Theatre Nemo (A company limited by guarantee)

Report and Financial Statements

Year Ended 31 March 2017

Charity No: SC028427 Company No: SC191338

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Reference and Administrative Information Year Ended 31 March 2017

DIRECTORS:

Michel Syrett (Chair)
Beth McMaster (Vice Chair)
Gillian Caughey (Treasurer)
Isabel McCue (resigned 6 August 2016)
David Walker
Nicolas White
Joseph Connolly

CHARITY REGISTRATION NUMBER:

SC028472

COMPANY REGISTRATION NUMBER:

SC191338

REGISTERED OFFICE AND OPERATIONAL ADDRESS:

The Briggait Unit 235 141 Bridgegate Glasgow G1 5HZ

INDEPENDENT EXAMINER:

John Di Mambro CA John Di Mambro & Co. Chartered Accountants 16 Muir Street Hamilton ML3 6EP

Report of the Directors Year Ended 31 March 2017

The Directors have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2017.

The directors of the company, who are also charity trustees for the purposes of charity law, who served throughout the year and up to the date of this report together with particulars of the principal address of the charity and details of its professional advisers are listed on page 1.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee, incorporated in 1999. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Directors

New directors are appointed at the discretion of the Board. There is no fixed term for directorship. Directors share the same interests and values as Theatre Nemo and try their best to promote it in a positive way.

Trustee Induction and Training

Many of our trustees live in the local area and are familiar with the work of our organisation. As part of our selection process prospective trustees are invited to the office base where they are made aware of their legal obligations under charity and company law and given more detail about the variety of projects we undertake. They are then invited to attend a Board meeting before making a final decision.

New trustees then attend a short induction and training session where they are briefed on the content of the Memorandum and Articles of Association, the decision making process, the business plan and recent financial performance of the charity.

Organisational Structure

The Board of Directors meets monthly. A Chief Executive is appointed by the directors to administer the day to day operations of the charity. The Chief Executive has delegated authority, as approved by the directors, for operational matters including finance, employment and project related activity.

Risk Management

The directors have a risk management strategy which comprises:

- an annual review of the risks the charity may face;
- · the establishment of systems and procedures to mitigate those risks identified; and
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

OBJECTIVES AND ACTIVITIES

The charitable objective of Theatre Nemo is to promote good mental health and wellbeing through the performing arts.

We believe that participation in the arts, and the performing arts in particular, enrich the mental wellbeing of everyone who takes part, whatever the current state of their mental health. The performing arts – music, dance, drama, puppetry, film & video etc. can provide new communication methods, improved self-esteem, team building, peer group support, creative development and many other benefits. The performing arts have the potential to improve quality of life both individually and collectively.

Report of the Directors Year Ended 31 March 2017

ACHIEVEMENTS AND PERFORMANCE

Dear Stakeholders and Members

We are very ambitious about what we want to achieve. Our vision is to continue to promote social integration and community involvement through holistic approaches that support people to release their potential and move forward in their journey with confidence and empowerment that enables them to live a happy healthy life.

I am pleased to report that during the financial year we have been able to secure funding that has enabled us to provide extremely exciting and interesting projects. The following are a few of the projects we have been working on this year.

Funded by Awards for All

In June 2016 Theatre Nemo was approached by Trinity High School to enquire if we could work in partnership with the aim of improving the mental health and wellbeing outcomes for their S2 students.

After meeting with the school staff it was clear that there was growing concern around the rise in poor mental health within the student population. Bringing Theatre Nemo's experience and unique approach to engagement and exploring mental health topics both partners agreed to move forward.

We initially agreed to work with three S2 classes, however due to timetable changes within the school the project had to go ahead with two S2 classes, a total of 60 pupils.

We designed a program based on the work that had already been initiated by the school exploring the themes in the film "Inside Out". We delivered Drama, Taiko Drumming and Song writing projects over a ten week period with one, one hour session per week.

The outcomes we measured the project by were as follows:

- The development of the community, classes mixing with one another, widening the available support networks for students.
- Coping strategies that are relevant throughout a persons lifetime.
- Clearer understanding of mental health disorders, this gives students a much better chance of identifying early signs, being better equipped to support people and also reducing the stigma which still exists around mental illness.

Due to the overall success of the project we are scaling the project in 2018 to engage with all S2 pupils, approximately 200.

Funded by Voluntary Action Fund

With the support of our grant from Voluntary Action Fund we were able to create a part time Volunteer Coordinator post. This allowed us to have a focus for recruiting and retaining volunteers within the organisation. During the first half of our grant we were lucky enough to have amassed more volunteers than we initially set out to do and we were able to create new roles for volunteers such as media content creation (i.e making videos, blog posts and posters for PR) as well as a PR officer role. Having this we did recruit a further seven volunteers over this time period. We engaged 22 volunteers throughout the year.

Volunteers have been assisting at the four creative workshops we offer weekly; Guitar, Visual Art, Taiko and Drama. Generally we have between 2-4 volunteers at each workshop. Alongside this volunteers have been documenting these workshops by taking photographs and video to be used on social media.

Work was done by volunteers to aid the promotion and the running of Theatre Nemo's events i.e. being at the venue early to set up, taking photographs throughout, writing a press release, coming up with poster designs and posting about it online. The volunteers have been a great support for the organisation, but also as the following statements show, the experience has been beneficial for those who volunteered.

Report of the Directors Year Ended 31 March 2017

ACHIEVEMENTS AND PERFORMANCE (Cont.)

Ross

Volunteering with Theatre Nemo has been a wonderful experience, it has really opened my eyes up to lots of new things. Working with the other volunteers as well has been so amazing, being part of a group, or like part of a family, people who are working toward the same outcome. Its been good to work with people who are maybe a bit more vulnerable, it's really inspired me to be a bit more confident. I think my favourite memory was seeing the end term show and just realising how much all the members have grown and developed from the start. It's amazing to see what Theatre Nemo does for people and it's volunteers

Lucy

So for me I think the most rewarding or best parts that have come out of it have been meeting new people and challenging the stigma that's around mental health, which is such a widespread issue. It's been really nice to bring people together and to forget about that and to just do something that everyone enjoys, to not think about that for a while and focus on something that's quite beautiful. It's been nice working on the blog because although I am not particularly creative or artistic, which I'd like to be, its been good to be able to put down what's been going on in writing because that's something I feel I am a bit better at. As far as volunteering goes I think even if you can't play an instrument or are good at drama it's more about having fun and being a small community that can have fun, so I think there is something for everyone when it comes to volunteering with Theatre Nemo.

Karl

Volunteering at Theatre Nemo has been a really enjoyable experience from the point of view of building relationships and connection with people, really getting to know them and being interested in their lives. Even outside the dram activities themselves its more about the contact. It's really nice to see people grow and become confident as you work each week. There is something special about being with people when they are nervous and encouraging them. Then they do really well and there a warm atmosphere and it's really satisfying to see people do well and enjoy themselves. It's really rewarding for me to facilitate and encourage that.

Most of our operations this year were delivered from funds carried over from the previous year

Funded by ScottishPower Foundation and The Moffat Trust

Arts for People Power provided weekly sessions in Guitar, Taiko Drumming, Visual Art and Drama. Between May 2016 – March 2017 we delivered 3 projects. Across the projects we worked with 153 participants and reached 550 audience members.

This is one participant's experience of participating at an event.

"It was good to be able to perform and I was really chuffed to be asked to represent the group. I felt that by performing my own song I was able to show what the guitar club is about. When I started the group I guess I was just looking for something that would get me back on the path to getting out there and socialising with people again. Throughout my time in the group I feel like my confidence has increased both through noticing my improvement on guitar and positive reinforcement from the tutor and other members along the way. The fact that I've got to the point where I am writing my own songs on the guitar and happy enough with them to showcase them to an audience shows what can be achieved if you get involved with something like the guitar club. Also in a sense I was proud to show that what Isabel (co-founder of Theatre Nemo) started almost 20 years ago! On the night of the performance I felt really nervous but I'm glad I did it as I got lots of positive feedback"

Funded by See Me

Mind Us is a project working with women within the criminal justice system discussing, through drama, the stigma associated to poor mental health and how to positively challenge this both within the justice system and within the wider community.

We delivered projects in HMP Greenock and HMP Cornton Vale working with a total of 30 women.

Outputs summary: Projects Delivered 18 Participants 243 Volunteers 22 Audience 710

Report of the Directors Year Ended 31 March 2017

FINANCIAL REVIEW

The Statement of Financial Activities shows a net deficit for the year of £71,283 compared with a net surplus of £12,169 in 2016. Similar to other small charities, Theatre Nemo had a challenging year in relation to securing grant funding. This has been reflected in grant funding being down 62% compared to last year. In addition there was a reduction of earned income due to changes in the criminal justice system (down 36%), Further, costs were higher this year as a result of increased project delivery costs (up 67% due to the delivery of projects funded in the prior year) and increased wages and salaries costs (up 15% due to the introduction of the volunteer co-ordinators post, an increase in payroll expenses and the introduction of workplace pensions).

Retained funds at 31 March 2017 were £51,440 compared to £122,723 in 2016. Of these funds £2,245 are restricted funds and £2,042 are designated for specific purposes, leaving £47,153 available to meet all day to day running costs and continuing statutory commitments for the coming year (compared to £72,003 in 2016).

As a result of the above changes, the focus in 2017-2018 and onwards will be on how it can increase both (a) its level of earned income and (b) its level of grant funding obtained in a continuing difficult environment. Key areas of change include moving its focus from prison-based delivery to Community Justice and Prevention work in Schools. We believe these are areas of opportunity due to the changes within the justice system bringing more focus to community based alternatives to custody and a greater focus from the Scottish Government and others on young people's mental health.

Reserves Policy

It is the policy of the charity to maintain unrestricted funds, which are free reserves of the charity, at a level to provide sufficient funds to cover management, administration and support costs.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the company's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the directors are required to

- 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 presume that the company will continue in business.

The directors are responsible for keeping proper accounting records 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 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.

This report has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board on 26th Sot 2017 and signed on its behalf by:

Michel Syrett Chair

Independent Examiner's Report to the Trustees of Theatre Nemo

I report on the accounts of the charity for the year ended 31 March 2017 which are set out on pages 6 to 12.

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 Trustees 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 statement

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

dohn Di Mamboto

- 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 (as amended), and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations (as amended)

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.

John Di Mambro C.A. John Di Mambro & Co

Chartered Accountants

16 Muir Street Hamilton

ML3 6EP

Dated:

24-10-17

Statement of Financial Activities (including an Income and Expenditure Account)

Year Ended 31 March 2017

	Notes	Unrestricted funds	Restricted funds	Total 2017 £	Total 2016 £
Incoming Resources					
Incoming resources from generated funds Voluntary income		3,040		2.040	2 401
Interest received		3,0 4 0 27		3,040 27	3,491 25
Incoming resources from charitable activities				_,	2.0
Grants	2	15,000	15,646	30,646	80,221
Service fees		13,589	-	13,589	21,126
Total incoming resources		31,656	15,646	47,302	104,863
Resources Expended					
Charitable activities	3	54,464	64,121	118,585	92,694
Total resources expended		54,464	64,121	118,585	92,694
Net income / (expenditure) before transfe	ers	(22,808)	(48,475)	(71,283)	12,169
Transfers		-	-	_	
Net movement in funds after transfers		(22,808)	(48,475)	(71,283)	12,169
Total funds brought forward		72,003	50,720	122,723	110,554
Total funds carried forward		49,195	2,245	51,440	122,723

All amounts derive from continuing operations.

All gains and losses recognised in the year are included in the Income and Expenditure Account

(Company Number: SC191338)

Balance Sheet

As at 31 March 2017

		201	7	20 ⁻	16
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible assets	6		2,042		7,944
CURRENT ASSETS:					
Debtors	7	6,033		2,240	
Cash in bank and on hand		49,509		116,004	
		55,542		118,244	
CREDITORS: Due within one year	8	(6,144)		(3,465)	
NET CURRENT ASSETS			49,398		114,779
NET ASSETS			51,440		122,723
FUNDS					
Unrestricted	10		49,195		72,003
Restricted	11		2,245		50,720
			51,440		122,723

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The Members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which 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 company as at the end of each financial year and of its income and expenditure account 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 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 and with the Financial Reporting Standard FRS102 (effective January 2016).

Approved by the board of directors on 27 Sept 2017 and signed on its behalf by:

Gillian Caughey Treasurer

Notes to the financial statements Year Ended 31 March 2017

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102, the Financial Reporting Standard FRS102 and the Companies Act 2006.

Incoming resources

Voluntary income including donations, gifts and grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies that the grant or donation must be used in future accounting periods, or when the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from service fees is recognised as earned (as the related services are performed).

Income from investments is included in the year in which it is receivable.

Income from charitable activities include income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised as earned (as related goods or services are provided). Grant income included in this category provides funding to support performance activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Resources expended

Expenditure is recognised on an accruals basis when liability is incurred. Expenditure includes any VAT which cannot be recovered, and is reported as part of the expenditure to which it relates.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

Depreciation

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life as follows:-

Fixtures, fittings and equipment - 25

25% straight line

Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for any other purposes.

Designated funds comprise funds that have been set aside by the trustees for particular purposes. The aim of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which have to be used in accordance with specific restrictions imposed by grant bodies or donors. The purpose of each restricted fund is set out in the notes to the financial statements.

Notes to the financial statements Year Ended 31 March 2017

2.	GR	A٨	ITS

2. (GRANTS	Unrestricted £	Restricted £	Total 2017 £	Total 2016 £
	Bromley Trust	15,000		15,000	15,000
	See Me	-	-	-	20,003
	Moffat Charitable Trust	-	<u></u>	-	5,000 38,118
	Scottish Power Foundation Awards For All	<u>-</u>	6,531	6,531	30,110
	Voluntary Action Fund	-	9,115	9,115	-
	•				
		15,000	15,646	30,646	80,221
3. i	RESOURCES EXPENDED	Unrestricted	Destricted	Total 2017	Total 2016
		£	£	2017 £	2016 £
		2-	~	~	2
	Charitable activities				
	Staff costs	25,211	22,532	47,743	40,752
	Project delivery costs	6,670		47,295	27,122
	Support costs	21,083		22,047	23,380
	Governance costs	1,500	-	1,500	1,440
		54,464	64,121	118,585	92,694
4.	STAFF COSTS AND NUMBERS Staff costs were as follows:				
				2017	2016
				£	£
	Salaries			45,836	38,776
	Social security costs			353	1,494
	Staff training			1,554	482
				47,743	40,752

No employee received emoluments of more than £60,000.

The average number of employees during the year, calculated on the basis of a head count, was three (2016 - two).

Notes to the financial statements Year Ended 31 March 2017

5. TRUSTEE REMUNERATION & RELATED PARTY TRANSACTIONS

No trustee received any remuneration during the year. One (2016: One) trustee was reimbursed travel expenses of £81 (2016: £350).

6.	TANGIBLE FIXED ASSETS	Fixtures,	
		fittings and equipment	Total
		£	£
	COST:		
	At 1 April 2016	35,943	35,943
	Additions	-	
	At 31 March 2017	35,943	35,943
	DEPRECIATION:		
	At 1 April 2016	27,999	27,999
	Charge for year	5,902	5,902
	At 31 March 2017	33,901	33,901
	NET BOOK VALUE:		
	At 31 March 2017	2,042	2,042
	At 31 March 2016	7,944	7,944
7.	DEBTORS		
		2017	2016
		£	£
	Trade debtors	2,500	_
	Other debtors	1,670	1,297
	Prepayments and accrued income	1,863	943
		6,033	2,240
8.	CREDITORS: Falling due within one year	2017	2016
		£	£
	Accrued charges	6,14 4	3,465
		6,144	3,465

Notes to the financial statements Year Ended 31 March 2017

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestr			
	General fund £	Designated fund £	Restricted funds	Total funds £
Tangible fixed assets	-	2,042	-	2,042
Current assets	48,593	-	6,949	55,542
Current liabilities	(1,440)	-	(4,704)	(6, 144)
	47,153	2,042	2,245	51,440

10. UNRESTRICTED FUNDS

	Balance at 01.04.16 £	Incoming £	Outgoing £	Transfers £	Balance at 31.03.17 £
General fund	64,059	31,656	(48,562)	-	47,153
Designated Asset fund	7,944	-	(5,902)	-	2,042
Total Unrestricted funds	72,003	31,656	(54,464)	•	49,195

Purposes of Designated Fund

The Designated Asset fund represents the net realisable value of the assets held by the charity.

11. RESTRICTED FUNDS

	Balance at 01.04.16 £	Incoming £	Outgoing £	Transfers £	Balance at 31.03.17 £
Awards for All	~	6,531	(6,323)	_	208
See Me	17,190	-	(17, 190)	_	_
Moffat Charitable Trust	3,187	_	(2,782)	-	405
ScottishPower Foundation	30,343	-	(29,095)	-	1,248
Voluntary Action Fund	-	9,115	(8,731)	-	384
	50,720	15,646	(64,121)		2,245

Notes to the financial statements Year Ended 31 March 2017

11. RESTRICTED FUNDS (Cont.)

Purposes of Restricted Funds

Awards for All: To deliver visual art classes throughout the year providing opportunities, for people in the community who are isolated through their experiences of poor mental health, to engage in positive social and creative activities.

See Me: Funds to deliver a Young Carers project in partnership with GAMH.

Moffat Charitable Trust: To provide one block of Guitar and Instrument making workshops within the community.

ScottishPower Foundation: To provide three blocks each of Drama, Visual Art, Guitar and Taiko Drumming sessions in the community and three events during the year.