read in with professional actors with a view to performance in the future. Our Dramaturg offers advice on structure, theme and general pointers to improve the text. We attract new companies eager to have their work performed and to receive feedback. Many perform at the SHED before moving on to Festivals such as Edinburgh. We always offer Saturday matinee performances so as to cater for the older generation. Our work is supported by the local community and from across Glasgow.

Other Organisations

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,
Friends of Queens Park
Queen's Park Church
South Glasgow Heritage & Environment Trust
Heritage Organisations
Educational Establishments
Performing Arts Organisations
Pollokshaws Burgh Hall
SHED Shawlands
Glasgow Social Enterprise Network
Glasgow Building Preservation Trust
Housing Associations
Special Needs Groups
Arts Enigma
Glasgow Crematorium

FINANCIAL REVIEW

The Statement of Financial Activities shows net income for the year of £4,574 (2015 - net expenditure £2,456).

The total funds of the charity as at 31 October 2016 amounted to £39,727(2015 - £35,153);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.

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

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 OCTOBER 2016

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. In partnership with the SHED in Shawlands TRAM is working to establish a new Arts venue for the South side of Glasgow and to encourage older members from the community to be involved in an over 50 drama group. We encourage new writing through to performance. We wish to encourage the local community to be involved, either through attendance or by contributing through writing, acting, singing and all aspects of the performing arts. We hope to encourage youth to take part whether through performance, new writing, music, song and dance. Meetings have been organised with Queens Cross Housing Association to offer drama workshops to the Chinese Community youth on the theme of "Hate Crime". This is due to begin in November 2016. Further drama workshops will also be offered to Cojak (deals with additional needs youth and adults) in November 2016.

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENT

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charity Accounts (Scotland) Regulations 2006 (as amended), and the provisions of the Articles of Association. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

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

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 OCTOBER 2016

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Registered office:
18 Nethervale Avenue
GLASGOW
G44 3XS

Signed by order of the trustees

Isobel Barrett
Company Secretary



19/05/17

**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 2016

I report on the accounts of the charity for the year ended 31 October 2016 which are set out on pages 7 to 14.

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 FCI E

Robert G. Andrews
Chartered Accountant
Independent examiner

4 Eaglesham Road
Clarkston
Glasgow
G76 7BT

.....19/5/17.....

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

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

YEAR ENDED 31 OCTOBER 2016

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
INCOME AND ENDOWMENTS					
Income from charitable activities	2	<u>19,533</u>	<u>3,250</u>	<u>22,783</u>	<u>15,171</u>
TOTAL INCOME		<u>19,533</u>	<u>3,250</u>	<u>22,783</u>	<u>15,171</u>
EXPENDITURE					
Expenditure on charitable activities		<u>(7,488)</u>	<u>(10,721)</u>	<u>(18,209)</u>	<u>(17,627)</u>
TOTAL EXPENDITURE		<u>(7,488)</u>	<u>(10,721)</u>	<u>(18,209)</u>	<u>(17,627)</u>
NET INCOME/(EXPENDITURE) AND NET MOVEMENT IN FUNDS FOR THE YEAR					
RECONCILIATION OF FUNDS	3	<u>12,045</u>	<u>(7,471)</u>	<u>4,574</u>	<u>(2,456)</u>
Total funds brought forward		<u>9,336</u>	<u>25,817</u>	<u>35,153</u>	<u>37,609</u>
TOTAL FUNDS CARRIED FORWARD		<u>21,381</u>	<u>18,346</u>	<u>39,727</u>	<u>35,153</u>

The Statement of financial activities includes all gains and losses in the year.

All of the above amounts relate to continuing activities.

The notes on pages 10 to 14 form part of these financial statements.

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

BALANCE SHEET

31 OCTOBER 2016

	Note	2016 £	2015 £
FIXED ASSETS			
Tangible assets	5	478	597
CURRENT ASSETS			
Debtors	6	2,074	–
Cash at bank and in hand		<u>37,526</u>	<u>34,887</u>
		39,600	34,887
CREDITORS: Amounts falling due within one year	7	<u>(351)</u>	<u>(331)</u>
NET CURRENT ASSETS		39,249	34,556
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>39,727</u>	<u>35,153</u>
FUNDS OF THE CHARITY			
Restricted income funds	8	18,346	25,817
Unrestricted income funds	9	<u>21,381</u>	<u>9,336</u>
TOTAL CHARITY FUNDS		<u>39,727</u>	<u>35,153</u>

For the year ended 31 October 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The Balance sheet continues on the following page.
The notes on pages 10 to 14 form part of these financial statements.

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

BALANCE SHEET *(continued)*

31 OCTOBER 2016

These financial statements were approved by the members of the committee and authorised for issue on the 19/10/17 and are signed on their behalf by:


JOHN McMURCHIE
Director

Company Registration Number: SC164530

The notes on pages 10 to 14 form part of these financial statements.

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2016

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets and investments measured at market value. The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) (SORP 2015).

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.

Support costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiner's 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.

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2016

1. ACCOUNTING POLICIES *(continued)*

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 and machinery - 20% Reducing Balance

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. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total Funds 2016
	£	£	£
Anderston Panto	–	550	550
Beyond the Rainbow	110	–	110
Shed Box Office	9,461	–	9,461
Touching Cloth	4,868	–	4,868
Aladdin	3,254	–	3,254
Ye Olde Toy Storey	240	–	240
Doors Open	–	2,700	2,700
Venue Hire	1,480	–	1,480
Citizen Tickets	120	–	120
	<u>19,533</u>	<u>3,250</u>	<u>22,783</u>

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2016

2. INCOME FROM CHARITABLE ACTIVITIES *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
Anderston Panto	—	550	550
Beyond the Rainbow	—	—	—
Shed Box Office	11,486	—	11,486
Touching Cloth	—	—	—
Aladdin	—	—	—
Ye Olde Toy Storey	—	—	—
Doors Open	—	2,150	2,150
Venue Hire	985	—	985
Citizen Tickets	—	—	—
	<u>12,471</u>	<u>2,700</u>	<u>15,171</u>

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

This is stated after charging:

	2016 £	2015 £
Depreciation	<u>119</u>	<u>149</u>

4. STAFF COSTS AND EMOLUMENTS

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

5. TANGIBLE FIXED ASSETS

	Plant and machinery £
COST	
At 1 November 2015 and 31 October 2016	<u>7,015</u>
DEPRECIATION	
At 1 November 2015	6,418
Charge for the year	<u>119</u>
At 31 October 2016	<u>6,537</u>
NET BOOK VALUE	
At 31 October 2016	<u>478</u>
At 31 October 2015	<u>597</u>

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2016

6. DEBTORS

	2016	2015
	£	£
Other debtors	<u>2,074</u>	<u>—</u>

7. CREDITORS: Amounts falling due within one year

	2016	2015
	£	£
Other creditors	<u>350</u>	<u>331</u>

8. RESTRICTED INCOME FUNDS

	Balance at 1 Nov 2015	Income	Expenditure	Balance at 31 Oct 2016
	£	£	£	£
Drama Projects	<u>25,817</u>	<u>3,250</u>	<u>(10,721)</u>	<u>18,346</u>

Drama Projects

The restricted fund relates to the activities of various drama projects, specifically the Christmas Panto and Doors Open Day.

9. UNRESTRICTED INCOME FUNDS

	Balance at 1 Nov 2015	Income	Expenditure	Balance at 31 Oct 2016
	£	£	£	£
General Funds	<u>9,336</u>	<u>19,533</u>	<u>(7,488)</u>	<u>21,381</u>

10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
Restricted Income Funds:			
Drama Projects	478	17,868	18,346
Unrestricted Income Funds	<u>—</u>	<u>21,381</u>	<u>21,381</u>
Total Funds	<u>478</u>	<u>39,249</u>	<u>39,727</u>

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2016

11. RELATED PARTY TRANSACTIONS

During the year the charity bought services from Isobel Barrett, a trustee of the charity to the value of £1,275 (2015 - £1,050). Expenses were repaid to Isobel Barrett £1,156 (2015 - £1,156). Payments were also made to Adrian McMurchie (son of a Trustee of this charity) to the value of £300 (2015 - £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 2016

**The following pages do not form part of the statutory financial statements
which are the subject of the independent examiner's report on page 6.**

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

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2016

	2016 £	2015 £
INCOMING RESOURCES		
INCOME FROM CHARITABLE ACTIVITIES		
Anderston Panto	550	550
Beyond the Rainbow	110	-
Shed Box Office	9,461	11,486
Touching Cloth	4,868	-
Aladdin	3,254	-
Ye Olde Toy Storey	240	-
Doors Open	2,700	2,150
Venue Hire	1,480	985
Citizen Tickets	120	-
	<u>22,783</u>	<u>15,171</u>
TOTAL INCOME	<u>22,783</u>	<u>15,171</u>
EXPENDITURE		

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

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2016

	2016 £	2015 £
CHARITABLE ACTIVITIES		
Depreciation	119	149
Bop and Blether at the Barrowland	–	300
Costumes	151	466
Scotland's Greatest Irishman	–	793
Technician	609	1,270
Touching Cloth	3,839	1,720
Aladdin	1,626	–
The Shed	332	235
Couscous	575	–
Rabbie the Man	634	–
Ye Olde Toy Storey	293	–
Panto Anderston	500	1,150
Beyond the Rainbow	200	–
Jane Haining Project	1,254	–
Cinderella	–	800
Crem Glasgow	1,700	675
Drama workshops	240	–
Advertising and posters	1,549	1,500
Rent	994	894
Repairs and maintenace	48	26
Insurance	443	645
Travel and coach expenses	337	670
Telephone and internet	103	569
Stationery and office expenses	404	388
GPA	30	30
Administrator	360	–
Subscriptions	126	374
Sundries	735	390
Bill W and Dr Bob	–	2,909
Hells Hunner	532	1,200
	<u>17,733</u>	<u>17,153</u>
SUPPORT COSTS		
Independent examiner fees	476	437
Bank charges	–	37
	<u>476</u>	<u>474</u>
TOTAL EXPENDITURE	<u>18,209</u>	<u>17,627</u>
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR	<u>4,574</u>	<u>(2,456)</u>

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

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2016

	2016 £	2015 £
CHARITABLE ACTIVITIES		
Drama Projects		
<i>Activities undertaken directly</i>		
Depreciation	<u>119</u>	<u>149</u>
	<u>17,733</u>	<u>17,153</u>