

Registered Number  
04192235

**MENAGERIE THEATRE COMPANY**  
A COMPANY LIMITED BY GUARANTEE  
AND A REGISTERED CHARITY

**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 APRIL 2021**

**MENAGERIE THEATRE COMPANY  
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FOR THE YEAR ENDED 30th APRIL 2021**

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**MENAGERIE THEATRE COMPANY  
INFORMATION  
FOR THE YEAR ENDED 30 APRIL 2021**

<b>Company Number</b>	04192235
<b>Charity Number</b>	1105090
<b>Principal Office:</b>	Cambridge Junction Clifton Way Cambridge CB1 7GX
<b>Independent Examiner:</b>	Stuart Berriman Chater Allan LLP 4a Newmarket Road Cambridge CB5 8DT
<b>Bankers:</b>	Natwest 37 Fitzroy Street Cambridge CB1 1EU

**MENAGERIE THEATRE COMPANY  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 30 APRIL 2021**

The Charity Trustees of Menagerie Theatre Company, who are also the directors for the purposes of company law, present their annual report together with the financial statements for the year ended 30 April 2021.

The registered name of the entity is Menagerie Theatre Company. It is also known as 'Menagerie' and/or 'Menagerie Theatre'.

The trustees serving during the year and since the year end were as follows:

Mr J. Barlow  
Dr R. Myers  
Dr A. Pearn (Resigned 1st August 2021)  
Ms K. Blayney (Appointed 1st August 2021)

Company Secretary: Mr P. Bourne

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

Menagerie Theatre Company is a company limited by guarantee governed by its Memorandum and Articles of Association dated 2nd April 2001. It is a registered charity with the Charity Commission.

**Trustee Recruitment & Training**

Trustees are appointed by the Trustees, with the Chairman of Trustees being responsible for the induction and training of new Trustees. An induction package is prepared for any new Trustee to include the following: Copy of the Memorandum & Articles of Association, Minutes from the last Board meeting, most recent Annual Report & Accounts, copies of recent publicity and other appropriate material. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

**Organisation**

The board of trustees administers the charity. The board meets bi-monthly and there are sub-committees covering strategy, finance, marketing and stakeholder relations which meet as necessary. An Artistic Director is appointed by the trustees to manage the day to day operations of the charity. To facilitate effective operations, the Artistic Director has delegated authority, within terms of delegation approved by the trustees, for the operational matters including finance, employment and artistic performance related activity.

**OBJECTIVES & ACTIVITIES**

The charity's key objective, as set out in The Memorandum & Articles of Association is to advance education for the public benefit by the promotion of the arts, in particular but not exclusively the art of drama. In pursuit of this objective, the charity has engaged in the activities outlined:

Due to covid restrictions in this year we were able to produce a limited programme, mostly online.

**NEW WRITING DEVELOPMENT**

Development of BLISS by Fraser Grace in preparation for future productions

Development of UNDER THE WEATHER a stage play by Steve Waters adapted into a short film. Workshops, readings and development events.

ESCAPISM: A series of radio plays written to be performed online and at home by families in Lockdown. Plays by Fraser Grace, Craig Baxter, Danusia Iwaszko, Vanessa Ackerman.

DIVERSITY PLAYS – a co-produced programme with Gonville and Caius College Cambridge – a series of short plays and associated workshops written by professional playwrights to be performed by students and other participants. Writers were Ade Slack, David Tse, James McDermott, Nicola Werenowska, Lorna French.

**MENAGERIE THEATRE COMPANY  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 30 APRIL 2021**

**YOUNG WRITERS PROGRAMME**

We delivered an online writer development programme for 12 writers. Workshops had professional tutors who helped guide writers to public on-line performances of their plays with professional actors. The tutors were Sarah Woods, Caroline Horton, and Juliet Romero. All plays performed publicly online.

**COMMUNITY PROJECTS**

We finished workshop and activities for *Abbey Project*, working with young mothers in creating drama to increase social confidence – supported by Cambridge City Council.

**THE IDEAS STAGE**

The Ideas Stage continued with initiatives from Menagerie to develop creative partnerships with universities that use theatre to explore the scientific, historical, political and cultural ideas which shape our world.

ONLY WHEN ITS FEATHERS ARE GROWN co-Produced with Fly No Filter

FENLAND'S FINEST Work-in-progress produced by Fly No Filter

TWO COMRADES Direct from Prague Written and performed by Alexandr Lyutenskov

ONE WAY CHORUS Lucy Sheerman and Bettina Furnée

VOICE-OVER co-Produced with Vision

48/52 By Steve Waters

POLYPHONIC2II, co-produced with Acting Now

BOULDER Produced and Presented by Half A String

PLAYWRITING WORKSHOP Led by James McDermott

EPYLLION By Alona Bach Produced by Night Train Theatre Co.

BLISS:PLAYWRITING WORKSHOP Presented by Fraser Grace

In this period we continued to work with UCL London on PHD journey choices workshops and with University of Cambridge on The Good Death Project.

**WRITER DEVELOPMENT**

We worked closely with dozens of playwrights (and young playwrights) throughout the year offering mentoring, dramaturgy and opportunities to see and promote their work through a series of online staged readings.

We also continued with a script reading service for regional playwrights wanting critical feedback on their work in progress, also involving local audiences through public readings and discussion sessions.

**CORPORATE AND EDUCATION WORK**

We worked with The University of Cambridge education workshops for businesses and ran a programme supporting Faculty Development.

**Overview**

Through our programme of productions, readings and education work, we:

- Developed 12 new Young Writers plays
- 4 new radio plays
- 1 new short film
- Developed 1 community play /performance
- Attracted over 1200+ on-line audience members
- Staged 6 public readings of work by new playwrights
- Developed the skills of 400+ people through our teaching workshop programmes
- Contracted 12 theatre practitioners to deliver workshops
- Contracted 20 theatre practitioners to develop and perform new plays
- Read and fed back on 60 plays by new playwrights

**GRANT SUPPORT**

We acknowledge:

- Arts Council England for Emergency Covid Funding
- Arts Council England for Covid Recovery Funding
- Garrick Charitable Trust for Young Writers Programme
- Cambridge City Council for continued support of The Abbey Programme

**FINANCIAL REVIEW**

Incoming resources during the year totalled £117,095 and outgoings totalled £57,011 resulting in a net surplus for the year of £60,084.

**MENAGERIE THEATRE COMPANY  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 30 APRIL 2021**

**RESERVES POLICY AND GOING CONCERN**

The trustees aim to develop and maintain a level of reserves (that is those funds that are freely available) which enables the charity to bridge the funding gaps between spending on productions and events and receiving resources that provide funding. This year we ended with a good level of reserves. We have identified the only commitments each month to be rent (£76) which can be cancelled with one month's notice. All other monies are paid and agreed on a project by project basis. The budgeted income and expenditure going forward is sufficient with the level of reserves for the charity to be able to continue as a going concern. As at 30 April 2021 free reserves stood at £28,655.

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The Trustees are responsible for preparing the Report of Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period.

In preparing those financial statements, the Trustees are required to:

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

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time, the financial position of the Trust and enables them to ensure that the financial statements comply with the Companies Act 2006.

The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the Trustees on 26 January 2022 and signed on its behalf by:

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J Barlow  
Director and Trustee

**MENAGERIE THEATRE COMPANY  
INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF TRUSTEES  
FOR THE YEAR ENDED 30 APRIL 2021**

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 April 2021 which are set out on pages 6 to 11.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the charity trustees of the company (and also its directors 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 under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company'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**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

DocuSigned by:  
  
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Stuart Berriman (Independent Examiner)  
Chater Allan LLP  
Beech House  
4a Newmarket Road  
Cambridge  
CB5 8DT

28 January 2022

**MENAGERIE THEATRE COMPANY**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 30 APRIL 2021**

		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>	<b>Total</b>
	<b>Note</b>	<b>£</b>	<b>£</b>	<b>2021 £</b>	<b>2020 £</b>
<b><u>Income from:</u></b>					
Statutory fund and grants	<b>5</b>	-	95,375	95,375	34,955
Charitable Activities	<b>6</b>	21,716	-	21,716	21,523
Interest		4	-	4	-
<b>Total Income</b>		<b>21,720</b>	<b>95,375</b>	<b>117,095</b>	<b>56,478</b>
<b><u>Expenditure on:</u></b>					
Charitable Activities	<b>7</b>	510	56,501	57,011	65,095
<b>Total Expenditure</b>		<b>510</b>	<b>56,501</b>	<b>57,011</b>	<b>65,095</b>
<b>Net Income / (Expenditure) for the year</b>		<b>21,210</b>	<b>38,874</b>	<b>60,084</b>	<b>(8,617)</b>
Transfer between funds		10,197	(10,197)	-	-
<b>Net movement in funds</b>		<b>31,407</b>	<b>28,677</b>	<b>60,084</b>	<b>(8,617)</b>
<b><u>Reconciliation of funds</u></b>					
Total funds brought forward		(1,866)	15,185	13,319	21,936
<b>Total funds carried forward</b>		<b>29,541</b>	<b>43,862</b>	<b>73,403</b>	<b>13,319</b>

Income and expenditure is derived solely from continuing operations.



**MENAGERIE THEATRE COMPANY**  
**BALANCE SHEET**  
**AS AT YEAR ENDED 30 APRIL 2021**

(Registration number: 04192235)

	Note	2021		2020	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	2		886		267
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		73,567		15,170	
		<u>73,567</u>		<u>15,170</u>	
<b>CURRENT LIABILITIES</b>					
Creditors due within one year	3	<u>1,050</u>		<u>2,118</u>	
<b>NET TOTAL ASSETS</b>			<u>73,403</u>		<u>13,319</u>
<b>The funds of the charity:</b>					
Unrestricted funds	4		29,541		(1,866)
Restricted funds	4		43,862		15,185
	8		<u>73,403</u>		<u>13,319</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 30 April 2021.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 30 April 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 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.

Approved by the board on 26 January 2022 and signed on its behalf by:

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J Barlow  
 Director

**MENAGERIE THEATRE COMPANY  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 APRIL 2021**

**1 STATEMENT OF ACCOUNTING POLICIES**

**a) Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with FRS 102. "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Statement of Recommended Practice Accounting and Reporting by Charities FRS 102 (2019). Menagerie Theatre Company meets the definition of a public benefit entity under FRS 102.

**b) Going Concern Basis**

The Trustees have considered the financial position of the charity and believe it is well place to manage its financial risks successfully. The Trustees have considered the impact of COVID-19 and even though there are uncertainties and challenges ahead believe there will not be a material adverse impact on the charity's ability to continue to operate. The Trustees consider that the going concern basis is appropriate as the expected income is sufficient that reserve levels ensure the Trustees can meet their financial obligations for the next 12 to 18 months and on that basis the charity is a going concern.

**c) Recognition of liabilities**

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice, Accounting and Reporting by charities, issued in 2019 (SORP 2019 FRS 102 version)

**d) Income**

Grant income is accounted for in the period to which the grant applies or the period in which the production it was donated to takes place.

Sponsorship and box office income is accounted for in the period in which the production takes place.

**e) Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

**f) Funds structure policy**

The charity maintains a general unrestricted fund which represents funds that are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

There is no formal policy of transfer between funds or on the allocation of funds to designated funds, other than that described above.

**g) Volunteers and donated services**

The value of services provided by volunteers is not incorporated into these financial statements. Further details of the contribution made by volunteers can be found in the trustees' annual report. Where services are provided to the charity as a donation that would normally be purchased from our suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.

**h) Foreign Currencies**

Transactions in foreign currencies are recorded at the rate ruling at the date of transaction. Monetary assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date. All differences are taken to the profit and loss account.

**i) Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 33% on cost

**MENAGERIE THEATRE COMPANY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 APRIL 2021**

**2 Tangible fixed assets**

	Computer Equipment £	Totals £
<b>Cost</b>		
At 1 May 2020	400	400
Addition	1,129	1,129
<b>At 30 April 2021</b>	<b>1,529</b>	<b>1,529</b>
<b>Depreciation</b>		
At 1 May 2020	133	133
Charge for year	510	510
<b>At 30 April 2021</b>	<b>643</b>	<b>643</b>
<b>Net book value</b>		
At 30 April 2021	886	886
At 30 April 2020	267	267

**3 Creditors: amounts falling due within one year**

	<b>2021</b> £	<b>2020</b> £
Accrued expenses	1,050	1,050
Trade creditor	-	1,068
	<b>1,050</b>	<b>2,118</b>

**4 Statement of funds**

	<b>At 1 May 2020</b> £	Income £	Expenditure £	Transfers £	<b>At 30 April 2021</b> £
General Reserves	(1,866)	21,720	510	10,197	29,541
<b>Total Unrestricted Funds</b>	<b>(1,866)</b>	<b>21,720</b>	<b>510</b>	<b>10,197</b>	<b>29,541</b>
<b>Restricted funds</b>					
Abbey Road Community Group	1,685	-	135	-	1,550
Bliss 2	13,500	-	-	-	13,500
Emergency	-	35,000	22,389	(2,197)	10,414
Recovery	-	60,375	33,977	(8,000)	18,398
<b>Total restricted funds</b>	<b>15,185</b>	<b>95,375</b>	<b>56,501</b>	<b>(10,197)</b>	<b>43,862</b>
<b>Total Funds</b>	<b>13,319</b>	<b>117,095</b>	<b>57,011</b>	<b>-</b>	<b>73,403</b>

**5 Income**

	2021 Unrestricted Funds £	2021 Restricted Funds £	<b>2021 Total</b> £	<b>2020 Total</b> £
<b>Statutory funding and grants</b>				
Arts Council England	-	95,375	95,375	30,000
Cambridge City Council	-	-	-	3,270
Abbey Road Community Group	-	-	-	1,685
	<b>-</b>	<b>95,375</b>	<b>95,375</b>	<b>34,955</b>

**MENAGERIE THEATRE COMPANY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 APRIL 2021**

**6 Charitable activity income**

	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total £	2020 Total £
Workshop, Project & Training fees	21,716	-	21,716	13,420
Performance fees	-	-	-	8,103
	<u>21,716</u>	<u>-</u>	<u>21,716</u>	<u>21,523</u>

**7 Resources Expended**

	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total £	2020 Total £
Workshop facilitators	-	6,200	6,200	7,075
Writers/Directors	-	5,050	5,050	3,005
Performers	-	990	990	14,625
Freelance administrators	-	30,750	30,750	10,785
Technical staff	-	75	75	4,851
Designer writers & prodn	-	8,998	8,998	-
Direct Production	-	333	333	5,351
General admin costs	-	156	156	-
Company performance fees	-	-	-	2,135
Marketing, PR & design	-	376	376	2,184
Rent	-	908	908	4,042
Subsistence, Travel & Accommodation	-	337	337	6,312
Support costs - administration	-	-	-	1,786
Accountancy	-	1,140	1,140	1,068
Van Costs	-	650	650	911
Insurance	-	493	493	675
Bank Charges	-	46	46	157
Depreciation	510	-	510	133
	<u>510</u>	<u>56,501</u>	<u>57,011</u>	<u>65,095</u>

The charity had no employees during the current or previous year.

**8 Funds**

	2021 Unrestricted £	2021 Restricted £	2021 Total
At May 2020	(1,866)	15,185	13,319
Surplus/(Deficit)	21,210	38,874	60,084
Transfer	10,197	(10,197)	-
At 30 April 2021	<u>29,541</u>	<u>43,862</u>	<u>73,403</u>

**9 Transaction with trustees**

There were no remuneration transactions during the year (2020- £NIL)

**10 Status of the company**

The company is limited by guarantee and does not have a share capital.

The liability of the members of the company is limited. Every member of the company undertakes to contribute to the assets of the company, in the event of the same being wound up while he or she is a member, or within one year of ceasing to be a member, for payment of the debts and liabilities of the company contracted before ceasing to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of contributories among themselves, such amount as may be required not exceeding one pound. At the balance sheet date the company had 3 members.

**MENAGERIE THEATRE COMPANY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 APRIL 2021**

**11 Comparative Statement of Financial Activities**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Income from:</u></b>			
Charitable Activities	21,523	-	21,523
Statutory fund and grants	-	34,955	34,955
<b>Total Income</b>	<b>21,523</b>	<b>34,955</b>	<b>56,478</b>
<b><u>Expenditure on:</u></b>			
Charitable Activities	27,723	37,373	65,095
<b>Total Expenditure</b>	<b>27,723</b>	<b>37,373</b>	<b>65,095</b>
<b>Net Income / (Expenditure) for the year</b>	<b>(6,199)</b>	<b>(2,418)</b>	<b>(8,617)</b>
Transfer between funds	(4,219)	4,219	-
<b>Net movement in funds</b>	<b>(10,418)</b>	<b>1,801</b>	<b>(8,617)</b>
<b>Reconciliation of funds</b>			
Total funds brought forward	8,552	13,384	21,936
<b>Total funds carried forward</b>	<b>(1,866)</b>	<b>15,185</b>	<b>13,319</b>

Income and expenditure is derived solely from continuing operations.