

Company registration number: 3888776
Charity registration number: 1079153

Council for Dance, Drama and Musical Theatre

known as

CDMT

(formerly Council for Dance Education and Training)

A company limited by guarantee

**Annual Report and Financial Statements
for the Year Ended 28 February 2021**

**Diamond Accounts Limited
120 Cavendish Place
Eastbourne
East Sussex
BN27 3TZ**

Council for Dance, Drama and Musical Theatre
known as
CDMT
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Council for Dance, Drama and Musical Theatre
known as
CDMT

Reference and Administrative Details

Charity name	Council for Dance, Drama and Musical Theatre (known as CDMT) formerly Council for Dance Education and Training
Charity registration number	1079153
Company registration number	3888776
Principal office	Old Brewer's Yard 17-19 Neal Street Covent Garden London WC2H 9UY
Registered office	Old Brewer's Yard 17-19 Neal Street Covent Garden London WC2H 9UY
Trustees	Roger Bramble Shirley Coen Michael Dixon John Gardyne David Grindrod Hilary Hadley Stephen Jameson Louise Norman Annette Pearson Craig Phillips Luke Rittner Andrew Ward Sarah Wilson (resigned 14 October 2020) Jonathan Wood Julie Williamson (appointed 14 October 2020)
Secretary	Glyndwr Jones

Council for Dance, Drama and Musical Theatre
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Reference and Administrative Details

Solicitor	Harbottle & Lewis Hanover House 14 Hanover Square London WC1B 3NG
Bankers	Coutts & Co London 440 The Strand London WC2R 0QS CAF Bank Ltd Kings Hill West Malling Kent ME19 4JQ Nationwide Building Society Nationwide House Pipers Way Swindon SN38 1NW
Accountant	Diamond Accounts Limited 120 Cavendish Place Eastbourne East Sussex BN27 3TZ

Council for Dance, Drama and Musical Theatre
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Trustees' Report

SMALL COMPANY PROVISIONS

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

CDMT is a company limited by guarantee, incorporated on 6 December 1999 and registered as a charity on 28 January 2000.

The company is established under a Memorandum of Association, which sets out the objects and powers of CDMT and is governed by its Articles of Association.

The number of directors (who act as Trustees) shall be at least fourteen and not exceed sixteen, and each shall be appointed for a three year term of office. One third of the directors must retire at each Annual General Meeting. CDMT is a membership organisation governed by the Board of Trustees. A wide ranging programme of initiatives and projects is formulated in consultation with the membership to meet identified needs. Day to day operational management of CDMT is under the authority of the Director, a full time salaried officer, who reports to the Board of Trustees.

RISK MANAGEMENT

CDMT has considered the major risks to which it is exposed, establishing systems and procedures to manage them. A risk assessment is conducted annually to review the major challenges faced by the organisation and to ensure that the Board of Trustees (acting as directors of the charitable company) have a sound knowledge of the charity and are in an informed position regarding its operations.

OBJECTIVES AND ACTIVITIES

The principal activity of CDMT is to advance the education of all persons and principally children, young people and students in the art, practice and appreciation of the cultural significance of dance, drama and musical theatre, and to promote high standards in education and training in those performing arts.

In summary, CDMT:

- *Accredits* high quality professional training at full-time dance, drama and musical theatre schools, providing the industry benchmark since 1979
- *Validates* the world's leading awarding organisations which offer dance, musical theatre and performing arts qualifications
- Acts as the *Secretariat* of the new All-Party Parliamentary Group for Performing Arts Education and Training
- Works with *Affiliates* to develop the highest standards of programme provision across the performing arts
- Recognises, by means of the *Recognised Awards scheme*, pre-vocational performing arts schools and teachers
- Provides membership and other specialist services through the *Conference of Professional Schools, Awarding Organisations Committee, Steering Group for the Dance and Drama Awards, Affiliate meetings, Graded Examinations Forum* and *Higher Education Forum*
- *Negotiates* with government authorities on issues of education funding, policy and regulation

- Manages a substantial public-facing online platform *cdmt.org.uk* which promotes members and services, as well as administering *two information websites* for the DaDA scheme and Graded Examinations respectively
- Publishes the *UK Guide* which is the definitive resource for those seeking information on quality provision in the sector
- Operates a *free comprehensive guidance service* for students, parents, teachers, artists and employers.

EXPENDITURE POLICY

Annual budgets for all aspects of activities are agreed by the Honorary Treasurer and the Director and submitted to the Board of Trustees for comment and approval prior to the commencement of each financial year. Significant amendments to agreed budgets during a financial year are discussed by the Honorary Treasurer and Director in the first instance and subsequently presented to the Board for comment and approval or otherwise.

ANNUAL REPORT

CDMT is the only industry body in the UK offering quality assurance and membership services to institutions delivering training, education and assessment in the performing arts. The organisation was founded in 1979, delivering expert guidance and support to providers of professional courses and qualifications, as well as working with government to ensure that the UK creative industries continue to provide superior opportunities for students from diverse backgrounds to develop as artists of the highest calibre, according to their potential.

During the past year we have acted with energy to address the Covid-19 pandemic and its impact on all our lives, taking a multi-pronged approach that has included, for example, two substantial submissions to the Department for Digital, Culture, Media and Sport's Committee Inquiry in summer 2020 and, in the autumn, a question and answer session for members with representatives from the House of Lords.

We actively continue to:

- Disseminate government and industry guidance on the Covid-19 conditions
- Emphasise members' interests to ministers, civil servants and regulators
- Host regular meetings to facilitate the sharing of information and approaches to the common challenges faced, including by Zoom and through our online Forums
- Produce briefing papers and reports to highlight the effects of Covid-19 and EU withdrawal on the performing arts—holding specialist sessions with the Department for Education (DfE)
- Deliver online career information events to students, parents and teachers
- Promote the Recognised Awards scheme as supporting the DfE's non-statutory aims for Keeping Children Safe in Out-of-School Settings
- Release joint public statements with other industry organisations.

In January 2021, CDMT was instrumental in establishing the first All Party Parliamentary Group (APPG) for Performing Arts Education and Training at the Westminster Houses of Parliament, acting as the Group's secretariat and public enquiry point. This new APPG is of considerable strategic significance to our mission and membership as it directly supports parliamentarians in discussions relating to:

- Appropriate training, education, assessment and professional practices across drama, dance and musical theatre
- Practitioners' continuing professional development within the creative and cultural industries
- The wider benefits of engagement with the performing arts for students, practitioners and audiences.

CDMT's institutional membership presently comprises 32 Accredited schools and 17 Validated awarding organisations.

- *Accredited schools:* CDMT ensures the provision of high quality professional dance, drama and musical theatre training through the accreditation of full-time performing arts schools, colleges and conservatoires. Accreditation is only awarded to those providers that have successfully undertaken a thorough and comprehensive institutional-level review by a panel of nominated industry experts. Accreditation is typically used by trusts, foundations and other agencies to determine which training programmes to assist, with CDMT reports employed by Ofsted and others to provide valuable background evidence for inspections. Students graduating from Accredited schools receive automatic membership of Equity and immediate inclusion in Spotlight.
- *Validated awarding organisations:* CDMT validates many of the world's leading awarding organisations offering graded, vocational and diploma examinations in dance, drama, musical theatre and the related performing arts, ensuring excellence in examination provision by carrying out quality assurance inspections and annual comparability studies of assessment standards. Validation is used by awarding organisations to support their submissions to Ofqual and other regulators—with CDMT providing an authoritative source of information on matters affecting all graded examinations.

Separately, a number of Affiliates are committed to working with CDMT to develop the highest standards in their scrutinised courses. Some run programmes that focus on progress towards a specific role in the performing arts such as access provision. Others encourage reflective practice in a work-based context including professional development.

Our membership activities are commonly coordinated through CDMT's Conference of Professional Schools and Awarding Organisations Committee, with a particular focus on influencing the key funding, policy and regulatory initiatives driven by education agencies. We interact closely with bodies such as the DfE, DDCMS, ESFA, FAB, OFS, Ofsted, Ofqual, Home Office, NARIC and UCAS. In recent months, CDMT has progressed substantial research comparing Accredited professional training with courses available at many UK universities as well as a directory of qualification recognition opportunities existing globally, to help inform Validated awarding organisations when developing business strategies for overseas markets.

In addition to providing a UK-wide forum where authorities, educators and employers can discuss common concerns and act strategically to deliver vital aims, we work with members and individual practitioners to ensure that high quality vocational training is complemented by, on the one hand, strong progression pathways at the earliest stages of learning, and on the other, valued development opportunities for proficient individuals advancing in their careers. In overview, CDMT's mission is to:

- Ensure the consistent application of standards across professional schools, conservatoires and awarding organisations, complementing the breadth of disciplines offered by performing arts providers
- Promote outstanding industry-approved institutions allowing prospective students, candidates and parents better to understand what constitutes excellent provision
- Advocate powerfully on behalf of members, increasing their public profile and influence with key industry and political stakeholders
- Act as an authoritative source of information on high quality provision across the sector, informing practitioners and government education authorities in their work.

cdmt.org.uk continues to be the primary source of up to date information on provision in the performing arts, supported by CDMT's annual UK Guide which was launched this year at our online careers information event on 28th February. Another event is scheduled for 14th November, including virtual showcase performances by students of CDMT Accredited schools.

Together, CDMT members make an enormous contribution to the sustainability and international profile of the UK creative industries—a vital contribution we will always advocate and support, particularly in the

current challenging global context. The Board of Trustees' readiness to assist, benefit, and to champion the membership is gratefully acknowledged, and we are pleased to shine a spotlight, as ever, on the professional schools, conservatoires and awarding organisations with whom we share a mission for advancing outstanding artistic performance. CDMT supports and celebrates their work and achievements.

FINANCIAL REVIEW

The year to 28 February 2021 has again been successful operationally and financially. The financial statements show a net surplus for the year of £32,309 (2020 £37,349). This surplus has been realised by savings made during the Covid-19 lockdown conditions of working from home.

RESERVES POLICY

The Trustees' aim is to establish reserves to a level which could support the organisation through a period of financial and operational uncertainty.

CDMT's reserves at 28 February 2021 stood at £289,224.

TRUSTEES' RESPONSIBILITIES TO THE FINANCIAL STATEMENTS

The Trustees are required by company law to prepare financial statements for each financial year which gives a true and fair view of the financial activities of the charity and its financial position at the end of the year. In preparing those financial statements the Trustees are required to:

- a) Select suitable accounting policies and apply them consistently;
- b) Make judgements and estimates that are reasonable and prudent;
- c) State whether the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements;
- d) Prepare the financial statements on a going concern basis unless it is appropriate to assume the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the asset of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board on *21 October* 2021 and signed on its behalf by:



Roger Bramble
Chairman

**Independent Examiner's Report on the accounts to the Trustees of
Council for Dance, Drama and Musical Theatre**

known as
CDMT

I report to the charity on the accounts of the company for the year ended 28 February 2021, Charity Number: 1079153 and Company Number: 3888776 which are set out on pages 9 to 15.

Responsibilities and basis of report

As the charity's Trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent examiner's statement

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Chartered Institute of Management Accountants.

I have completed my examination. I confirm that no material matters have come to my attention which give me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of the independent examination; or
- the accounts have not been prepared in accordance with the charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Diamond Accounts Limited

Diamond Accounts Limited

Date: 21 October 2021

120 Cavendish Place
Eastbourne
East Sussex
BN21 3TZ

Council for Dance, Drama and Musical Theatre
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**Statement of Financial Activities (including Income and Expenditure Account) for the
Year Ended 28 February 2021**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Incoming resources					
Incoming resources from generated funds					
Investment income	2	494	-	494	1,155
Incoming resources from charitable activities	3	270,884	-	270,884	331,635
		<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources		271,378	-	271,378	332,790
		<hr/>	<hr/>	<hr/>	<hr/>
Resources expended					
Charitable activities	4	182,849	-	182,849	236,604
Governance costs	5	56,220	-	56,220	58,837
		<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended		239,069	-	239,069	295,441
		<hr/>	<hr/>	<hr/>	<hr/>
Net movements in funds		32,309	-	32,309	37,349
Reconciliation of funds					
Total funds brought forward		256,915	-	256,915	219,566
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		289,224	-	289,224	256,915
		<hr/>	<hr/>	<hr/>	<hr/>

All incoming resources and resources expended derive from continuing activities.

The notes on pages 11 to 15 form an integral part of these financial statements.

Council for Dance, Drama and Musical Theatre

known as

CDMT (registration number: 3888776)

Balance Sheet as at 28 February 2021

		2021		2020	
	Note	£	£	£	£
Fixed assets					
Tangible assets	10		-		-
Current assets					
Debtors	11	10,837		7,087	
Cash at bank and in hand		304,400		277,964	
			315,237		285,051
Creditors: Amounts falling due within one year	12	(26,013)		(28,136)	
Net current assets			289,224		256,915
Net assets			289,224		256,915
The funds of the charity:					
Unrestricted funds					
Unrestricted income funds	15		289,224		256,915
Total charity funds			289,224		256,915

For the financial year ended 28 February 2021, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Approved by the Board on 21 October

2021 and signed on its behalf by:

Roger Bramble
Chairman

The notes on pages 11 to 15 form an integral part of these financial statements.

Council for Dance, Drama and Musical Theatre
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Notes to the Financial Statements for the Year Ended 28 February 2021

1. Accounting policies

Basis of preparation

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, applicable accounting standards and the Companies Act 2006.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the Trustees' discretion in furtherance of the objectives of the charity.

Further details of each fund are disclosed in note 15.

Incoming resources

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Grants are included in the Statement of Financial Activities in the year in which they are receivable. They are categorised as restricted where the donor wishes to restrict their use more narrowly than the general purposes of the charity.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of Trustee meetings and the cost of any legal advice to Trustees on governance or constitutional matters.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Fixed assets

Individual fixed assets costing £0 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Fixtures, fittings and equipment	10% straight line basis
Fixtures and fittings	10% straight line basis
Plant and machinery including motor vehicles	33% straight line basis

Council for Dance, Drama and Musical Theatre
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Notes to the Financial Statements for the Year Ended 28 February 2021

2. Investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Interest on cash deposits	494	-	494	1,155

3. Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Charitable activity				
Subscriptions	242,155	-	242,155	241,682
Grants	-	-	-	-
Donations	-	-	-	-
CDMT UK Guide to Professional Training	-	-	-	-
Accreditation/Validation Fees	-	-	-	46,040
Recognised Awards	14,162	-	14,162	15,767
Other income	14,567	-	14,567	28,146
	<u>270,884</u>	<u>-</u>	<u>270,884</u>	<u>331,635</u>

4. Total resources expended

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Direct costs				
Quality assurance & membership services	25,300	-	25,300	62,500
Consultancy fees	-	-	-	-
Advertising and promotion	8,110	-	8,110	16,440
	<u>33,410</u>	<u>-</u>	<u>33,410</u>	<u>78,940</u>
Support costs				
Employment costs	100,727	-	100,727	105,175
Establishment costs	25,867	-	25,867	30,376
IT and communications	11,803	-	11,803	10,860
Office expenses	1,316	-	1,316	2,438
Printing, posting and stationery	1,886	-	1,886	2,983
Subscriptions and donations	54	-	54	46
Travel and subsistence	721	-	721	817
Entertainment and hospitality costs	-	-	-	-
Accountancy fees	4,753	-	4,753	4,410
Legal and professional costs	1,774	-	1,774	10
Bank charges	538	-	538	549
	<u>149,439</u>	<u>-</u>	<u>149,439</u>	<u>157,664</u>
Resources expended on Charitable Activities	<u>182,849</u>	<u>-</u>	<u>182,849</u>	<u>236,604</u>

Council for Dance, Drama and Musical Theatre
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Notes to the Financial Statements for the Year Ended 28 February 2021

5. Governance costs

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Employment costs	33,576	-	33,576	35,059
Establishment costs	8,622	-	8,622	10,125
IT and communications	3,934	-	3,934	3,620
Office expenses	439	-	439	812
Printing, posting and stationery	629	-	629	994
Subscriptions and donations	18	-	18	16
Travel and subsistence	240	-	240	272
Accountancy	4,753	-	4,753	4,409
Independent examiner's fee	1,062	-	1,062	995
Insurance	2,167	-	2,167	2,028
Legal and professional costs	592	-	592	3
Bank charges	179	-	179	183
Cost of Trustee meetings	9	-	9	321
	<u>56,220</u>	<u>-</u>	<u>56,220</u>	<u>58,837</u>

Support cost	Basis of allocation
Employment costs	Time spent, 25% Governance, 75% Charitable Activities
Office expenses	Time spent, 25% Governance, 75% Charitable Activities
Cost of Trustee meetings	100% Governance
Examiner's fee	100% Governance
Accountancy fees	50% Governance balance Charitable Activities

6. Trustees' remuneration and expenses

No Remuneration was paid to any Trustee. The Trustees were indemnified for the purchase of insurance (£780) to indemnify CDMT from loss arising from the neglect of its Trustees, employees, or agents and to indemnify officers against the consequence of any neglect or default on their part, as permitted by the governing instrument.

7. Net income

Net income is stated after charging:

	2021 £	2020 £
Independent Examiner	1,062	995
	<u> </u>	<u> </u>

8. Employees' remuneration

The aggregate payroll costs of these persons were as follows:

	2021 £	2020 £
Wages and salaries	143,810	149,053
	<u> </u>	<u> </u>

9. Taxation

The company is a registered charity and is, therefore, exempt from taxation.

Council for Dance, Drama and Musical Theatre
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Notes to the Financial Statements for the Year Ended 28 February 2021

10. Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
As at 1 March 2020	14,674
Additions	-
	<hr/>
As at 28 February 2021	14,674
	<hr/>
Depreciation	
As at 1 March 2020	14,674
Charge for the year	-
	<hr/>
As at 28 February 2021	14,674
	<hr/>
Net book value	
As at 28 February 2021	-
	<hr/>
As at 29 February 2020	-
	<hr/>

11. Debtors

	2021 £	2020 £
Trade debtors	4,498	1,772
Prepayments and accrued income	6,339	5,315
	<hr/>	<hr/>
	10,837	7,087
	<hr/>	<hr/>

12. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	14,976	14,867
Accruals and deferred income	11,037	13,269
	<hr/>	<hr/>
	26,013	28,136
	<hr/>	<hr/>

Council for Dance, Drama and Musical Theatre
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Notes to the Financial Statements for the Year Ended 28 February 2021

13. Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

14. Related parties

Controlling entity

The charity is controlled by the Trustees who are all directors of the company.

15. Analysis of funds

	1 March 2020 £	Incoming resources £	Resources expended £	28 February 2021 £
General Funds				
Unrestricted income fund	256,915	271,378	(239,069)	289,224
Restricted funds	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	256,915	271,378	(239,069)	289,224
	<hr/>	<hr/>	<hr/>	<hr/>

16. Net assets by fund

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Tangible assets	-	-	-	-
Current assets	315,237	-	315,237	285,051
Creditors: Amounts falling due within one year	(26,013)	-	(26,013)	(28,136)
	<hr/>	<hr/>	<hr/>	<hr/>
Net assets	289,224	-	289,224	256,915
	<hr/>	<hr/>	<hr/>	<hr/>