

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 5 APRIL 2005
FOR
THEATRE RESOURCE LIMITED
(Limited by guarantee)

Company Number : 2866315

Registered Charity Number : 1035444

Meyer Williams
Queen Alexandra House
2 Bluecoats Avenue
Hertford
Herts
SG14 1PB



THEATRE RESOURCE LIMITED
(Limited by guarantee)

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2005

	Page
Company Information	1
Report of the Trustees	2
Report of the Independent Auditors	10
Statement of Financial Activities	11
Summary Income and Expenditure Account	12
Balance Sheet	13
Notes to the Financial Statements	14
Detailed Income and Expenditure Account	20

THEATRE RESOURCE LIMITED
(Limited by guarantee)
COMPANY INFORMATION
FOR THE YEAR ENDED 5 APRIL 2005

DIRECTORS/TRUSTEES: J Merrifield
R Macaulay (Chair)
K Tait
K Wright
A S Morgan (to 23rd November 2004)
G Clark
M Cooney (to 5th November 2004)
Dr T Young (to 14th July 2004)
S Scambler (from 2nd March 2005)
S Gildroy (from 2nd March 2005)

SECRETARY: A Wallbank

REGISTERED OFFICE: Great Stony
Ongar Arts & Education Centre
High Street
Ongar
Essex
CM5 0AD

REGISTERED NUMBER: 2866315 (England and Wales)

CHARITY NUMBER: 1035444

AUDITORS: Meyer Williams
Queen Alexandra House
2 Bluecoats Avenue
Hertford
Herts.
SG14 1PB
REGISTERED AUDITORS

BANKERS: National Westminster Bank plc
279 High Street
Epping
Essex
CM16 4BT

SOLICITORS: Raggett, Tiffen and Harries
157 High Street
Chipping Ongar
Essex
CM5 9JD

THEATRE RESOURCE LIMITED
(Limited by guarantee)

TRUSTEES' REPORT

(For the purposes of section 45 of the Charities Act 1993 and Directors' Report for the purposes of section 234 of the Companies Act 1985)

The Trustees have pleasure in submitting their Annual Report and Financial Statements for the year ended 5th April 2005 which is detailed as follows.

TRUSTEES

The Trustees, who are also directors of the company, and acted throughout the period, except where indicated, are:

J Merrifield
R Macaulay (Chair)
K Tait
K Wright
A S Morgan (to 23rd November 2004)
G Clark
M Cooney (to 5th November 2004)
Dr T Young (to 14th July 2004)
S Scambler (from 2nd March 2005)
S Gildroy (from 2nd March 2005)

CONSTITUTION

Theatre Resource, company number 2866315, is a company limited by the guarantees of the members to a maximum of £1 each. The company is a registered charity, number 1035444. The company gained charitable status on 22nd March 1994.

SPECIFIC INSTRUCTIONS

There are no specific instructions relating to the operation of the charity, nor are there any specific investment powers.

COMPANY OBJECTIVES

The objective of Theatre Resource as stated in the Memorandum and Articles of Association is to 'advance education for the public benefit through the promotion of the arts with particular but not exclusive reference to the dramatic arts'.

THEATRE RESOURCE LIMITED
(Limited by guarantee)
TRUSTEES' REPORT - Continued

ACHIEVEMENT OF OBJECTIVES

In practice, Theatre Resource focuses on promoting the creativity, culture and heritage of disabled people and socially excluded groups, for the benefit of all.

In our work we:

- Generate pathways within the arts
- Stimulate high-quality, diverse and experimental project work
- Provide lifelong learning, training and employment opportunities
- Create platforms for the exploration and representation of the cultures and neglected histories of excluded groups
- Initiate informed debate and influence policy-making
- Foster enabling environments
- Advance inclusiveness, accessibility and equality in the wider arts environment, and in the communities in which we live.

Theatre Resource manages a strategic programme of 'First Stage' outreach and Centre-based projects, which bring together individuals, schools, community groups, social care providers and arts funding bodies. Longer-term 'Developmental Programmes' offer further opportunities to experience high quality cutting-edge arts practice and a comprehensive range of training and CPD (Continuing Professional Development) opportunities support individuals in gaining employment in the arts, both with Theatre Resource and elsewhere. Employment opportunities include workshop leading/teaching, touring professional arts product, and supported employment schemes.

The company's work takes place in a variety of venues in Essex and Hertfordshire and at its own fully-accessible premises in Chipping Ongar, Essex where the company works to develop the highest standards in accessible venue management. Theatre Resource also undertakes selected regional and national projects, or projects of national significance, and manages 'Fuse' (the Eastern region network of arts organisations working with disabled people and other socially-excluded groups).

ORGANISATIONAL STRUCTURE

Personnel

In 2004-2005 the organisation comprised a membership of 24 individuals committed to supporting the aspirations of the organisation - the subscribers to the Memorandum and Articles of Association. The Members elected a Board of Directors to run the affairs of the organisation. In 2004-2005 the Directors were as detailed on Page 3(i).

During the year, the Board of Directors employed the following staff team of professional artists, administrators and support workers: -

Director	- Jeff Banks
Creative Director	- Anna Wallbank
General Manager	- Edwina Simpson
Senior Project Worker	- Miriam Lynn
Project Worker	- Lucy Stovell (to 18 th February 2005)
Project Worker	- Sonia Cakebread (to 19 th August 2004 and from 31 st March 2005)
Project Worker	- Lis Blake
Assistant Project Worker	- Jessica Foster
Administrator	- Jenny Brooks
Administrator	- Mandy Welchman
Receptionist/Clerical Assistant	- Caroline Weeden
ICT Co-Ordinator	- Cathy Trevaldwyn
Marketing Co-Ordinator	- Joanna Steele
Caretaker/Handyman/Cleaner	- Wayne Horne (to 21 st April 2004)

THEATRE RESOURCE LIMITED
(Limited by guarantee)
TRUSTEES' REPORT – Continued

Personnel -continued

Caretaker/Handyman/Cleaner	- Ray Rayner (from 30 th September to 13 th October 2004)
Caretaker/Handyman/Cleaner	- Dawn Lawton (from 11 th November 2004)
Caretaker/Cleaner	- Bill Horne (to 30 th September 2004)
Caretaker/Cleaner	- Helen Biscoe (from 7 th June 2004)
Handyman	- Jack Welchman (from 8 th June 2004)

During the year, Ray Rayner and Bill Horne sadly passed away, Ray during his employment with Theatre Resource and Bill having left employment with Theatre Resource due to ill-health. Both were much-valued colleagues, particularly Bill who had worked for the company for several years, and both are sadly missed.

Strategic Planning

The company drafted and published a new strategic plan covering the period April 2005 to March 2010. This comprehensive document covers all aspects of the developing strategy and targets for Theatre Resource and will be reviewed annually.

A Board Training Day was held in April 2004, a one-day event exploring a wide-range of governance issues, and staff joined the Board for a further facilitated session on governance in June 2004. A Board recruitment drive in late 2004 / early 2005 resulted in the recruitment and induction of two new Board members. A constitutional review process was instigated and will result in 2005/2006 in modernisation of the company's governing documents and procedures.

Following the introduction the previous year of new marketing materials, the company's new website was launched during 2004/2005 and has already proved an invaluable tool in bringing Theatre Resource's work to the attention of a wider audience. The site continues to be developed, with additional features being added as a result of feedback received from users and in order to reflect changes and additions to the project portfolio.

Capital Project

Theatre Resource continued to develop its capital plans including the submission of an application to the Futurebuilders England scheme, a government-funded project investing in the infrastructure of the voluntary and community sector. Further positive negotiations continued with partners at Essex County Council, including Arts Development, heritage and mental health and learning disability commissioning teams.

SIGNIFICANT CHANGES IN ACTIVITIES

There have been no significant changes in the company's activities during the year.

FINANCIAL ACTIVITIES

All income received by the organisation was committed to achieving its charitable objectives.

The turnover of the company in 2004/2005 reduced in comparison to previous years as investment in capital development initiatives (feasibility studies, market research, etc.) concluded. The company also undertook slightly less programming activity. Notwithstanding this decrease in outturn, the core infrastructure was maintained and in some areas increased in preparation for planned growth in programming from 2005/2006 onwards. The benefits of this investment will be felt in coming years.

In 2004/2005 a total of £81,597 was granted by revenue funders (Arts Council England, East, Essex County Council Arts Development and Social Care Services, and Epping Forest District Council) towards the core work of the organisation in Essex, Hertfordshire and the eastern region.

Theatre Resource's own fundraising and income generation activities in respect of its artistic programme in arts in health, arts in social care and disability-related arts raised an additional £175,175 during the year. Major project funding partners were Connexions, European Social Fund (through Essex and Hertfordshire Community Foundations), Jack Petchey Foundation, the Positive Activities for Young People fund, Essex County Council and Arts Council England, East (through the Regional Arts Lottery Programme - RALP).

In its sixth year of operation, Great Stony, Theatre Resource's arts and education centre, generated £51,107 of which £29,507 came from hirings. The balance is the notional 'in kind' rent contribution from the Great Stony School Trust of £21,600. There was additional grant income in support of the building of £21,957, of which £3,757 was the final instalment of a grant from Arts Council England towards capital development consultancy and £18,200 from RALP in respect of new computers and website development.

THEATRE RESOURCE LIMITED
(Limited by guarantee)
TRUSTEES' REPORT - Continued

FINANCIAL ACTIVITIES - continued

Salary and wage expenses, including social security costs, accounted for £211,941 of all expenditure. The direct costs of undertaking the company's project work, including external artists' fees, venue hire, transport and access/facilitation and costs relating to the operation of the ICT Centre, amounted to £82,511.

Building operation, excluding salaries and refurbishment, cost £16,861. Included within the accounts is provision for a full commercial rent of £22,000 (which is offset by an 'in kind' contribution from the landlords, the Great Stony School Trust, counted as building income).

DESIGNATED FUNDS

Capital Repairs and Renewals Fund

Theatre Resource holds a COIF (Charities Official Investment Fund) Charities Fixed Interest Fund with CCLA Investment Management Ltd., the purpose of which is to cover ongoing capital repairs and renewals of Theatre Resource's premises. It is anticipated that up to 40% of this fund be drawn upon every five years for periodic cyclical repairs / maintenance as necessary (above and beyond annual maintenance) with a higher proportion of up to 70% being drawn upon at 15 yearly intervals for major works during the term of the lease. After five years the fund balance is £21,712.

RESTRICTED FUNDS

ICT Workshop - DiES UK Online – Fund

Grants were provided in earlier years from the Department for Education and Skills to enable the Charity to set up an ICT Learning centre and the final amount of the grant was released to general funds in the year.

Regional Arts Lottery Program

During the year £18,200 was received from the Regional Arts Lottery Program as contributions towards the costs of certain capital expenditure and website development costs.

The Capital element of these grants are being released from the restricted reserves over a four year period in line with the charity's depreciation policy of the assets which have been capitalised.

UNRESTRICTED RESERVES

Unrestricted funds are needed for the following purposes:

- (a) to provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice
- (b) to cover administration, fund-raising, staff and support costs without which the charity could not function
- (c) to enable the charity to benefit from fundraising opportunities where a proportion of 'partnership funding' is required which cannot be raised from elsewhere

The directors/trustees consider it prudent that unrestricted reserves should be sufficient:

- (d) to avoid the necessity of releasing fixed assets held for the charity's use
- (e) to cover four months' administration, fundraising, staff and support costs

Unrestricted reserves currently stand at £63,873 and are therefore below that range by £31,930. The company will work to redress this deficiency in 2005/2006 and 2006/2007.

The reserves policy and the level of reserves is monitored and reviewed by the directors / trustees regularly and may be called upon as and when necessary for the uses identified above (a, b or c) or to meet other unforeseen circumstances.

THEATRE RESOURCE LIMITED
(Limited by guarantee)
TRUSTEES' REPORT - Continued

PROJECT WORK

The following are examples of the work undertaken by Theatre Resource in 2004/2005, in a year when there was a particular focus on work with excluded young people.

The year saw a pilot partnership with Epping Forest College in respect of The Business, the company's arts training programme for adults with learning disabilities. All twelve participants completed the ASDAN bronze level Expressive Arts award, and in addition developed and ran the Stepping Stones weekend of workshops.

The Workshop Leader Training in the Arts programme for young people with experience of social care worked with eight young people who gained a qualification from the Open College Network, training with professional artists and developing their skills through work experience and employment opportunities.

Theatre Resource worked with Southend-on-Sea's Youth Offending Team on the Being Here project, producing a CD of music and digital art based on participants' experiences of living in Southend. This project formed part of a programme being run by Momentum Arts.

The Elevate project continued to expand, as a series of taster workshops for excluded young people which took place in various settings across Essex with a local graffiti artist.

The Big 'D' was a two-day visual art, dance and drama event for deaf young people and adults with professional deaf artists, resulting in a showcase of work created over the weekend.

The Digit projects in Essex and Hertfordshire brought together digital artists, Essexdance, Theatre Resource's drama workers and excluded young people for two weekends of exploring and sharing.

Arts at Leverton emerged from the pilot project in 2003/2004, with the company running regular out-of-school arts activities at Leverton Hall Secure Unit, exploring a range of different artforms including dance, DJ-ing, graffiti art and drama.

The Summer and Winter Wicken Performing Arts Courses again attracted young people from across Essex and Hertfordshire and constituted an important developmental opportunity for excluded young people connected to Theatre Resource's work.

The Boost and Boost Extra CPD programme this year incorporated training for artists, health, education and social care workers in mental distress awareness, arts workshop skills, child and vulnerable adult protection, and disability equality training.

Shift was a series of taster workshops for adults with physical/sensory disabilities and mental health service users and survivors which led to a weekend creating performance work for presentation to an invited audience.

Following the successful initial production in 2002-2003, the 'At Home with the Cripps' script was refined with script-writer Tony Craze and a cast of four disabled actors and BSL interpreter took the resulting piece on a successful national tour in May 2005. The nine venues visited included Theatr Elwy in North Wales, Tobacco Factory in Bristol, Luton Hat Factory, and the Corbett Theatre in Loughton. An outreach programme in community settings was planned for 2005-2006.

THEATRE RESOURCE LIMITED
(Limited by guarantee)
TRUSTEES' REPORT – Continued

PROJECT PARTNERS 2004/2005

- Action in Mental Health, Loughton
- Anglia Polytechnic University
- Arts Council England (Creative Partnerships)
- Arts Council England, East
- Brentwood Foyer
- BroSis young womens group
- Connexions EST
- Corbett Theatre, Loughton
- Creative Arts East
- Cross Border Arts (now Inspire)
- Epping Forest College
- Epping Forest District Council - Epping Forest Arts
- Essex Community Foundation
- Essex County Council – Arts Development
- Essex County Council Social Care Services - Children and Family Services; Community Care Services; Learning Disability Service, Leaving and Aftercare Teams,
- Essexdance
- Essex Young People's Alcohol and Drug Service
- Essex Youth Service (Basildon)
- Harlow Foyer
- Harlow CVS
- Hertfordshire County Council - Children Schools and Families service; Adult Care Services and Libraries and Information Services
- Herts Dance
- Jack Petchey Foundation
- Luton Hat Factory
- Momentum Arts
- New Wolsey Theatre, Ipswich
- Ongar Parish Council
- Rainer Essex
- Riverhead Theatre, Louth
- Southend on Sea Borough Council
- Southend Prevention Scheme
- Suffolk Artlink
- Mumford Theatre, Cambridge
- Muni Arts Centre, Pontypridd
- Southend District Mental Health Association
- SensAble Media
- South Street, Reading
- Theatr Elwy, St Asaph
- Thurrock MIND
- Tobacco Factory, Bristol
- Youth Plus, Ongar

THEATRE RESOURCE LIMITED
(Limited by guarantee)
TRUSTEES' REPORT – Continued

GREAT STONY - ONGAR ARTS AND EDUCATION CENTRE

Local arts and education organisations continued to run a variety of activities at Great Stony in 2004/2005. Regular hirings from Mid Essex Adult Community College attracted students in a range of disciplines, including pottery, art and yoga. Pottery students in particular proved to be amongst the keenest users of the facilities. Other major users were the local branch of the Workers' Educational Association, Ongar Music School and Cop-Out, an out-of-school club serving the town's two primary schools. These and the many other similar activities taking place in the centre are now able to be publicised through Theatre Resource's own website.

In February 2005 the centre hosted a performance of 'Two for the 1/9s', a comedy revue by Time of our Lives Music Theatre presented to an appreciative audience as part of the Essex on Tour scheme, promoted by Essex County Council; the much-anticipated performance under the same scheme by performance poet Ian McMillan was cancelled due to ill-health but has been rescheduled for March 2006. February also saw a very well-attended 60th Birthday Recital by internationally-acclaimed pianist John Lill, organised by Ongar Music Club.

Great Stony was also the venue for two highly-successful performances of Theatre Resource's own production of 'At Home with the Cripps', and the centre continued to be an important venue for the company's own project work.

Digital art continued to be the focus of the ICT Workshop, a UK Online Centre, which offers drop-in sessions with internet access, a fully-equipped venue for adult education classes and a resource for Theatre Resource's project work.

Three editions of 'What's On', an arts and education events listing for venues in Ongar, were again produced on behalf of the Great Stony School Trust with the assistance of funding from Ongar Parish Council.

FUTURE PLANS

The company will continue to work to develop pathways for participants and emerging artists primarily through increased opportunities for training and employment in touring theatre projects.

The company is hopeful that 2005/2006 will see confirmation of the initial funding packages for its capital project. These 'turnkey' investments will launch the project and enable Theatre Resource to invest in fundraising and project development activities.

Theatre Resource will continue to lobby at all levels for increased recognition of its work and to secure increased and / or ongoing funding for its activities from sources such the Learning and Skills Councils, Arts Council England, etc.

TRUSTEES' RESPONSIBILITIES

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 company and of its financial activities for that year. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- 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 accounts on the going concern basis unless it is inappropriate to presume that the company will continue to operate

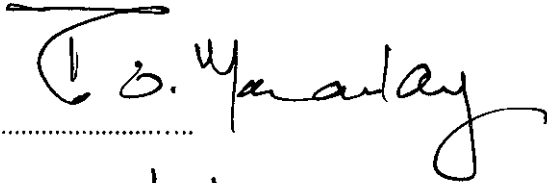
The Trustees are responsible for ensuring proper accounting records are kept which disclose with reasonable accuracy at any time, the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THEATRE RESOURCE LIMITED
(Limited by guarantee)
TRUSTEES' REPORT – Continued

AUDITORS

In accordance with section 385 of the Companies Act 1985, a resolution proposing that Meyer Williams be reappointed as auditors to the company will be put to the Annual General Meeting.

SIGNED ON BEHALF OF THE TRUSTEES


.....

Dated:

7/11/05.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
THEATRE RESOURCE LIMITED
(Limited by guarantee)

We have audited the financial statements on pages 11 to 19.

Respective responsibilities of trustees' and auditors

The responsibilities of the trustees' (who are also the directors of Theatre Resource Limited (Limited by guarantee) for the purposes of company law) for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Annual Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

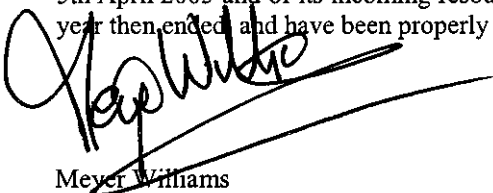
Basis of audit opinion

We conducted our audit in accordance with United Kingdom 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 significant estimates and judgements made by the trustees' in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all 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 state of the charitable company's affairs as at 5th April 2005 and of its incoming resources and application of resources, including its income and expenditure for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.



Meyer Williams
Queen Alexandra House
2 Bluecoats Avenue
Hertford
Herts.
SG14 1PB
REGISTERED AUDITORS

Dated:

10th November 2005

THEATRE RESOURCE LIMITED
(Limited by guarantee)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 5 APRIL 2005

	<u>Note</u>	Unrestricted General Funds £	Designated Funds £	Restricted Funds £	Total Funds 2005 £	Total Funds 2004 £
INCOMING RESOURCES						
Activities in furtherance of the Charity's objects:						
Project income	2	-	-	175,175	175,175	211,975
Revenue funding	3	81,597	-	-	81,597	79,934
Income from grants	4	-	-	21,957	21,957	54,373
Building income		51,107	-	685	51,792	48,354
Activities for generating income:						
Investment income		1,433	-	-	1,433	605
Other income resources		5,481	-	61	5,542	227
Total Incoming Resources		<u>139,618</u>	<u>-</u>	<u>197,878</u>	<u>337,496</u>	<u>395,468</u>
RESOURCES EXPENDED						
Charitable Expenditure						
Costs of activities in furtherance of the charity's objects	5	21,124	-	80,851	101,975	164,990
Costs of management & Administration of the charity	6	179,150	-	109,918	289,068	250,465
Total Resources Expended		<u>200,274</u>	<u>-</u>	<u>190,769</u>	<u>391,043</u>	<u>415,455</u>
Net (resources expended) Incoming resources for the year before transfers		(60,656)	-	7,109	(53,547)	(19,987)
Transfers between funds		16,530	7,458	(23,988)	-	-
Other recognised gains and losses						
Unrealised gain on investment		-	948	-	948	470
Net Movement in Funds		<u>(44,126)</u>	<u>8,406</u>	<u>(16,879)</u>	<u>(52,599)</u>	<u>(19,517)</u>
Balances brought forward as at 6 April 2004		86,287	13,306	50,434	150,027	169,544
Balance Carried Forward as at 5 April 2005		<u>£42,161</u>	<u>£21,712</u>	<u>£33,555</u>	<u>£97,428</u>	<u>£150,027</u>

The notes on pages 14 to 19 form part of these financial statements

THEATRE RESOURCE LIMITED
(Limited by guarantee)
SUMMARY INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 5 APRIL 2005

		<u>5.4.05</u>		<u>5.4.04</u>
	Notes	£		£
TURNOVER		336,063		394,863
Project Expenses		<u>80,851</u>		<u>143,340</u>
		255,212		251,523
Administrative expenses		<u>310,192</u>		<u>272,115</u>
OPERATING (DEFICIT)	9	(54,980)		(20,592)
Interest receivable and similar income	10	<u>1,433</u>		<u>605</u>
(DEFICIT) ON ORDINARY ACTIVITIES BEFORE TAXATION		(53,547)		(19,987)
Tax on surplus on ordinary activities	11	<u>-</u>		<u>-</u>
(DEFICIT) FOR THE FINANCIAL YEAR		<u>£(53,547)</u>		<u>£(19,987)</u>

INCOME AND EXPENDITURE

Total income (including investment income) comprises £197,878 for unrestricted funds and £139,618 for restricted funds. A detailed analysis of income by source is provided in the Statement of Financial Activities and Notes 2, 3 and 4.

A detailed analysis of the expenditure is provided in the Statement of Financial Activities and Notes 5 and 6.

The Summary Income and Expenditure Account is derived from the Statement of Financial Activities on page 10, which together with the notes to the accounts on pages 13 to 18, provides full information on the movements during the year on all funds.

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

THEATRE RESOURCE LIMITED
(Limited by guarantee)
BALANCE SHEET AS AT
5 APRIL 2005

		5.4.05		5.4.04	
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible assets	12		37,171		54,957
CURRENT ASSETS:					
Debtors	13	21,116		42,626	
Investments	14	21,712		13,306	
Cash at bank		93,914		80,505	
			136,742		136,437
CREDITORS: Amounts falling due within one year	15	76,485		41,367	
NET CURRENT ASSETS:			60,257		95,070
TOTAL ASSETS LESS CURRENT LIABILITIES:			£97,428		£150,027
RESERVES:					
Restricted funds	20		33,555		50,434
Designated funds - Capital repairs and renewals fund	19		21,712		13,306
General fund			42,161		86,287
	18		£97,428		£150,027

ON BEHALF OF THE TRUSTEES:

T. O'Malley

.....

Approved by the Trustees on

7/11/05

THEATRE RESOURCE LIMITED
(Limited by guarantee)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2005

1. **ACCOUNTING POLICIES**

Accounting convention

The financial statements are prepared under the historical cost convention, and in accordance with the Companies Act 1985 and with applicable accounting standards. They are also prepared in all significant respects, in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities".

Financial Reporting Standard Number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 25% on cost

Limited by Guarantee

The company is limited without share capital. In the event of the company being wound up, each member is liable to contribute to the payment of debts and liabilities of the company as may be required, not exceeding £1.

Investments

Investments are stated at market value. Unrecognised gains and losses on the investment asset are recognised in the Statement of Financial Activities.

Fund accounting

Funds held by the charity are either:

Unrestricted general funds- these are funds, which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds- these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds- these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Resources expended

Resources expended are included in the statement of financial activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Resources expended have been allocated to Charitable expenditure according to the function and purpose of the expenditure incurred.

Donations, Projects and Fundraising

Donations and funds received for specific projects and uses and subject to specific wishes of the Donors are credited to the relevant restricted fund. When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods. Other income received for the general purpose of the company is credited to the general fund.

THEATRE RESOURCE LIMITED
(Limited by guarantee)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2005

2. **SOURCES OF MATERIAL PROJECT INCOME**

	Unrestricted Funds £	Restricted Funds £	Total 2005 £	Total 2004 £
Project grants	-	144,462	144,462	172,701
Fees from organisations	-	24,728	24,728	33,959
Fees from participants	-	5,985	5,985	5,315
	<u>-</u>	<u>175,175</u>	<u>175,175</u>	<u>211,975</u>

3. **SOURCES OF MATERIAL REVENUE FUNDING**

	Unrestricted Funds £	Restricted Funds £	Total 2005 £	Total 2004 £
ECC Social Care	8,000	-	8,000	8,000
ECC Arts Development	17,812	-	17,812	17,412
Arts Council England, East	51,785	-	51,785	50,522
Epping Forest D C	4,000	-	4,000	4,000
	<u>81,597</u>	<u>-</u>	<u>81,597</u>	<u>79,934</u>

4. **SOURCES OF MATERIAL GRANTS**

	Unrestricted Funds £	Restricted Funds £	Total 2005 £	Total 2004 £
GSST Publication Grant	-	-	-	1,000
Regional Arts Lottery Program	-	18,200	18,200	6,630
ACE Capital Development Grant	-	3,757	3,757	46,243
Ongar Parish Council - Grant	-	-	-	500
	<u>-</u>	<u>21,957</u>	<u>21,957</u>	<u>54,373</u>

5. **COSTS OF ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTS**

	Unrestricted Funds £	Restricted Funds £	Total 2005 £	Total 2004 £
Project expenses	-	80,851	80,851	143,340
Depreciation	21,124	-	21,124	21,650
	<u>21,124</u>	<u>80,851</u>	<u>101,975</u>	<u>164,990</u>

THEATRE RESOURCE LIMITED
(Limited by guarantee)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2005

6. **COSTS OF MANAGEMENT AND ADMINISTRATION OF THE CHARITY**

	Unrestricted Funds £	Restricted Funds £	Total 2005 £	Total 2004 £
Salaries and office costs	170,896	109,918	280,814	239,972
Legal and professional	550	-	550	5,126
Audit fees	2,644	-	2,644	2,556
Building refurbishment	571	-	571	348
Depreciation	4,489	-	4,489	2,463
	<u>179,150</u>	<u>109,918</u>	<u>289,068</u>	<u>250,465</u>

Office costs incorporate a notional charge of £21,600 in respect of rent. This has been brought in to reflect the difference between the true commercial rent due for the premises, as advised by Mass & Co. – Chartered Surveyors, the sum of £22,000, and the amount physically paid - £400pa. to The Great Stony School Trust as stated in a 99 year lease dated 11 August 1999. The additional charge has been reflected as a donation within Building income.

7. **TURNOVER**

The turnover and surplus before taxation are attributable to the one principal activity of the company.

8. **STAFF COSTS**

The cost of employing staff was:	5.4.05	5.4.04
	£	£
Wages and salaries	195,881	166,418
Social security costs	16,060	13,292
	<u>211,941</u>	<u>179,710</u>

The average monthly number of employees during the year was as follows:

	5.4.05	5.4.04
Administration and project workers	18	16

No employee's emoluments exceeded £50,000 during the year.

9. **OPERATING (DEFICIT)**

The operating (deficit) is stated after charging:

	5.4.05	5.4.04
	£	£
Depreciation - owned assets	25,613	24,113
Auditors' remuneration - audit services	2,644	2,556
- non audit services	535	652
	<u>28,792</u>	<u>27,321</u>
and after crediting:		
(Deficit)/Surplus on disposal of asset	<u>(62)</u>	<u>616</u>
Directors' emoluments	<u>-</u>	<u>-</u>

THEATRE RESOURCE LIMITED
(Limited by guarantee)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2005

10.	INTEREST RECEIVABLE AND SIMILAR INCOME	5.4.05	5.4.04
		£	£
	Deposit account interest	<u>1,433</u>	<u>605</u>

11. **TAXATION**

The company's activities fall under the exemption given by the Inland Revenue to charities, consequently no liability to UK Corporation tax has arisen on the ordinary activities of the company for the year ended 5 April 2005 nor for the year ended 5 April 2004.

12. **TANGIBLE FIXED ASSETS**

		Fixtures, fittings and equipment	
		£	
COST:			
	At 6 April 2004		117,939
	Additions		8,764
	Disposals		<u>(1,071)</u>
	At 5 April 2005		<u>125,632</u>
DEPRECIATION:			
	At 6 April 2004		62,982
	Charge for year		25,613
	Disposals		<u>(134)</u>
	At 5 April 2005		<u>88,461</u>
NET BOOK VALUE:			
	At 5 April 2005		<u>£37,171</u>
	At 5 April 2004		<u>£54,957</u>

All the above assets are used for charitable purposes.

13. **DEBTORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR**

		5.4.05	5.4.04
		£	£
	Trade debtors	17,129	42,626
	Other debtors	<u>3,987</u>	<u>-</u>
		<u>£21,116</u>	<u>£42,626</u>

THEATRE RESOURCE LIMITED
(Limited by guarantee)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2005

14.	CURRENT ASSET INVESTMENTS	5.4.05	5.4.04
		£	£
	COIF fixed interest fund:		
	At 6 th April 2004	13,306	13,986
	Additions	7,458	-
	Disposals	-	(1,150)
	Net unrealised gain	<u>948</u>	<u>470</u>
	At 5 th April 2005	<u>£21,712</u>	<u>£13,306</u>
	Current asset investments are stated at market value		
15.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	5.4.05	5.4.04
		£	£
	Trade creditors	1,879	17,705
	Social security and other taxes	4,571	4,230
	Deferred income	66,218	16,623
	Accruals	<u>3,817</u>	<u>2,809</u>
		<u>£76,485</u>	<u>£41,367</u>
16.	DEFERRED INCOME	5.4.05	5.4.04
		£	£
	At 6 th April 2004	16,623	12,546
	Amount released to incoming resources	(16,623)	(12,546)
	Amount deferred in the year	<u>66,218</u>	<u>16,623</u>
	At 5 th April 2005	<u>£66,218</u>	<u>£16,623</u>
	Deferred income comprises of grants received in advance which the donor has specified must be used in future accounting periods.		
17.	RELATED PARTY DISCLOSURES		
	No trustee received any remuneration from the company in the current or previous year. In the year three trustee were reimbursed travel expenses amounting to £592.		
18.	RECONCILIATION OF MOVEMENTS IN FUNDS	5.4.05	5.4.04
		£	£
	Deficit for the financial year	(53,547)	(19,987)
	Unrealised gains on investments	<u>948</u>	<u>470</u>
	NET DEDUCTION TO FUNDS	(52,599)	(19,517)
	Opening funds	<u>150,027</u>	<u>169,544</u>
	CLOSING FUNDS	<u>£97,428</u>	<u>£150,027</u>

THEATRE RESOURCE LIMITED
(Limited by guarantee)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2005

19. **UNRESTRICTED DESIGNATED FUNDS**

	Balance at 6.4.04 £	New designations £	Utilised/ Released £	Balance at 5.4.05 £
Capital repairs and renewal fund	<u>13,306</u>	<u>8,406</u>	<u>-</u>	<u>21,712</u>

The Capital repairs and renewal fund (formerly the Sinking fund) was created to provide for future anticipated major building costs.

20. **RESTRICTED FUNDS**

	Balance at 6.4.04 £	Movement in funds		Balance at 5.4.05 £
		Incoming Resources £	Utilised/ released £	
ICT Learning centre grant -Capital	8,056	-	(8,056)	-
Regional Arts lottery Programme	42,378	18,200	(27,023)	33,555
	<u>50,434</u>	<u>18,200</u>	<u>(35,079)</u>	<u>33,555</u>

Grants were provided in earlier years from the Department for Education and Skills to enable the Charity to set up an ICT Learning centre and the final amount of the grant was released to general funds in the year.

During the year £18,200 was received from the Regional Arts Lottery Program as contributions towards the costs of certain capital expenditure and website development costs.

The Capital element of grants received is being released to the unrestricted general funds over a four year period in line with the depreciation policy of the assets which were capitalised.

21. **ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Tangible Fixed Assets £	Current Asset Investments £	Net Current Assets £	Cash at Bank £	Total £
Restricted funds	32,385	-	-	1,170	33,555
Designated funds	-	21,712	-	-	21,712
General funds	4,786	-	(55,369)	92,744	42,161
	<u>37,171</u>	<u>21,712</u>	<u>(55,369)</u>	<u>93,914</u>	<u>97,428</u>

22. **ULTIMATE CONTROLLING PARTY**

The company had no ultimate controlling party during the current or previous years.