

Registered Number
04192235

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

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2023

**MENAGERIE THEATRE COMPANY
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FOR THE YEAR ENDED 30 APRIL 2023**

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**MENAGERIE THEATRE COMPANY
INFORMATION
FOR THE YEAR ENDED 30 APRIL 2023**

Company Number	04192235
Charity Number	1105090
Principal Office:	Cambridge Junction Clifton Way Cambridge CB1 7GX
Independent Examiner:	Stuart Berriman Chater Allan LLP 7 Quay Court Colliers Lane Stow-Cum-Quay CB25 9AU
Bankers:	Natwest 37 Fitzroy Street Cambridge CB1 1EU

**MENAGERIE THEATRE COMPANY
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2023**

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 2023.

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
Ms K Blayney

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:

NEW WRITING DEVELOPMENT

A production of *BLISS* by Fraser Grace (London)

A production of *Bloominauschwitz* by Richard Fredman (Dublin)

Touring production of *I Am Dram* by Hannah Maxwell (Norway)

Publishing of the playscript *BLISS*

Development of the production *Toy Stories* by Chris Dobrowolski

YOUNG WRITERS PROGRAMME

We delivered a writer development programme for 8 writers. Workshops had professional tutors who helped guide writers to public performances of their plays with professional actors at Hotbed. The tutors were James McDermott, Hannah Maxwell, Ed Harris and April De Angelis.

**MENAGERIE THEATRE COMPANY
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2023**

HOTBED FESTIVAL

15-17 July 2022

The festival of new writing at the Cambridge Junction included:

- A new production Toy Stories by Chris Dobrowolski
- Revival of The Summer Before Everything By Bohdan Tokarsky and Maria Montague
- Community performance (I am Drums)
- 6 young writers plays in readings/performances.
- 6 full co-productions
- 12 short ICE plays
- Three workshops

COMMUNITY PROJECTS

Worked with CCA (Cambridge Community Arts) working with people with mental health challenges on theatre skills and performance "Acting Up".

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.

In this period we continued to work with UCL London on PHD journey choices workshops and we worked with The Darwin Correspondence project to bring archives to life.

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 feedback and support.

We also continued with a script reading service for 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 presenting education and theatre workshops for businesses and ran a programme supporting Faculty Development as well as development projects with UCL.

Overview

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

- Produced a festival of New writing
- Developed 6 new Young Writers plays
- 12 short ICE plays
- 1 new touring show I am Dram
- Developed 1 community play /performance - Acting Up
- 1 extended London performance - BLISS
- Attracted over 1800+ on-line audience members
- attracted 3000+ live audience
- Staged 6 co-productions (hotbed)
- reached 900+ people through our teaching workshop programmes
- Contracted 14 theatre practitioners to deliver workshops
- Contracted 60+ theatre practitioners to develop and perform new plays
- Read and feedback on 40 plays by new playwrights

GRANT SUPPORT

We acknowledge:

- Arts Council England (New writing support)
- Foyle Foundation for core activity support (£15k of note 7)
- James Joyce Centre for Bloominauschwitz
- Leche Trust for BLISS (continued from 2021)
- Maria Bjornsonj for BLISS (continued from 2021)
- Lottery Community Fund for CCA (continued from 2021)
- Cambridge City Council for CCA (continued from 2021)
- 16 'Members' who contributed over £1000 in total

**MENAGERIE THEATRE COMPANY
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2023**

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 (£77) 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 2023 free reserves stood at £18,663.

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 principals 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 25 January 2024 and signed on its behalf by:

James Barlow

J Barlow
Director and Trustee

**MENAGERIE THEATRE COMPANY
INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2023**

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 April 2023 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.



Stuart Berriman (Independent Examiner)
Chater Allan LLP
7 Quay Court
Colliers Lane
Stow-Cum-Quay
CB25 9AU

Date: 26 January 2024

MENAGERIE THEATRE COMPANY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 APRIL 2023

	Note	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
		£	£	£	£
<u>Income from:</u>					
Statutory fund and grants	6	-	26,964	26,964	77,772
Charitable Activities	7	55,359	-	55,359	12,829
Interest		139	-	139	5
Total Income		55,498	26,964	82,462	90,606
<u>Expenditure on:</u>					
Charitable Activities	8	71,974	53,646	125,620	99,161
Total Expenditure		71,974	53,646	125,620	99,161
Net Income / (Expenditure) for the year		(16,476)	(26,682)	(43,158)	(8,555)
Transfer between funds		(2)	2	-	-
Net movement in funds		(16,478)	(26,680)	(43,158)	(8,555)
Reconciliation of funds					
Total funds brought forward		35,141	29,707	64,848	73,403
Total funds carried forward		18,663	3,027	21,690	64,848

Income and expenditure is derived solely from continuing operations.

MENAGERIE THEATRE COMPANY
BALANCE SHEET
AS AT YEAR ENDED 30 APRIL 2023

(Registration number: 10145977)

		2023		2022	
	Note	£	£	£	£
FIXED ASSETS					
Tangible Assets	2		-		376
CURRENT ASSETS					
Debtors	3	5,079		8,295	
Cash at bank and in hand		<u>17,711</u>		<u>58,277</u>	
		22,790		66,572	
CURRENT LIABILITIES					
Creditors due within one year	4	<u>1,100</u>		<u>2,100</u>	
NET TOTAL ASSETS			<u>21,690</u>		<u>64,848</u>
The funds of the charity:					
Unrestricted funds	5		18,663		35,141
Restricted funds	5		3,027		29,707
	9		<u>21,690</u>		<u>64,848</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 30 April 2023.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 30 April 2023 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 25 January 2024 and signed on its behalf by:

James Barlow

J Barlow
 Director

**MENAGERIE THEATRE COMPANY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2023**

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 2023

2 Tangible fixed assets

	Computer Equipment £	Totals £
Cost		
At 1 May 2022	1,529	1,529
Addition	-	-
At 30 April 2023	1,529	1,529
Depreciation		
At 1 May 2022	1,153	1,153
Charge for year	376	376
At 30 April 2023	1,529	1,529
Net book value		
At 30 April 2023	-	-
At 30 April 2022	376	376

3 Debtors

	2023 £	2022 £
Other debtors	5,079	8,295

4 Creditors: amounts falling due within one year

	2023 £	2022 £
Accrued expenses	1,100	2,100
Trade creditor	-	-
	1,100	2,100

5 Statement of funds

	At 1 May 2022 £	Income £	Expenditure £	Transfers £	At 30 April 2023 £
General Reserves	35,141	55,498	71,974	(2)	18,663
Total Unrestricted Funds	35,141	55,498	71,974	(2)	18,663
Restricted funds					
Abbey People Community Group	-	-	-	-	-
Bliss 2 - Arts Council England	9,518	1,500	11,020	2	-
Bliss	5,000	-	5,000	-	-
Bloom	591	-	591	-	-
Hotbed	-	22,437	22,437	-	-
Cambridge Community Arts	14,598	-	14,598	-	-
Toystories	-	600	-	-	600
University of Oxford	-	2,427	-	-	2,427
Total restricted funds	29,707	26,964	53,646	2	3,027
Total Funds	64,848	82,462	125,620	-	21,690

6 Income

	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total £	2022 Total £
Statutory funding and grants				
Arts Council England	-	23,937	23,937	49,025
Cambridgeshire Community Foundation	-	-	-	5,000
Golsoncott Foundation	-	-	-	1,000
The Leche Trust	-	-	-	2,000
Maria Bjornson memorial fund	-	-	-	2,000
James Joyce Centre	-	600	600	1,649
Vanessa Ackerman	-	-	-	7,500
National Lottery Community Fund	-	-	-	9,598
University of Oxford	-	2,427	2,427	-
	-	26,964	26,964	77,772

MENAGERIE THEATRE COMPANY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2023

7 Charitable activity income

	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total £	2022 Total £
Workshop, Project & Training fees	55,359	-	55,359	10,801
Performance fees	-	-	-	2,028
	<u>55,359</u>	<u>-</u>	<u>55,359</u>	<u>12,829</u>

8 Resources Expended

	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total £	2022 Total £
Workshop facilitators	17,255	2,770	20,025	3,600
Writers/Directors	10,475	3,960	14,435	9,000
Performers	11,125	15,615	26,740	16,600
Freelance administrators	11,620	5,960	17,580	32,800
Technical staff	3,470.00	3,029	6,499	7,702
Designer writers & prodn	250	3,750	4,000	3,150
Direct Production	1,873.56	819	2,692	1,421
General admin costs	391	-	391	684
Company performance fees	-	4,952	4,952	2,125
Marketing, PR & design	5,216	1,628	6,844	4,141
Rent	5,758	9,181	14,939	9,450
Subsistence, Travel & Accommodation	-	-	-	4,074
Support costs - administration	-	-	-	688
Accountancy	1,620	-	1,620	1,370
Van Costs	1,315	-	1,315	1,044
Insurance	660	-	660	660
Bank Charges	123	-	123	141
Tickets/Scripts	67	366	432	-
Other	379	1,617	1,996	-
Depreciation	376	-	376	510
	<u>71,974</u>	<u>53,646</u>	<u>125,620</u>	<u>99,161</u>

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

9 Funds

	2023 Unrestricted £	2023 Restricted £	2023 Total
At May 2022	35,141	29,707	64,848
Surplus/(Deficit)	(16,476)	(26,682)	(43,158)
Transfer	(2)	2	-
At 30 April 2023	<u>18,663</u>	<u>3,027</u>	<u>21,690</u>

10 Transaction with trustees

There were no remuneration transactions during the year (2022- £NIL)

11 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 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 4 members.

MENAGERIE THEATRE COMPANY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2023

12 Comparative Statement of Financial Activities

	Unrestricted	Restricted	Total
	Funds	Funds	2022
	£	£	£
<u>Income from:</u>			
Statutory fund and grants	-	77,772	77,772
Charitable Activities	12,829	-	12,829
Interest	5	-	5
Total Income	12,834	77,772	90,606
<u>Expenditure on:</u>			
Charitable Activities	14,234	84,927	99,161
Total Expenditure	14,234	84,927	99,161
Net Income / (Expenditure) for the year	(1,400)	(7,155)	(8,555)
Transfer between funds	7,000	(7,000)	-
Net movement in funds	5,600	(14,155)	(8,555)
Reconciliation of funds			
Total funds brought forward	29,541	43,862	73,403
Total funds carried forward	35,141	29,707	64,848

Income and expenditure is derived solely from continuing operations.

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Partner

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Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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