

The Common Players
Annual Accounts
Year Ended 31 March 2008

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Company Number: 3294798

Registered Charity Number: 1061431

The Common Players

Trustees' Report

For the year ended 31 March 2008

The Common Players

The Common Players is a registered charity number 1061431 and a Company Limited by Guarantee, registration number 3294798

The Company's registered address is:

Uncommon Heights
5, The Dairy Estate
Pinbrook Road
Exeter
EX4 8HH

Trustees

The members of the Trustee Board are listed below. Appointment of trustees is governed by the memorandum and articles of the charity.

Martyn Cox	Company Secretary
Richard Feltham	Chair
Richard Jennings	Hon Treasurer
Maurice Marshall	

Structure, Governance and Management

The Common Players is a charitable company limited by guarantee, incorporated on 19 December 1996 and registered as a charity on 20 March 1997.

The governing document is the Memorandum and Articles of Association.

The trustees for the purpose of charity law are also directors of the company. Under the Articles of Association one third of the trustees retire from office at each Annual General Meeting at which they are eligible for re-election.

Trustee induction and Training

All new trustees are invited to attend short training sessions to familiarise themselves with the charity and the context within which it works. This induction is held by the Chair of Trustees and covers:

- The obligations of Trustee Board members as contained in the document 'The Common Players – Trustee Board Responsibilities'
- The main documents which set out the operational framework for the charity, including the Memorandum and Articles.
- The current financial position as set out in the latest published accounts.
- Future plans and objectives

Objectives and activities

To advance education for public benefit by the promotion of the arts, in particular but not exclusively, the art of drama.

Company overview

The Common Players was formed in 1989, setting out to create accessible theatre and tour it around the village greens of Devon during the summer months.

The intention was to tell stories that involved audiences on different levels so that there was something for everyone to enjoy, no matter their age or experience of theatre. Since then the company have developed numerous projects designed to engage wide-ranging rural communities in live performance.

Over 20 indoor and outdoor presentations have been created, commissioning writers or creative teams to respond to themes of rural and human interest, creating productions and then touring them to community venues such as village halls and community centres.

Skill-sharing and participatory work has taken numerous forms. These include summer youth theatre projects; workshops for amateur companies keen on building performance skills; collaborations with communities to develop celebratory guided walks and community play development.

Common Players have also worked with other agencies to deliver shared aims, most notably Keep Off The Path, a touring environmental collaboration with The National Trust, and with Devon Arts In Schools Initiative we created Bloody Ambition, an education programme inspiring teachers and pupils to wrestle practically with Shakespeare's Macbeth.

Through all the company developments, Common Players has striven to achieve its core mission: to create exciting, relevant and original theatre, both for and with rural communities who may lack local opportunity.

Key Achievements and developments for 2007-8

- The first year of a 3 year cycle of performances for our programme celebrating local varieties of apple were held in the Autumn of 2007. A specially commissioned Apple Press has been created by sculptor Jon Rodney Jones toured to Devon locations. The umbrella name for the project is Cider with Roadies, an for an ambitious three year cycle of events, involving theatre, apple pressing, schools workshops and business networking with the apple as its focus.
- Cider with Roadies financially supported by the Arts Council and their G4A funds; The Teignbridge and Blackdown Hills Leader Project; Heritage Lottery Fund; Mid Devon District Council.
- The Company has developed and implemented a new working structure. At its core is a group of artists from a range of disciplines known as *The Common Players Creative Associates*. Creative projects will be developed by this team, giving an opportunity to bring new ideas and talent into the work of *The Common Players*. The Creative Associates are: Jon Croose, Anthony Richards, Mary Richards, Jon Stokes Jo Tasker & Ashley Wengraf.
- *The Creative Associates* are developing a range of innovative and participatory project. Funds are actively being sought for a devon participation project entitled *The Great Flood*, which takes the medieval mystery play as its inspiration for a series of celebratory community performances throughout the county.

We look forward to the second full year of The Apple Project, continuing its engagement with Devon Communities, continued innovation to ensure that the administration costs of our work are kept to a minimum and that the artistic quality and content continues to bring new audiences together to experience theatre in their own communities.

Reserves Policy

The Company aims to maximise the use of available funds to further its creative work as far as this is commensurate with a prudent level of reserves. In this regard our policy is to set aside funds only for known or probable liabilities.

Risk Management

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and systems have been established to mitigate those risks.

Responsibilities of the Trustee Board

Company law requires the Trustee Board 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 as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustee Board should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Trustee Board is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Trustee Board is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Trustee Board

Members of the Trustee Board, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

With Thanks.

The Common Players most valuable resource continues to be the energies of our active and enthusiastic team who continue to find imaginative and creative solutions to meet the challenge of delivering artistic and efficacious work. I wish to express my thanks to the entire team; directors, administrators, trustees, actors, musicians, designers, sculptors, writers and the numerous volunteer community supporters who together help create our memorable theatre and events.

Thank you.

Richard Feltham
Chair of Trustees

The Common Players Year Ended 31 March 2008 Independent Examiner's Report to the Members

This report on the accounts of The Common Players for the year ended 31 March 2008, which are set out on pages 5 to 10, is in respect of an examination carried out under Section 43 of the Charities Act 1993.

Respective responsibilities of the Trustees and Examiner

As described on page 7 the Trustees are responsible for the preparation of the accounts. You consider that the audit requirement of the Charities Act 1993 does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 7 of the Charities (Accounts and Reports) Regulations 1995.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners under Section 43 (7) of the Act. That examination includes a review of the accounting records kept and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning such 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 connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the regulationshave not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

J H Ison
21 Angel Hill
Tiverton
Devon

The Common Players Limited
Statement of financial activities
Year ended 31 March 2008

	Notes	Unrestricted General fund £	Restricted capital fund £	Total 2008 £	Total 2007 £
Incoming resources					
Charitable activities:					
Grants		89541		89541	20956
Productions		33789		33789	0
Other income		2203		2203	0
Profit on sale of fixed asset				0	902
Investment income:					
Interest receivable		855		855	42
		<u>126388</u>	<u>0</u>	<u>126388</u>	<u>21900</u>
Resources expended					
Charitable activities					
Production fees		53311		53311	4740
Project development				0	0
Production expenses		25257		25257	4680
Depreciation		1920	7009	8929	9630
Support costs		28819		28819	17406
		<u>109307</u>	<u>7009</u>	<u>116316</u>	<u>36456</u>
Governance costs					
		<u>1250</u>		<u>1250</u>	<u>750</u>
Total resources expended					
		<u>110557</u>	<u>7009</u>	<u>117566</u>	<u>37206</u>
Net deficit for the year before transfers					
	2	15831	-7009	8822	-15306
Transfers between funds					
				0	0
Net movement in funds					
		15831	-7009	8822	-15306
Fund balances brought forward					
		3189	18162	21351	36657
Fund balances carried forward					
		<u>19020</u>	<u>11153</u>	<u>30173</u>	<u>21351</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The Common Players Limited
Balance sheet
31 March 2008

	Notes	2008		2007	
		£	£	£	£
Tangible fixed assets	3		20952		20363
Current assets					
Debtors	4	1050		0	
Uncommon Fund		0		22	
Cash at bank		10960		2930	
Cash in hand		19		0	
		<u>12029</u>		<u>2952</u>	
Creditors					
Amounts falling due within one year	5	<u>2808</u>		<u>1964</u>	
Net current assets			<u>9221</u>		<u>988</u>
Net assets			<u><u>30173</u></u>		<u><u>21351</u></u>
Reserves					
Restricted funds					
Capital asset fund	6		11153		18162
Unrestricted General fund	6		19020		3189
Total income funds	7		<u><u>30173</u></u>		<u><u>21351</u></u>

The Common Players Limited
Balance Sheet (continued)
31 March 2008

Statement required by Section 249B(4)

In approving these financial statements as directors of the company we hereby confirm:

- a) That for the year stated above the company was entitled to the exemption conferred by section 249A(1) of the Companies Act 1985.
- b) That no notice has been deposited at the registered office of the company pursuant to section 249B(2) requesting that an audit be conducted for the year ended 31 March 2008 and
- c) That we acknowledge our responsibilities for :
 - 1. Ensuring that the company keeps accounting records which comply with section 221, and
 - 2. 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 surplus or deficit for the financial year in accordance with the requirements of Section 226 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Richard Jennings

The Common Players Limited

Year Ended 31 March 2008

Notes to the Accounts

1. Accounting Policies

Basis of Accounting

The financial statements are prepared under the historical cost convention and in accordance with the Companies Act 1985 and the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

Incoming Resources

Incoming resources are included in the statement of financial activities when the company is entitled to the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

- Incoming resources from performances and related activities are included when performances are carried out and as goods and services are invoiced.
- Grants and donations are included when the conditions for receipt are met. Grant income is deferred when performance related grants are received in advance.
- Investment income is included when receivable.

Resources expended

Expenditure is recognised on an accrual basis when a liability is incurred.

- Charitable activities include all expenditure associated with the production of theatrical performances, including both direct and support costs.
- Governance costs include those costs associated with meeting the constitutional and statutory obligations of the charity.

Tangible Fixed Assets and Depreciation

Tangible fixed assets are depreciated by equal annual instalments over their estimated useful lives as follows: -

Equipment and fittings	7.5 years
Mercedes Van	7.5 years
Trailers	7.5 years
Landrover Discovery	7.5 years

2. Net income for the year

This is stated after charging: -

	2008	2007
	£	£
Depreciation of tangible assets owned by the company	8929	9630
	=====	=====

The Common Players Limited
Year ended 31 March 2008
Notes to the accounts

3. Tangible fixed assets

	Equipment & Fittings	Van	Touring trailers	Landrover discovery	Total
Cost	£	£	£	£	£
At 1 April 2007	66297	0	0	0	66297
Additions	3643	5875			9518
Disposals					0
At 31 March 2008	<u>69940</u>	<u>5875</u>	<u>0</u>	<u>0</u>	<u>75815</u>
Depreciation					
At 1 April 2007	45934	0	0	0	45934
Charge for the year	8342	587			8929
Eliminated on disposals					0
At 31 March 2008	<u>54276</u>	<u>587</u>	<u>0</u>	<u>0</u>	<u>54863</u>
Net book amounts					
At 31 March 2008	<u>15664</u>	<u>5288</u>	<u>0</u>	<u>0</u>	<u>20952</u>
At 31 March 2007	<u>20363</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>20363</u>

4. Debtors

	2008	2007
	£	£
Trade debtors	1050	0
Prepayments	0	0
	<u>1050</u>	<u>0</u>

**5. Creditors - amounts falling due
within one year**

Payments received in advance	0	0
Trade creditors	580	0
Taxes and social security	404	1564
Accruals	1824	400
	<u>2808</u>	<u>1964</u>

The Common Players Limited
Year ended 31 March 2008
Notes to the accounts

6. Movements in funds

	At 1 April 2007	Incoming resources	Outgoing resources	Transfers	At 31 March 2008
	£	£	£	£	£
Unrestricted general fund	3189	126388	-110557		19020
Restricted capital fund	18162		-7009		11153
Total	<u>21351</u>	<u>126388</u>	<u>-117566</u>	<u>0</u>	<u>30173</u>

Restricted capital fund

This fund is established following the successful application for a National Lottery and other grants for the acquisition of certain fixed assets. The transfer from this fund relates to the proceeds of sale of an asset during the year.

Depreciation on the fixed assets financed with this funding is charged to the restricted fund.

7. Analysis of net assets between funds

	Tangible fixed assets	Net current assets	Total
	£	£	£
Unrestricted general fund	9799	9221	19020
Restricted capital fund	11153		11153
	<u>20952</u>	<u>9221</u>	<u>30173</u>

8. Transactions with trustees

No reimbursement of expenses has been made or is due to be made to any trustees

The Common Players Limited
Detailed Income and expenditure for the year ended 31 March 2008

	<u>General</u>	<u>Apple Project</u>	<u>Tracks and Traces</u>	<u>Restricted Lottery Fund</u>	<u>Total</u>	<u>2007</u>
Income						
<u>Grants</u>						
Arts Council England		20000.00			20000.00	890.00
Heritage Lottery		40680.00			40680.00	0.00
Rural Payments Agency		2961.48			2961.48	12323.90
Exmoor Society					0.00	2492.00
Devon CC	25000.00				25000.00	5250.00
Mid Devon DC	900.00				900.00	0.00
					0.00	0.00
	<u>25900.00</u>	<u>63641.48</u>	<u>0.00</u>	<u>0.00</u>	<u>89541.48</u>	<u>20955.90</u>
<u>Productions</u>						
Performance fees and box office		8173.85	24380.00		32553.85	0.00
Workshop fees		1300.13			1300.13	0.00
Project Partners					0.00	0.00
Merchandise					0.00	0.00
	<u>0.00</u>	<u>9473.98</u>	<u>24380.00</u>	<u>0.00</u>	<u>33853.98</u>	<u>0.00</u>
<u>Other income</u>						
Equipment hire	4701.39				4701.39	0.00
Miscellaneous	40.98				40.98	0.00
Profit on sale of fixed assets					0.00	902.00
Bank interest	854.73				854.73	42.33
	<u>5597.10</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5597.10</u>	<u>944.33</u>
Total income	<u>31497.10</u>	<u>73115.46</u>	<u>24380.00</u>	<u>0.00</u>	<u>128992.56</u>	<u>21900.23</u>
Expenditure						
<u>Production fees</u>						
Performers		11188.83	9168.00		20356.83	4165.99
Stage manager		10968.11			10968.11	573.94
Designer and maker		1687.55			1687.55	0.00
Writer and music director		6276.73	1320.00		7596.73	0.00
Artistic directors		8684.00	2492.46		11176.46	0.00
Video material fees		838.35	1425.00		2263.35	0.00
Production development fees					0.00	0.00
	<u>0.00</u>	<u>39643.57</u>	<u>14405.46</u>	<u>0.00</u>	<u>54049.03</u>	<u>4739.93</u>
<u>Production expenses</u>						
Props, set, costumes, lighting, sound		2473.72	4118.68		6592.40	2053.72
Research, recruitment, rehearsals		1691.42	1370.00		3061.42	61.00
Tour transport, travel, accommodation		4630.14	4425.06		9055.20	672.00
Marketing and publicity		5933.13			5933.13	1893.26
Tour booking and admin		2480.00			2480.00	0.00
Venue hire and show running costs					0.00	0.00
	<u>0.00</u>	<u>17208.41</u>	<u>9913.74</u>	<u>0.00</u>	<u>27122.15</u>	<u>4679.98</u>
<u>Depreciation</u>	<u>1920.00</u>			<u>7009.00</u>	<u>8929.00</u>	<u>9630.00</u>
<u>Support costs</u>						
Administration wages and fees	10713.36				10713.36	0.00
Redundancy payment					0.00	13250.00
Bookkeeping	3379.00				3379.00	0.00
Legal and professional fees	493.00				493.00	434.25
Bank charges	57.72				57.72	50.00
Insurance	1262.23	52.50	31.50		1346.23	569.59
Website expenses	1064.99				1064.99	0.00
Computer expenses	2478.13	154.22			2632.35	147.23
Postage and stationery	2482.05	959.05			3441.10	358.28
Telephone	603.03				603.03	892.28
Office rent and power	3140.83				3140.83	1285.93
Office repairs					0.00	35.00
Motor expenses	302.22				302.22	363.42
Travel	64.00	31.80	29.30		125.10	92.00
Repairs and renewals of equipment	1983.69				1983.69	628.89
Creative associates costs	435.36				435.36	0.00
Subscriptions and publications	351.41				351.41	0.00
Miscellaneous					0.00	49.53
Less allocation to :						
Management and administration	-1250.00				-1250.00	-750.00
	<u>27561.02</u>	<u>1197.57</u>	<u>60.80</u>	<u>0.00</u>	<u>28819.39</u>	<u>17406.40</u>
<u>Management and administration</u>	<u>1250.00</u>	<u>0.00</u>	<u>0.00</u>		<u>1250.00</u>	<u>750.00</u>
Total expenditure	<u>30731.02</u>	<u>58049.55</u>	<u>24380.00</u>	<u>7009.00</u>	<u>120169.57</u>	<u>37206.31</u>
Surplus/deficit for the year	<u>766.08</u>	<u>15065.91</u>	<u>0.00</u>	<u>-7009.00</u>	<u>8822.99</u>	<u>-15306.08</u>