

COMPANY REGISTRATION NUMBER SC228721

**RAPTURE THEATRE
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 JULY 2016**

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Charity Number SC032811

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COMPANIES HOUSE

I.A. STEWART & CO
Chartered Accountants
The Mechanics Workshop
New Lanark
ML11 9DB

**RAPTURE THEATRE
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2016

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RAPTURE THEATRE COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 JULY 2016

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 July 2016.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Rapture Theatre
Charity registration number	SC032811
Company registration number	SC228721
Registered office	29 George Street Bathgate EH48 1PG

THE TRUSTEES

The trustees who served the charity during the year were as follows:

	Mr. M Emans	(Chairman, Treasurer)
	Mrs. L McAndrew	(Secretary)
	Mr. M Tibbets	
	Dr. P Dougall	
	Mrs. C Burns	
Secretary	Mrs. Lyn McAndrew	
Independent examiner	Stephen Bell	
	Member of The Institute of Chartered Accountants of Scotland	
	I.A.Stewart & Co	
	Chartered Accountants	
	The Mechanics Workshop	
	New Lanark	
	ML11 9DB	

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The company is administered in accordance with the regulations contained in the Memorandum and Articles of Association which was drafted in consultation with the company's external solicitors, and developed in line with the published requirements of the Charity Regulator and other formal bodies, on 4 March 2002.

RAPTURE THEATRE COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 JULY 2016

Recruitment and Appointment of Trustees

The company is served by 5 trustees, all of whom are considered to have the appropriate gifts and skills to fulfil the objectives of the company.

Were there a requirement for new trustees, these would be identified and appointed by the remaining trustees. The chair of the trustees, Mr M Emans, is responsible for the induction of any new trustee, which involves the awareness of a trustee's responsibilities, the governing document, administrative procedures and the history and philosophy approach of the charity.

The trustees annually review the risks that the charity faces.

OBJECTIVES AND ACTIVITIES

The aims of the company are to bring new and challenging theatre to a large geographic area through performances and workshops in remote, rural areas and areas of both social and economic depression, to provide educational opportunities and scope for personal development through 'service users' both participating in and having access to theatre and to maintain its position as Scotland's leading contemporary touring theatre company.

The production and performance of the company's work is financed by box office donations and programme sales at theatre venues, together with an increased reliance on grant funding and sponsorship from various foundations and trusts.

ACHIEVEMENTS AND PERFORMANCE

The company was established in 2002 by artistic director, Michael Emans, after he left drama school. The name of the theatre company was taken from the play "The Secret Rapture", which focuses on moments of enlightenment and heightened states of awareness.

Rapture Theatre has toured productions to St. Andrews, The Highlands, Dundee and across the Central belt, down to the Borders and across to Mull. It has also played at Glasgow venues such as The Arches, The Tramway, The Tron, The Citizens Theatre and The Kings Theatre and has premiered work in Scotland by Arthur Miller, David Mamet, Sam Shepard and Joe Penhall. The company has continued to develop links with other theatre organisations in Scotland, England and the Channel Islands.

Rapture Theatre has one of the most extensive touring schedules of any theatre company in Scotland and specialises in bringing new work to Scotland by performing Scottish premieres of classic contemporary texts. 2016 marked a significant year for the company, obtaining Regularly Funded Organisation status with Creative Scotland and receiving the first tranche of grant funding. This funding has been pivotal to the activities of Rapture Theatre this year and as a result, the company was able to produce two touring shows to celebrate the Arthur Miller centenary : All My Sons and The Last Yankee. These productions proved a huge success and were attended by over ten thousand people across Scotland and the North of England.

RAPTURE THEATRE COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 JULY 2016

It is also constantly developing its educational commitments for students of all ages including advisory work with the Scottish Community Drama Association. This year All My Sons was attended by over twenty two school groups and educational activities were created, with over five hundred school children participating. For The Last Yankee, the company worked with the Scottish Association of Mental Health to raise awareness of mental health issues and ran a post-show event after every performance. It also continues to run its celebrated Drama Matrix Winter School in Greenock to compliment the excellent Summer School in Perthshire.

The trustees future aims and objectives for the company are to continue highlighting educational issues through drama and to provide affordable theatre to as wide an audience as possible.

FINANCIAL REVIEW

During the year, income totalled £120,210 (2015 - £169,957), whilst expenditure amounted to £105,454 (2015 - £111,423). Consequently a net surplus of £14,756 (2015 - £58,534) was reported. The trustees are satisfied that the company's efforts have resulted in a surplus for the year and vindicates the hard work involved in obtaining Regular Funding Status with Creative Scotland where well over half the applicants in the bidding process were unsuccessful. The Scottish Government body for the Arts has committed to provide the company with £375,000 over the next three years and highlights the importance of grant funding to future projects.

The reduction in overall costs this year is again due to the investment in the subsidiary company, Arty Productions Limited, which was incorporated to be responsible for the production side of any future performances and tours. As a result, fees and costs relevant to the Arthur Miller Season were met by the subsidiary and Rapture Theatre will continue to provide it with finance. This structure has allowed the group to qualify for Theatre Tax Relief and a successful claim was made after the year end.

RESERVES POLICY

It is the Trustees' policy to ensure that the general expenditure of the charitable activities are met and any reserves held by the company will be used for this purpose. At the year end, the company has a surplus in funds of £57,057 (2015 - £42,301) which have been provided for the purposes specified in Note 13.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The charity's trustees 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)

The law applicable to charities in Scotland 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 charity and of the incoming resources and application of resources of the charity for that period.

RAPTURE THEATRE COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 JULY 2016

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 judgments 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; and
- . prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which 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 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER

Stephen Bell of Messrs I.A.Stewart & Co will continue in office as independent examiner for the ensuing year.

Registered office:
29 George Street
Bathgate
EH48 1PG

Signed by order of the trustees



MR M EMANS
Trustee

22 June 2017

RAPTURE THEATRE COMPANY LIMITED BY GUARANTEE

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF RAPTURE THEATRE

YEAR ENDED 31 JULY 2016

I report on the accounts of the charity for the year ended 31 July 2016 which are set out on pages 6 to 12.

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 our attention. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for my work, for this report, or for the opinions I have formed.

Basis of independent examiners' 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 examiners' statement

In the course of our 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 Regulationshave 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.



Stephen Bell (Member of The Institute of Chartered Accountants of Scotland)
I A Stewart & Company
Chartered Accountants and Registered Auditors
The Mechanics Workshop
New Lanark
ML11 9DB

22 June 2017

**RAPTURE THEATRE
COMPANY LIMITED BY GUARANTEE**

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

YEAR ENDED 31 JULY 2016

	Note	Total Funds 2016 £	Total Funds 2015 £
INCOMING RESOURCES			
Incoming resources from generated funds:			
Activities for generating funds	2	27,810	62,357
Grant income	3	92,400	107,600
TOTAL INCOMING RESOURCES		120,210	169,957
RESOURCES EXPENDED			
Costs of generating funds:			
Costs of generating theatre income	4	(25,511)	(63,304)
Other resources expended	5	(22,862)	(37,815)
Other costs	6	(57,081)	(10,304)
TOTAL RESOURCES EXPENDED		(105,454)	(111,423)
NET INCOMING/(OUTGOING) RESOURCES FOR THE PERIOD/NET INCOME FOR YEAR		14,756	58,534
RECONCILIATION OF FUNDS			
Total funds brought forward		42,301	(16,233)
TOTAL FUNDS CARRIED FORWARD		57,057	42,301

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 12 form part of these financial statements.

RAPTURE THEATRE COMPANY LIMITED BY GUARANTEE

BALANCE SHEET

31 JULY 2016

	Note	31 July 16 £	31 July 15 £
FIXED ASSETS			
Tangible assets	8	2,739	3,584
Investments		<u>1</u>	<u>1</u>
		2,740	3,585
CURRENT ASSETS			
Stock		3,934	5,508
Debtors	9	137,094	52,722
Cash at bank and in hand		<u>41,066</u>	<u>8,535</u>
		182,094	66,765
CREDITORS:			
Amounts falling due within one year	10	<u>(127,777)</u>	<u>(28,049)</u>
NET CURRENT LIABILITIES		54,317	38,716
TOTAL ASSETS LESS CURRENT LIABILITIES		57,057	42,301
TOTAL NET ASSETS/(LIABILITIES)		57,057	42,301
FUNDS			
Unrestricted funds	13	<u>57,057</u>	<u>42,301</u>
TOTAL FUNDS		57,057	42,301

The directors 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 period by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledges their responsibility for:

- (i) ensuring that the company keeps proper 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 period and of its profit or loss for the financial period in accordance with the requirements of sections 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 were approved by the members of the committee on the 22 June 2017 and are signed on their behalf by:



MR M EMANS
Trustee

The notes on pages 8 to 12 form part of these financial statements.

RAPTURE THEATRE COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR TO 31 JULY 2016

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 Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

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 :

Fixtures & Fittings	-	15% reducing balance
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Going concern

The continuation of the company is dependent on the ongoing support from the directors, which will continue for the foreseeable future. Accordingly, the accounts have been prepared on the basis that the company will continue to be a going concern.

Incoming resources

All donations and gifts are included within incoming resources under either unrestricted or restricted funds according to the terms under which the donation is made and when the amount can be quantified with reasonable certainty. Donations and gifts in kind are brought into the accounts at their market value to the charity.

Resources expended

Expenditure is recognised on an accruals basis as the liability is incurred.

Consolidation

In the opinion of the director, the company and its subsidiary undertakings comprise a small group. The company has therefore taken advantage of the exemption provided by Section 398 of the Companies Act 2006 not to prepare group accounts.

**RAPTURE THEATRE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR TO 31 JULY 2016

2. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds	Total Funds 2016 £	Total Funds 2015 £
Theatre guarantees	14,000	14,000	43,237
Donations and sponsorship	13,810	13,810	19,120
	<u>27,810</u>	<u>27,810</u>	<u>62,357</u>

3. GRANT INCOME

	Unrestricted Funds	Total Funds 2016 £	Total Funds 2015 £
Creative Scotland	82,500	82,500	82,500
The Robertson Trust	-	-	4,500
Awards For All	9,600	9,600	-
Council Grants	300	300	20,600
	<u>92,400</u>	<u>92,400</u>	<u>107,600</u>

4. COSTS OF GENERATING THEATRE INCOME

	Unrestricted Funds	Total Funds 2016 £	Total Funds 2015 £
Agents and actors fees	-	-	33,644
Producers fees	14,000	14,000	-
Room and theatre hire	9,937	9,937	9,968
Set costs	-	-	19,594
Running costs	1,574	1,574	98
	<u>25,511</u>	<u>25,511</u>	<u>63,304</u>

5. OTHER RESOURCES EXPENDED

	Unrestricted Funds	Total Funds 2016 £	Total Funds 2015 £
Fuel	215	215	1,344
Van hire and transportation	120	120	2,940
Telephone	153	153	974
Administrative expenses	6,558	6,558	3,649
Research and education	1,285	1,285	1,405
Travel and accommodation	8,761	8,761	16,788
Subscriptions and donations	45	45	144
Marketing and hospitality	2,133	2,133	7,669
Governance costs -			
Legal fees	1,192	1,192	502
External examiners fees	2,400	2,400	2,400
	<u>22,862</u>	<u>22,862</u>	<u>37,815</u>

RAPTURE THEATRE COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR TO 31 JULY 2016

6. NET INCOMING/(OUTGOING) RESOURCES FOR THE PERIOD

This is stated after charging:

	2015	2014
	£	£
Depreciation	538	746
Loss on asset disposal	307	644
Light and heat	1,100	916
Insurance	900	333
Bank interest and charges	1,371	1,347
Credit card interest	6,359	6,318
Loan interest	4,919	-
Vat and interest	41,587	-
	<u>57,081</u>	<u>10,304</u>

7. STAFF COSTS AND EMOLUMENTS

The company contracts for the services of actors either on a self employed basis or through agencies and companies. In prior years, the company was also responsible for both the employers and employees national insurance contributions on the payments made for these services. However, agreement was reached with HMRC that all the contracted actors were 'key talent' individuals and as a result the company is no longer liable for these costs.

During the year, trustees were paid fees totalling £14,000 (2015 - £4,000) for services provided to the company.

8. TANGIBLE FIXED ASSETS

	Equipment	Total
	£	£
COST		
At 1 August 2015	5,789	5,789
Additions	-	-
Disposals	(744)	(744)
At 31 July 2016	<u>5,045</u>	<u>5,045</u>
DEPRECIATION		
At 1 August 2015	2,205	2,205
Charge for the year	538	538
On disposals	(437)	(437)
At 31 July 2016	<u>2,306</u>	<u>2,306</u>
NET BOOK VALUE		
At 31 July 2016	<u>2,739</u>	<u>2,739</u>
At 31 July 2015	<u>3,584</u>	<u>3,584</u>

RAPTURE THEATRE COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR TO 31 JULY 2016

9. DEBTORS

	31 July 16	31 July 15
	£	£
Vat debtor	-	3,726
Amounts owed by group undertakings	137,094	48,996
	<u>137,094</u>	<u>52,722</u>

10. CREDITORS: Amounts falling due within one year

	31 July 16	31 July 15
	£	£
Bank loan	12,458	-
Vat creditor	34,200	-
Accruals and deferred income	80,308	6,464
Amounts due to trustees	811	21,585
	<u>127,777</u>	<u>28,049</u>

The following liabilities disclosed under creditors falling due within one year are secured by the company:

	2016	2015
	£	£
Bank loan	<u>12,458</u>	<u>-</u>

The loan is secured by a personal guarantee from Mr M Emans, a trustee of the company.

11. RELATED PARTY TRANSACTIONS

During the year, the company incurred costs of £3,544 (2015 - £3,032) for the use of premises owned by Mr M Emans, as storage and rehearsal facilities.

The company also continues to be reliant on the personal funding provided by two trustees, Mr Emans and Mrs McAndrew. During the year, personal funding totalled £32,973 and the company re-imbursed £53,747. As a result, a balance of £811 (2015 - £21,585) is due to these trustees and this is shown as a creditor on the company's balance sheet. There are no set repayment terms and no interest is charged on the outstanding balance.

During the year, Mr M Emans and Mrs L McAndrew were paid fees totalling £14,000 (2015 - £4,000) for services provided to the company.

12. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Every member of the company undertakes to contribute an amount not exceeding £1 in the event of the company being wound up.

As a charity, Rapture Theatre is exempt from tax on income falling within Section 505 of the Taxes Act 1988, so is not subject to corporation tax.

**RAPTURE THEATRE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR TO 31 JULY 2016

13. UNRESTRICTED INCOME FUNDS

	Balance at 1 Aug 15 £	Net incoming resources £	Balance at 31 July 16 £
General funds	42,301	14,756	57,057
Designated funds	-	-	-
	<u>42,301</u>	<u>14,756</u>	<u>57,057</u>

14. PENSIONS

The company has not operated, or contributed to any pension scheme on behalf of its employees.

15. CONTINGENCIES

During the year, HMRC concluded an enquiry into the vat returns of the company. This resulted in an additional liability of £34,949 and interest charges of £4,045 which was partially offset by credits held on the company's vat account. Agreement was reached with HMRC to repay the balance over the next two years.

16. CAPITAL COMMITMENTS

The trustees have confirmed that there were no capital commitments at 31 July 2016.

17. INVESTMENTS

	Subsidiary undertaking £	Total £
Cost At 31 July 2016	<u>1</u>	<u>1</u>

Subsidiary undertaking

The company's investment in its subsidiary company represents the cost of acquisition of the whole of the ordinary share capital of Arty Productions Limited, which provides production services for performances and tours.