

REGISTERED COMPANY NUMBER: 05697760 (England and Wales)  
REGISTERED CHARITY NUMBER: 1129316

REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR  
ENDED 31 MARCH 2016  
FOR

THEATRE IN THE QUARTER LIMITED

McLintocks Partnership Limited  
Chartered Accountants  
2 Hilliards Court  
Chester Business Park  
Chester  
Cheshire  
CH4 9PX



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22/12/2016  
COMPANIES HOUSE

**THEATRE IN THE QUARTER LIMITED**

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for the Year Ended 31 March 2016**

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## **THEATRE IN THE QUARTER LIMITED**

### **REPORT OF THE TRUSTEES for the Year Ended 31 March 2016**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

05697760 (England and Wales)

##### **Registered Charity number**

1129316

##### **Registered office**

2 Vicars Lane  
Chester  
Cheshire  
CH1 1QU

##### **Trustees**

V J Griffiths Pearson

A T Jones

B C Pearson

J Sykes

N K Dykes

J Fryett

Ms S A Buttifant

- appointed 21.4.15

##### **Company Secretary**

A T Jones

##### **Independent examiner**

Caroline Blake FCCA

McLintocks Partnership Limited

Chartered Accountants

2 Hilliards Court

Chester Business Park

Chester

Cheshire

CH4 9PX

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

##### **Recruitment and appointment of new trustees**

Trustees are appointed by the members at a general meeting as and when new or replacement skills are required. During the year two trustees stood down at the Annual General Meeting and were re-elected.

# THEATRE IN THE QUARTER LIMITED

## REPORT OF THE TRUSTEES for the Year Ended 31 March 2016

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### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Organisational structure

The board of trustees is elected by the annual general meeting. The board meets four to six times a year and more frequently as required. The board carries full responsibility for the organisation delegating day to day management of activities to its artistic director and business manager.

#### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

### OBJECTIVES AND ACTIVITIES

#### Objectives and aims

To promote, maintain, improve and advance education particularly by the production of plays and the encouragement of the arts of drama, music, singing and dance.

In shaping its objectives for the year and planning its activities, the trustees have considered the Charity Commission's Guidance on public benefit, including the guidance on public benefit and fee charging. The theatre relies on grants and the income from fees and charges to cover its operating costs. In setting the level of fees, charges and concessions, the trustees give careful consideration to the accessibility of the theatre for those on low incomes.

The strategies employed to achieve the aims and objectives are to:

- present a broad range of theatre productions for the enjoyment and education of the local community;
- offer opportunities for a broad range of people to get involved in arts activity;
- provide facilities for artists to develop

#### Significant activities

This was a quieter year for the company. The difficult funding situation for the arts meant that we were unable to mount any professional productions. However, our work in community theatre continued apace and was notably successful. Here, the highlight of the year was 'The best Days of our Lives'; a major project involving community and schools in Blacon, Reminiscence collecting from several generations of Blacon residents laid the basis for Helen Newall's script and Matt Bakers songs. All six Blacon schools were engaged, both in workshops and in the final performances. As part of the legacy for the community, a short film was produced, extracts from which were back-projected as part of the performance. Three sold-out performances were staged in Chester Cathedral to enthusiastic audiences drawn both from Blacon and the wider Chester area. Other work included a commission for 'Preston Remembers', a Great War commemoration; the Chester City Passion [in partnership with Chester Mystery Plays and Churches Together in Chester]; and curating a Christmas programme at St Mary's Creative Space. We also established a new young people's company in Blacon.

## **THEATRE IN THE QUARTER LIMITED**

### **REPORT OF THE TRUSTEES for the Year Ended 31 March 2016**

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#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

Theatre in the Quarter has a commitment to encouraging and enabling public participation in the arts. As noted above, this year our efforts were focussed very strongly upon productions that actively involved large numbers of community members of all ages. For example, 'The Best Days of our Lives' alone involved 300 children, a sixty-strong community choir, six musicians and three professional actors.

Our children's and young people's companies, Jigsaw and Quartz, were active throughout year and we also founded 'Rewind', a theatre group specifically for young people in Blacon, a large post-war housing estate with significant areas of deprivation. We believe that active involvement in the arts contributes to personal and social well-being and we are proud of our record in this area.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

The board of trustees has agreed to hold a cashflow reserve amounting to no more than three months expenditure except where monies are held for specific purposes.

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

Approved by order of the board of trustees on 20 December 2016 and signed on its behalf by:



B C Pearson - Trustee

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THEATRE IN THE QUARTER LIMITED

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I report on the accounts for the year ended 31 March 2016 set out on pages six to eleven.

### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

### **Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

### **Independent examiner's statement**

In connection with 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 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have 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.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THEATRE IN THE QUARTER LIMITED

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003016 .

Caroline Blake FCCA  
McLintocks Partnership Limited  
Chartered Accountants  
2 Hilliards Court  
Chester Business Park  
Chester  
Cheshire  
CH4 9PX

20 December 2016

**THEATRE IN THE QUARTER LIMITED****STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 March 2016**

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	Notes	Unrestricted fund £	Restricted funds £	2016 Total funds £	2015 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		18,529	436	18,965	10,234
Investment income	2	9	-	9	19
<b>Incoming resources from charitable activities</b>					
Theatre Production		13,654	70,626	84,280	220,759
<b>Total incoming resources</b>		<u>32,192</u>	<u>71,062</u>	<u>103,254</u>	<u>231,012</u>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Theatre Production		24,707	72,198	96,905	227,141
<b>Governance costs</b>		<u>360</u>	<u>-</u>	<u>360</u>	<u>990</u>
<b>Total resources expended</b>		<u>25,067</u>	<u>72,198</u>	<u>97,265</u>	<u>228,131</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>					
		7,125	(1,136)	5,989	2,881
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>13,721</u>	<u>1,465</u>	<u>15,186</u>	<u>12,305</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>20,846</u></u>	<u><u>329</u></u>	<u><u>21,175</u></u>	<u><u>15,186</u></u>

The notes form part of these financial statements



**THEATRE IN THE QUARTER LIMITED**

**BALANCE SHEET**  
At 31 March 2016

	Notes	Unrestricted fund £	Restricted funds £	2016 Total funds £	2015 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	5	1	-	1	590
<b>CURRENT ASSETS</b>					
Debtors	6	-	-	-	1,002
Cash at bank		20,845	329	21,174	13,764
		<u>20,845</u>	<u>329</u>	<u>21,174</u>	<u>14,766</u>
<b>CREDITORS</b>					
Amounts falling due within one year	7	-	-	-	(170)
		<u>20,845</u>	<u>329</u>	<u>21,174</u>	<u>14,596</u>
<b>NET CURRENT ASSETS</b>					
		<u>20,845</u>	<u>329</u>	<u>21,174</u>	<u>14,596</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>20,846</u>	<u>329</u>	<u>21,175</u>	<u>15,186</u>
<b>NET ASSETS</b>					
		<u>20,846</u>	<u>329</u>	<u>21,175</u>	<u>15,186</u>
<b>FUNDS</b>					
Unrestricted funds	8			20,846	13,721
Restricted funds				329	1,465
<b>TOTAL FUNDS</b>					
				<u>21,175</u>	<u>15,186</u>

The notes form part of these financial statements

**THEATRE IN THE QUARTER LIMITED**

**BALANCE SHEET - CONTINUED**

**At 31 March 2016**

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The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 20 December 2016 and were signed on its behalf by:

A handwritten signature in black ink, appearing to read 'B C Pearson', with a large, sweeping flourish underneath.

B C Pearson -Trustee

The notes form part of these financial statements

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# THEATRE IN THE QUARTER LIMITED

## NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 March 2016

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### 1. ACCOUNTING POLICIES

#### Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

#### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Tangible fixed assets

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

Plant and machinery etc                      - 20% on cost

#### Taxation

The charity is exempt from corporation tax on its charitable activities.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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 particular restricted purposes.

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

### 2. INVESTMENT INCOME

	2016	2015
	£	£
Deposit account interest	9	19
	<u>          </u>	<u>          </u>

**THEATRE IN THE QUARTER LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the Year Ended 31 March 2016**

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**3. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	2016	2015
	£	£
Depreciation - owned assets	<u>589</u>	<u>590</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

**5. TANGIBLE FIXED ASSETS**

	Plant and machinery etc
	£
<b>COST</b>	
At 1 April 2015 and 31 March 2016	<u>2,950</u>
<b>DEPRECIATION</b>	
At 1 April 2015	2,360
Charge for year	<u>589</u>
At 31 March 2016	<u>2,949</u>
<b>NET BOOK VALUE</b>	
At 31 March 2016	<u>1</u>
At 31 March 2015	<u>590</u>

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

	2016	2015
	£	£
Trade debtors	<u>-</u>	<u>1,002</u>

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**THEATRE IN THE QUARTER LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
for the Year Ended 31 March 2016

**7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2016	2015
	£	£
Trade creditors	-	170
	<u>          </u>	<u>          </u>

**8. MOVEMENT IN FUNDS**

	At 1.4.15	Net movement in funds	At 31.3.16
	£	£	£
<b>Unrestricted funds</b>			
General fund	13,721	7,125	20,846
<b>Restricted funds</b>			
Jigsaw Music Theatre	1,465	(1,136)	329
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>15,186</u>	<u>5,989</u>	<u>21,175</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	32,192	(25,067)	7,125
<b>Restricted funds</b>			
Jigsaw Music Theatre	71,062	(72,198)	(1,136)
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>103,254</u>	<u>(97,265)</u>	<u>5,989</u>

The unrestricted funds are available to be spent for any purpose of the charity .

The restricted funds received during the year were all in support of the programme of theatre productions .

The restricted income was from the Arts Council and the Chester West and Cheshire Council and these funds were to used on the programme of theatre productions agreed to be performed in the period .

**THEATRE IN THE QUARTER LIMITED****DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 March 2016**

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	2016 £	2015 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	18,965	10,234
<b>Investment income</b>		
Deposit account interest	9	19
<b>Incoming resources from charitable activities</b>		
Tickets and programmes	21,880	92,363
Grants	62,400	128,396
	<u>84,280</u>	<u>220,759</u>
<b>Total incoming resources</b>	103,254	231,012
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Insurance	1,490	2,653
Advertising	3,258	13,838
Production team fees	47,348	130,435
Production costs	44,220	79,625
Plant and machinery	589	590
	<u>96,905</u>	<u>227,141</u>
<b>Governance costs</b>		
Accountancy	360	990
<b>Total resources expended</b>	97,265	228,131
<b>Net income</b>	<u>5,989</u>	<u>2,881</u>

This page does not form part of the statutory financial statements