

THE OCCASIONAL CABARET LTD.

(A Company Limited by Guarantee)

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2014**

Charity No: SC043059

Company Number: SC382211

THE OCCASIONAL CABARET LTD.
(A Company Limited by Guarantee)

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2014

CONTENTS

	Page
Directors' Report	3-6
Report of the Independent Examiner	7
Statement of Financial Activities	8
Balance Sheet	9
Notes forming part of the financial statements	10-14

THE OCCASIONAL CABARET LTD.
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DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2014 (CONTINUED)

Structure, Governance and Management

Governing document

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.

Recruitment and Appointment of the directors

The directors of the company are also the charity trustees for the purpose of charity law. 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.

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".

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

The company's major work during 2014 was the second half of the Scottish tour of 'The Taking of Zena Charbonne'. This was the final part of the Creative Scotland Quality Production funded project which began in Autumn 2013 with a 4 week rehearsal and an initial Scottish tour.

In April 2014 the production was re-rehearsed in Edinburgh and opened at the Eastgate Theatre, Peebles on 24 April. A further 5 performances in Scotland were booked at The Catstrand, New Galloway; Assembly Roxy, Edinburgh; Strathpeffer Pavilion; The Mill Theatre, Thurso and Aboyne Theatre. An additional performance in England was also part of this tour – in May 2014 the production played as part of Theatre Royal Winchester's Spring programme.

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DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2014 (CONTINUED)

Response to the production was once again very enthusiastic from audience and promoters and the performance in Winchester has led the company to investigate the possibilities of further touring in England.

Future Developments

In spring 2015 the company will undertake showcase performances of 'The Taking of Zena Charbonne' at Salisbury Playhouse. The company plan to apply to the Arts Council of England for funding towards the promotion of these performances. It is hoped that this activity will help to develop new relationships with promoters in England and lead to future touring opportunities in the region.

The company also wish to develop ideas for a new touring production and community workshop programme and aim to submit applications to both CS and ACE in 2015.

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

Financial Review

A deficit of £3,513 arose during the year (2013: surplus of £3,203). At the year-end £319 reserves remain unspent and carried forward.

Principle funding sources

Principle funding sources for the period under review were grants from Creative Scotland. The charity also received donations. 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 policy

The Board has recognised that it is currently not meeting its target to maintain its reserves at a level equivalent to 3 months running costs. Therefore the board is currently looking to secure future funding in order to meet its reserve policy objectives.

THE OCCASIONAL CABARET LTD.
(A Company Limited by Guarantee)

DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2014 (CONTINUED)

Statement of Directors' Responsibilities

The directors, who are also trustees of The Occasional Cabaret Ltd for the purpose of charity law, are responsible for preparing the directors' 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 directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and of the incoming resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the directors 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 UK 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 charitable company will continue in business.

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

In common with many other businesses of our size and nature we use our auditors to assist with the preparation of the financial statements.

Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

By order of the board:



Gillian M Shaw
Director

9th September 2015

THE OCCASIONAL CABARET LTD.
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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE OCCASIONAL CABARET LTD.

I report on the accounts of the charity for the year ended 31 December 2014 set out on pages 8 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 examiner's statement

In the course of my examination, no matter has come to my attention [other than disclosed below*]

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

Fiona Haro CA
Relevant Professional Qualification: Chartered Certified Accountant
On behalf of Thomson Cooper
Accountants
22 Stafford Street
Edinburgh, EH3 7BD

9th September 2015

THE OCCASIONAL CABARET LTD.
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Including Income & Expenditure Account)
For the Year Ended 31 December 2014

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Incoming resources					
<i>Incoming resources from generated funds:</i>					
<i>Voluntary income</i>					
Donations		-	-	-	-
Grants		-	9,217	9,217	27,651
	2	-	9,217	9,217	27,651
<i>Incoming resources from charitable activities</i>					
	3	3,293	-	3,293	2,000
Total incoming resources		3,293	9,217	12,510	29,651
Resources expended					
<i>Charitable activities:</i>					
Production development	4	-	-	-	498
Production tours	4	-	15,183	15,183	25,110
Governance costs	4	840	-	840	840
Total resources expended		840	15,183	16,023	26,448
Net movement in funds		2,453	(5,966)	(3,513)	3,203
Transfers		(4,619)	4,619	-	-
Total funds brought forward		2,485	1,347	3,832	629
Total funds carried forward	10	319	-	319	3,832

The statement of financial activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities. The notes on pages 10 to 14 form part of these financial statements.

THE OCCASIONAL CABARET LTD.
(A Company Limited by Guarantee)

BALANCE SHEET
As at 31 December 2014

	Notes	2014		2013	
		£	£	£	£
Current assets					
Cash at bank and in hand		1,159		4,672	
Current liabilities					
Creditors and Accruals	8	<u>(840)</u>		<u>(840)</u>	
Net current assets/ (liabilities)			319		3,832
Net assets/ (liabilities)			<u>319</u>		<u>3,832</u>
The funds of the charity					
Unrestricted general income fund	10		-		2,485
Restricted income funds	10		319		1,347
			<u>319</u>		<u>3,832</u>

In preparing these financial statements:

- (a) The directors are of the opinion that the company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2014.
- (b) The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2014 in accordance with Section 476 of the Companies Act 2006, and
- (c) The directors acknowledge their responsibilities for:
 - (i) Ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006, and
 - (ii) Preparing accounts 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 surplus or deficit for the financial year in accordance with the requirements of Section 396, and which otherwise comply with the requirements of this Act relating to the accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board on 9th September 2015.

Gillian M Shaw

Gillian M Shaw
Director

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

THE OCCASIONAL CABARET LTD.
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 December 2014

1. Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below:

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued in March 2005, and the Financial Reporting Standards for Smaller Entities (effective April 2008).

The company has taken advantage of the exemption from preparing a cash flow statement as conferred by Financial Reporting Standard No. 1 (Revised 1996) on the grounds that it qualifies as a small company under the Companies Act 2006.

(b) Fund Accounting

- *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.

(c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

- Voluntary income is received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Income is deferred when performance related grants are received in advance of the performances or event to which they relate.
- Incoming resources from charitable activities is accounted for when earned.

(d) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. The company is not registered for VAT and accordingly irrecoverable VAT is charged against the category of resources expended to which it relates.

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its beneficiaries. It includes both the direct costs and indirect costs necessary to support these activities.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis e.g. estimated usage, staff costs by the time spent.

THE OCCASIONAL CABARET LTD.
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 December 2014 (continued)

(e) Going concern

The going concern basis has been adopted by the board as a result of its forward review for 12 months.

2. Incoming resources from generated funds

	2014	2013
	£	£
Voluntary income:		
Grants - Creative Scotland - restricted	9,217	27,651
	9,217	27,651

3. Incoming resources from charitable activities

	2014	2013
	£	£
Unrestricted General funds:		
Performance takings	3,293	2,000

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NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 December 2014 (continued)

4. Resources expended

	Production development £	Production Tours £	Governance costs £	Total 2014 £	Total 2013 £
Direct costs:					
Performance fees	-	9,750	-	9,750	17,355
Production costs	-	3,915	-	3,915	6,841
	-	13,665	-	13,665	24,196
Support costs:					
Insurance	-	457	-	457	747
Marketing	-	779	-	779	527
Office expenses	-	40	-	40	158
Travel	-	54	-	54	-
Sundry	-	188	-	188	-
Bank charges	-	-	-	-	(20)
	-	1,518	-	1,518	1,412
Governance costs:					
Independent examiner's fee	-	-	840	840	840
Sundry	-	-	-	-	-
	-	-	840	840	840
	-	15,183	840	16,023	26,448

5. Directors' remuneration & related party transactions

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 £1,550 during the year (2013: £2,500). The director was also re-imbursed direct expenses of £262 (2013: £27).

Peter Clerke, director, received performance fees of £1,375 during the year (2013: £1,375). The director was also re-imbursed direct expenses of £20 (2013: £168).

The performance fees paid to directors are permitted as they are within the terms of the written agreement that no director will be paid in excess of £7,000 for the year ended 31 December 2014 and that less than half the board of directors will receive remuneration from the company.

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 (2013: Nil).

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NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 December 2014 (continued)

6. Movement in total funds for the year

	2014	2013
	£	£
This is stated after charging:		
Independent examiner's fee	840	840
	840	840

7. Taxation

The company is exempt from tax on income and gains related to its charitable activities.

8. Creditors falling due within one year

	2014	2013
	£	£
Accruals	840	840
	840	840

9. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2014
	£	£	£
Current assets	1,159	-	1,159
Current liabilities	(840)	-	(840)
Net assets	319	-	319

THE OCCASIONAL CABARET LTD.
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NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 December 2014 (continued)

10. Movement in funds

	At 1 Jan 2014 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 Dec 2014 £
Unrestricted Fund - General	2,485	3,293	(840)	(4,619)	319
Restricted funds:					
Zena Charbonne production tour	1,347	9,217	(15,183)	4,619	-
	3,832	12,510	(16,023)	-	319

Unrestricted funds

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.

Restricted funds

Restricted funds represent income for specific purposes as follows:

Zena Charbonne production development – funds received towards the cost of practical development of new work “The Taking of Zena Charbonne”.

Zena Charbonne production tour – funds received towards the Scottish tour of “The Taking of Zena Charbonne”.