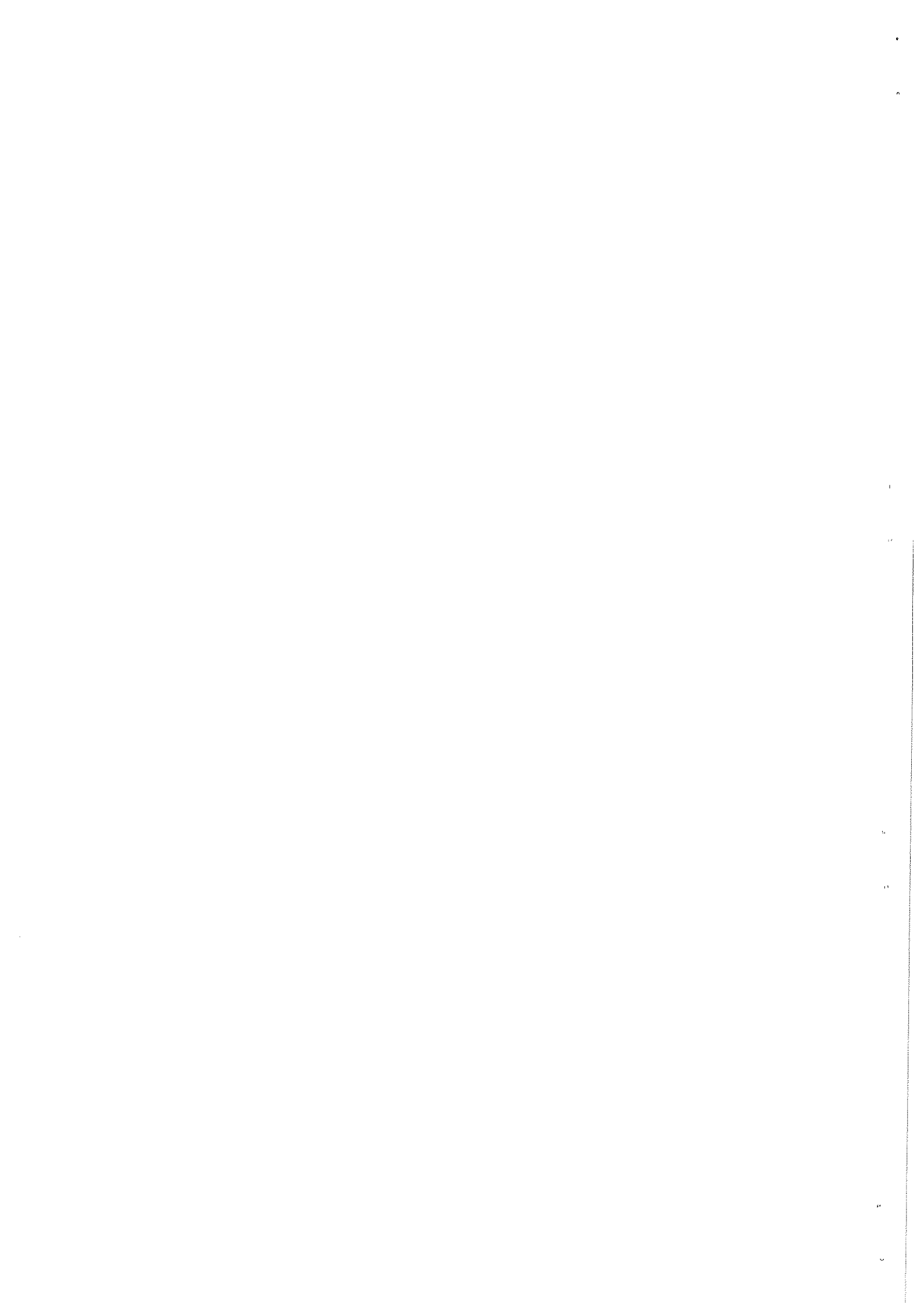


Charity Registration No. SC043059 (Scotland)

Company Registration No. SC382211 (Scotland)

THE OCCASIONAL CABARET LTD
(A COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019





**THE OCCASIONAL CABARET LTD
(A COMPANY LIMITED BY GUARANTEE)
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**THE OCCASIONAL CABARET LTD
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

FOR THE YEAR ENDED 31 DECEMBER 2019

The directors, who are also trustees for the purpose of charity law, present their report and financial statements for the year ended 31 December 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the company's articles of association, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The charity's objectives, as set out in the objects contained in the company's articles of association, are:

- The advancement of the arts and culture
- The advancement of education and community development through the arts

The company meets those objectives through the creation of touring theatre productions and community education projects with a particular emphasis on fully inclusive programmes.

Achievements and performance

In January 2019 the company received the welcome news that the application made to Arts Council England for an English tour of **The Monster & Mary Shelley** had been successful. Plans were confirmed with venues for an Autumn tour running mid-October to early November. Following a week-long rehearsal period held at the National Theatre of Scotland's building, Rockvilla, the production opened at Eden Court, Inverness on 19 October. The show went on to play 14 performances in 14 different venues across Scotland and England including arts centres and theatres in the Central Belt, Dumfries & Galloway; Aberdeenshire; Hampshire; Dorset; Surrey and Cumbria. The production was very favourably received with enthusiastic response from audiences, promoters and reviewers alike.

On the basis of this successful run the company submitted an application to Made in Scotland for performances at the 2020 Edinburgh Festival Fringe. Applications were also made to the Scottish Storytelling Centre and Summerhall as potential venues for the Festival. The outcome of these should be known by March 2020.

Early February saw the company in re-rehearsal for the second tour of **You Are Here!** - the live action planetarium show produced in collaboration with Winchester Science Centre. The show opened on 16 February at WSC and played 20 performances there over the half term school holiday. **You Are Here!** then played the planetariums at Thinktank, Birmingham and National Space Centre in Leicester. Overall the show was very well received by planetarium staff, schools and families. The production was seen as a unique and exciting development for both theatre and science audiences.

Unfortunately the CS Open Projects application, made at the end of 2018, for the development of **The Lease** was unsuccessful. Following a meeting with CS the company reapplied for the project in April but this second application was also turned down. This was disappointing as significant thought and work had gone into the project – the company hopes that there may be an opportunity in the future to practically develop the idea.

Over the remainder of the year the company engaged in developing new relationships both in Scotland and abroad. Whilst in Australia, the artistic directors took the opportunity to explore provision there for disability arts, and the possibility of creating new projects particularly involving the learning disabled community. They also made contacts regarding future tours for **The Monster & Mary Shelley**.

In Scotland the company became part of a working group seeking to establish a theatre training programme for learning disabled/neurodiverse adults. Additionally, meetings with other institutions, including Sense Scotland, were held to discuss possible future collaborations. The company also took the first steps towards establishing a drama group for LD adults on the Southside of Glasgow.

THE OCCASIONAL CABARET LTD
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019

Financial review

A surplus of £7,080 arose during the year (2018 : deficit of £22,025). At the year-end no restricted reserves remain unspent and carried forward (2018 : £nil) and a surplus of £8,194 (2018 : surplus of £1,114) in unrestricted reserves was carried forward.

Principle funding sources

Principle funding sources for the period under review were grants from Arts Council England and Golsoncott Foundation.

– Other significant funding in the period was from performance fees.

All funds have been applied in support of all the charity's key objectives.

Investment policy

Most of the charity's funds are to be spent in the short term and funds are therefore held in a current account, ensuring immediate access. The directors will consider alternative investment vehicles for funds should the need arise.

Reserves and going concern policy

The Board has established a way of meeting its target to maintain its reserves at a level equivalent to 3 months running costs (£1,453) through the Creative Tax Relief system.

The Board continues to look for additional ways to secure future funding in order to continue to meet its reserve policy objectives. The Board do not believe this causes a going concern issue at this time. The directors have assessed the major risks to which the company is exposed, and are satisfied that systems are in place to mitigate exposure to these.

Future Developments

The company will continue to progress the idea for a Glasgow based drama group – first steps in 2020 will be to confirm a space to work in and identifying participants. A collaboration with Sense Scotland will also be developed – a taster workshop is planned for January to meet clients and staff there.

An application to the Creative Scotland Touring Fund will be made for a production of **The Chairs** by Eugene Ionesco. Initial interest from venues for a Spring 2021 tour has been strong and the company will continue to confirm details for the application over the early part of 2020. The exact date for submission to CS has yet to be announced but it is anticipated that this will be in early April 2020.

Structure, governance and management

The Occasional Cabaret Ltd is a company limited by guarantee, incorporated on 20 July 2010. The company was established under a Memorandum of Association and is governed by its Articles of Association (revised 13 December 2011). It was previously a Community Interest Company but on 29 March 2012 it registered as a charity with the Office of the Scottish Charity Regulator (OSCR) and HM Revenue & Customs. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

THE OCCASIONAL CABARET LTD
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019

Reference and Administrative Information

Charity number SC043059
Company number SC382211

Registered Office and Operational address 1/1, 1068 Cathcart Road
Glasgow
United Kingdom
G42 9XW

Our Advisors

Independent Examiner Name: Fiona Haro CA
Thomson Cooper Accountants
22 Stafford Street
Edinburgh
EH3 7BD

The directors of the charitable company (the charity) are its trustees for the purposes of charity law. The trustees and officers serving during the year end since the year end were as follows:

Directors and Trustees Catherine M Gillard
Peter R Clerke
Elizabeth M Baxter (resigned 19 February 2020)
Gillian M Shaw
Ben A Walmsley
Rebecca Robinson

Key personnel Catherine M Gillard (director)
Peter R Clerke (director)

Under the requirements of the Memorandum and Articles of Association the directors are elected to serve for a period of one year after which they must be re-elected at the next Annual General Meeting.

Where a director provides services to the company or might benefit from any remuneration paid to a connected party for such services then the maximum amount of the remuneration shall be agreed by the Trustees. New directors/trustees are recruited through personal contacts and advertised on relevant websites and online forums.

Trustee Induction and training

All trustees are already familiar with the practical work of the company. On registration as a charity, all trustees were issued with the revised Memorandum and Articles of Association, together with the OSCR publication "Guidance for Charity Trustees".

Risk Management

As we are currently project funded we will continue to operate diligently within budget restrictions. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

A 3% contingency, on all expenditure, is included within all budgets.

Cash-flow projections are prepared annually, are very closely monitored throughout the year and updated as necessary. In the event of any unexpected changes to projected spend this ensures adequate time to make necessary adjustments without endangering the success of projects.

We continue to update our business plan as applicable. We have allowed for diversification of activities and funding sources.

**THE OCCASIONAL CABARET LTD
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

Statement of trustees' responsibilities

The trustees, who are also the directors of The Occasional Cabaret Ltd for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006. 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.

The trustees' report was approved by the Board of Trustees.



G Shaw

Director

Dated: 9 April 2020

**THE OCCASIONAL CABARET LTD
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE OCCASIONAL CABARET LTD**

I report on the financial statements of the company for the year ended 31 December 2019, which are set out on pages 6 to 13.

Respective responsibilities of trustees and examiner

The company's trustees, who are also the directors of The Occasional Cabaret Ltd for the purposes of company law, are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investments (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the financial statements 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 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - (ii) to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Fiona Haro

Fiona Haro CA
Thomson Cooper
Chartered Accountant
22 Stafford Street
Edinburgh
EH3 7BD

Dated: 10 April 2020

THE OCCASIONAL CABARET LTD
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2019

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Unrestricted funds 2018 £	Restricted funds 2018 £	Total 2018 £
<u>Income and endowments from:</u>							
Charitable activities	2	29,803	12,883	42,686	48,471	8,323	56,794
Other income	3	15,508	-	15,508	4,032	-	4,032
Total income		45,311	12,883	58,194	52,503	8,323	60,826
<u>Expenditure on:</u>							
Charitable activities	4	29,039	22,075	51,114	45,327	37,524	82,851
Net incoming/ (outgoing) resources before transfers		16,272	(9,192)	7,080	7,176	(29,201)	(22,025)
Gross transfers between funds		(9,192)	9,192	-	(4,268)	4,268	-
Net income/(expenditure) for the year/ Net movement in funds		7,080	-	7,080	2,908	(24,933)	(22,025)
Fund balances at 1 January		1,114	-	1,114	(1,794)	24,933	23,139
Fund balances at 31 December		8,194	-	8,194	1,114	-	1,114

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**THE OCCASIONAL CABARET LTD
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET**

AS AT 31 DECEMBER 2019

	Notes	2019 £	£	2018 £	£
Current assets					
Cash at bank and in hand		9,130		2,020	
Creditors: amounts falling due within one year	8	<u>(936)</u>		<u>(906)</u>	
Net current assets			<u>8,194</u>		<u>1,114</u>
Income funds					
Restricted funds	9		-		-
Unrestricted funds			<u>8,194</u>		<u>1,114</u>
			<u>8,194</u>		<u>1,114</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2019.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 9 April 2020



G Shaw
Director

Company Registration No. SC382211

THE OCCASIONAL CABARET LTD
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

Charity information

The Occasional Cabaret Ltd is a private company limited by guarantee incorporated in Scotland. The registered office is 1/1, 1068 Cathcart Road, Glasgow, G42 9XW.

1.1 Accounting convention

The financial statements have been prepared in accordance with the company's articles of association, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The company is a Public Benefit Entity as defined by FRS 102.

The company has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

At the date of approval of the accounts, the trustees are aware of the potential impact on the charity of Coronavirus. It is at a very early stage and therefore it is not possible to assess the potential impact. The trustees are actively taking all steps to mitigate any impact the virus may have on the charity.

1.3 Charitable funds

Unrestricted funds are funds that can be used in accordance with the objectives of the charity at the discretion of the directors.

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

1.4 Incoming resources

Income is recognised when the company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

For donations to be recognised the charity will have been notified of the amounts. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained, then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Income from government and other grants, whether 'capital grants or revenue grants', are recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received, and the amount can be measured reliably and is not deferred. Where a grant is received for a specific purpose, it is included in restricted income and any unexpended portion carried forward as a restricted fund.

THE OCCASIONAL CABARET LTD
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

(Continued)

Income from other trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably. All expenditure was incurred in carrying out charitable activity of the charity, including the costs of operating.

The charity is not registered for VAT and therefore all expenditure is recorded inclusive of VAT.

Allocation of Support Costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include office costs, general administration, and governance costs and are incurred directly in support of expenditure on the objects of the charity. The bases on which support costs have been allocated are on a direct basis or as a proportion of time spent.

2 Charitable activities

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Performance income	29,803	-	29,803	48,471
Performance related grants	-	12,883	12,883	8,323
	<u>29,803</u>	<u>12,883</u>	<u>42,686</u>	<u>56,794</u>
Performance related grants				
Creative Scotland	-	-	-	7,823
Golsoncott Foundation	-	350	350	500
Arts Council England	-	12,533	12,533	-
Other	-	-	-	-
	<u>-</u>	<u>12,883</u>	<u>12,883</u>	<u>8,323</u>

THE OCCASIONAL CABARET LTD
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019

2 Charitable activities

(Continued)

For the year ended 31 December 2018

	Unrestricted funds £	Restricted funds £	Total 2018 £
Performance income	48,471	-	48,471
Performance related grants	-	8,323	8,323
	<u>48,471</u>	<u>8,323</u>	<u>56,794</u>
Performance related grants			
Creative Scotland	-	7,823	7,823
Golsoncott Foundation	-	500	500
Other	-	-	-
	<u>-</u>	<u>8,323</u>	<u>8,323</u>

3 Other income

	Unrestricted funds 2019 £	Unrestricted funds 2018 £
Tax rebate	<u>15,508</u>	<u>4,032</u>

THE OCCASIONAL CABARET LTD
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019

4 Charitable activities

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Performance fees	20,985	12,404	33,389	55,074
Production costs	5,678	8,878	14,556	23,702
	<u>26,663</u>	<u>21,282</u>	<u>47,945</u>	<u>78,776</u>
Share of support costs (see note 5)	1,440	793	2,233	3,169
Share of governance costs (see note 5)	936	-	936	906
	<u>29,039</u>	<u>22,075</u>	<u>51,114</u>	<u>82,851</u>

For the year ended 31 December 2018

	Unrestricted funds £	Restricted funds £	Total 2018 £
Performance fees	28,624	26,450	55,074
Production costs	13,975	9,727	23,702
	<u>42,599</u>	<u>36,177</u>	<u>78,776</u>
Share of support costs (see note 5)	1,822	1,347	3,169
Share of governance costs (see note 5)	906	-	906
	<u>45,327</u>	<u>37,524</u>	<u>82,851</u>

5 Support costs

	Support costs £	Governance costs £	2019 £	Support costs £	Governance costs £	2018 £	Basis of allocation
Insurance	773	-	773	773	-	773	Allocate on time
Marketing	557	-	557	960	-	960	Allocate on time
Office expenses	198	-	198	247	-	247	Allocate on time
Sundry	405	-	405	514	-	514	Allocate on time
Professional fees	300	-	300	675	-	675	Allocate on time
Independent examination fee	-	936	936	-	906	906	Allocate on time
	<u>2,233</u>	<u>936</u>	<u>3,169</u>	<u>3,169</u>	<u>906</u>	<u>4,075</u>	

THE OCCASIONAL CABARET LTD
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019

6 Trustees

For the year ending 31 December 2019 it was agreed that the maximum combined amount paid to directors for services will be no more than 40% of the total expenditure for the year, and that less than half the directors will receive remuneration from the company (or benefit from remuneration of that nature).

Aside from key management, no member of the board of directors received remuneration for their services as a director during the year.

Catherine Gillard, director, received performance fees of £6,550 during the year (2018 : £11,100). The director was also reimbursed direct expenses of £1,230 (2018 : £1,402).

Peter Clerke, director, received performance fees of £8,700 during the year (2018 : £11,600). The director was also reimbursed direct expenses of £1,114 (2018 : £849).

No director or other person related to the charity had any personal interest in any contract or other transaction entered into by the charity during the year (2018 : nil).

7 Employees

There were no employees during the year.

8 Creditors: amounts falling due within one year

	2019	2018
	£	£
Accruals and deferred income	936	906
	<u>936</u>	<u>906</u>

9 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Incoming resources	Resources expended	Transfers	Balance at 31 December 2019
	£	£	£	£
The Monster and Mary Shelley	12,883	(22,075)	9,192	-
	<u>12,883</u>	<u>(22,075)</u>	<u>9,192</u>	<u>-</u>

For the year ended 31 December 2018

	Incoming resources	Resources expended	Transfers	Balance at 31 December 2018
	£	£	£	£
The Monster and Mary Shelley	8,323	(37,524)	4,268	-
	<u>8,323</u>	<u>(37,524)</u>	<u>4,268</u>	<u>-</u>

The Monster and Mary Shelley – Funds received to be spent solely on The Monster and Mary Shelley production project.

THE OCCASIONAL CABARET LTD
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019

10 Unrestricted funds

These are unrestricted funds which are material to the company's activities made up as follows:

	Balance at 1 January 2019	Incoming resources	Resources expended	Transfers	Balance at 31 December 2019
	£	£	£	£	£
Unrestricted Fund - General	1,114	45,311	(29,039)	(9,192)	8,194

For the year ended 31 December 2018

	Balance at 1 January 2018	Incoming resources	Resources expended	Transfers	Balance at 31 December 2018
	£	£	£	£	£
Unrestricted Fund - General	(1,794)	52,503	(45,327)	(4,268)	1,114

Unrestricted funds, is income granted, donated or earned by the company to be used at the discretion of the trustees to fund any activity, which is in furtherance of the charity's objectives.

