

Stopgap Dance Company

Report and Financial Statements

Year Ended 31st March 2022

Company Number: 5793989

Charity Number: 1116776



Frank S Lachman  
16b North End Road  
Golders Green  
London  
NW11 7PH

**Stopgap Dance Company  
Company Limited by Guarantee  
Trustees Annual Report  
Year ended 31st March 2022**

The trustees, who are also directors for the purposes of the Companies Act, have pleasure in presenting their report and the financial statements of charity for the year ending 31st March 2022.

**Reference and administrative details**

Charity Number 1116776

Company Number 5793989

Principal Office: Farnham Maltings, Bridge Square, Farnham, Surrey, GU9 7QR

Bankers: The Co-operative Bank p.l.c PO Box 101, Balloon Street, Manchester M60 4EP

Examiner Frank Lachman 16B North End Road, London, NW11 7PH

**Directors and Trustees**

The board of Trustees at the date of this report were:

Vicki Balaam	Chair
Peter Greenyer	
Sarah Pickthall	
Simon Minty	Chair
Jane Hackett	"
Colette Stocks	
Abigail Reeve	
Rita Chowdhury	
Eve Mitchell	

No directors received any emoluments for so acting during the year.

**Structure, Governance and Management**

**Governing document**

Stopgap Dance Company Ltd is a company limited by guarantee governed by its Memorandum and Articles of Association dated 25th April 2006 and updated on 5th February 2009. There are currently 16 members of the company each of whom agree to contribute £1 in the event of the company winding up.

**Recruitment and Appointment of new Trustees**

All trustees are identified and nominated by the existing trustees. The chair of the board of trustees is nominated by the board of trustees. Trustees are invited based on their working expertise and experiences, and their background.

One third of trustees stand down in rotation at The Annual General Meeting and are eligible for re-election unless it is decided that a vacant office will not be filled.

**Trustees induction and training**

New trustees are invited to observe meetings, meet the management team, see the company perform and are invited to join the board, following a trustee vote. The company has a trustee code of conduct and job descriptions for the roles of chair and trustee. New board members follow an induction programme assisting them with their understanding of the organisations charitable activities and programmes of work.

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**Organisation**

The governing body of Stopgap Dance Company is the board of trustees whose members are non-executive and unpaid. The Board of Trustees, which can have up to nine members administer the organisation. The board meets quarterly and the members annually at the AGM. The board of trustees make major strategic decisions and have responsibility for the business and financial performance of the charity.

The board of trustees support the management team of Artistic Director Lucy Bennett and Executive Producer Shohei Shibata to manage the day-to-day operations and planning of the company.

The Artistic Director and Executive Producer attend meetings of the board of trustees and the Annual General Meeting.

**Related Parties**

The main funder, Arts Council England (Charity registration no. 1036733) has a close relationship with the company, providing core funding for the artistic programme and running costs, and it occasionally provides one-off lottery funding for specific projects. The Arts Council has no control or voting rights over the company.

**Risk Management**

The management team undertake a robust process of business risk assessment at regular intervals, and report any identified risks to the board of trustees at trustee meetings. The board monitor, review and manage these risks as appropriate. Currently identified main areas of risk are: artistic mentoring, succession planning and finances.

**Objectives and activities**

The trustees confirm that they have complied with their duty to have due regard to the guidance, as laid out by the Charity Commission, on public benefit when reviewing the charity's aims and objectives, planning future activities and in the exercising of powers.

Stopgap is an inclusive contemporary dance company with disabled dancers and non-disabled dancers working together. Stopgap delivers dance workshops, CPD training and performs in the UK and abroad, it also runs an intensive individualised training programme to develop the next generation of inclusive dancers.

**The objects of the company are:**

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

To promote the public understanding of integrated dance and the benefits of an integrated society.

The objects and mission of the company are developed and demonstrated throughout Stopgap's work. Stopgap is also actively involved in the national disability arts debate.

Stopgap remains true to its original aims of being passionate about discovering what each person can achieve, while producing high-quality dance performance and education work. It is also committed to the training and education of the next generation of disabled dancers through volunteering opportunities, outreach work, CPD programmes and tailored one-to-one training. Access and public benefit are fundamental to all of Stopgap's work.

As for last year the main objectives of the company continue to be the promotion of integrated dance through education workshops and dance performances by the Stopgap artists. Additional educational outreach work undertaken by the trainee dancers furthers the reach of Stopgap's charitable activities to larger and more diverse community sectors.

#### **Chair person's statement**

The financial year 2021/22 was a transition year from the height of the Covid-19 pandemic, and we are pleased to report that the company made a safe return to the new normal way of working. Some in-person working in studios restarted in July 2021, and we are thrilled to have completed several exciting projects despite the ongoing uncertainty resulting from the pandemic. Highlights of this year included:

- Delivering an especially commissioned dance piece for the Homecoming celebrations for Team GB Paralympics, presented in Wembley Arena. The work was seen by 20,000 live audience and was broadcast on Channel 4
- Completing the Sg2 apprenticeship with some in-person studio working returning in the final three months of their training. Their end of training project was a documentary/dance film Here & Where, which has proven to become a valuable insight and a record of how they coped during the pandemic, and their hopes and fears as they enter the industry. The documentary ends with the Sg2 dancers performing a short quartet that was created by Maria Koliopoulou pre-pandemic. The two dancers Kat Ball and Sander Verbeek also completed an innovative sound-only dance work Dance Tapes, which was launched in September
- A small number of performances of Frock took place in the UK this autumn and toured to the shopping malls of Sweden in March
- Our youth dance companies began some in-person classes in the autumn, and they managed to come together safely for the annual winter platform prior to the Government announcing Plan B of Covid measures as the case numbers rose

Our digital offering continued, as we were conscious that Covid-19 continued to present huge barriers for many of our stakeholders. Our online class Home Practice had two new seasons, and the second iteration of the online teacher training Seedbed took place. The online offering of our Creative Learning content proved to be hugely popular, with Seedbed selling out once again. We are also thrilled to have secured funding from Peter Sowerby Foundation to create an animated follow-along dance class for disabled children. The creation was done in partnership with the digital arts and animation departments of the University for the Creative Arts, and the filming and animation was completed in March 2022. The videos will be edited and launched in summer 2023.

We began our research and development for the new indoor production in January 2022, which is due to integrate co-creation process with the communities of Rushmoor. The Arts Council has identified Rushmoor as a priority place due to low cultural engagement and the heightened social needs of the local community, and we are responding to this because it is the next borough to our office in Farnham, and most of our staff live there. We have secured funding from Hampshire County Council to establish a youth company in Aldershot to begin in September 2021, but this has had to be postponed to February 2022 due to complications with Covid. The group is now up and running, and we are pleased to be able to demonstrate our seriousness in having a long-term impact in this priority place this financial year.

Our finances continued to be stable despite the ongoing challenges, thanks due to the Arts Council granting us another £25,000 of Cultural Recovery Fund, which has enabled us to transition out of our reliance on the Furlough Scheme. The financial prospects for 2022/23 is looking very good with unprecedented demand for our outdoor work, receiving British Council International Collaboration Grants for two separate projects (one with colleagues in Italy and another with colleagues in Japan). We are also seeing the return of in-person teaching projects, with Cultural Education Partnership projects restarting in Surrey and West Sussex. The financial stability provided through this year and the good prospects of 2022/23 gives us good grounds to invest in new projects coming out of the pandemic, despite the ongoing uncertainties we face.

#### **Reserves Policy**

Stopgap Dance Company's reserve in 2021-22 were £379,480 (of which £90,000 is contingency reserve) meeting the Board's target for this financial year. This amount is deemed appropriate for the organisation as per the revised Reserve Policy

#### **Public Benefit**

The Trustees confirm that in compiling this report they have had due regard to the guidance on public benefit issued by the Charity Commission in compliance with the duty set out in section 4 of the Charities Act 2006.

#### **Director's Responsibilities**

Company Law which is also applicable to charitable companies in England and Wales requires the directors, who are also trustees of the company, 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 results of the company for that year.

**Stopgap Dance Company**  
**Company Limited by Guarantee**  
**Trustees Annual Report**  
**Year ended 31st March 2022**

**Director's Responsibilities (continued)**

In preparing those financial statements, the directors/trustees are required to:

select suitable accounting policies and then apply them consistently;  
observe the methods and principles in the Charities SORP  
make judgements and estimates that are reasonable and prudent; and  
state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;  
prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors/trustees 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.

In accordance with company law, as the company's directors we certify that:

so far as we are aware there is no relevant audit information of which the company's examiner is unaware:

as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the company's examiner are aware of that information.

**Going Concern**

The trustees confirm that in their opinion it is appropriate to prepare these accounts on a going concern basis.  
The trustees also confirm that in their opinion the charity will be able to continue to operate for at least 12 months from the date of this report.

**Independent Examiner**

A resolution will be proposed at the Annual General Meeting that Frank Lachman be re-appointed as Independent Examiner to the charity for the ensuing year.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

By order of the directors



J. MINTY

Dated

15.12.2022

**Stopgap Dance Company**  
**Company Limited by Guarantee**  
**Year ended 31st March 2022**

**Independent Examiner's Report on the Accounts**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2022 which are set out on pages 6 to 13 .

**Responsibilities and basis of report**

As the charity's 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 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 report**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England & Wales, which is one of the listed bodies.

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:

- (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 accounting 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.

Frank S Lachman FCA  
Member Institute of Chartered Accountants in England and Wales  
Chartered Accountant  
Independent Examiner

16b North End Road  
London NW11 7PH

Dated:



Stopgap Dance Company  
 Company Limited by Guarantee  
 Statement of Financial Activity  
 For the Year Ended 31st March 2022

		Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	Note				
<b>Income</b>					
Voluntary income	2	345,829	-	345,829	345,419
Charitable activities	3	189,837	98,438	288,275	295,024
<b>Total income</b>		<u>535,666</u>	<u>98,438</u>	<u>634,104</u>	<u>640,443</u>
<b>Expenditure</b>					
Charitable activity costs	6	530,331	98,438	628,769	551,238
<b>Total expenditure</b>		<u>530,331</u>	<u>98,438</u>	<u>628,769</u>	<u>551,238</u>
<b>Net income/expenditure</b>		5,335	-	5,335	89,205
<b>Reconciliation of funds</b>					
<b>Total funds brought forward</b>		374,145	-	374,145	284,940
<b>Total funds carried forward</b>	11	<u>379,480</u>	<u>-</u>	<u>379,480</u>	<u>374,145</u>

The statement of Financial Activities includes all gains and losses recognised in the year

All income and expenditure derive from continuing activities.

Stopgap Dance Company  
Company Limited by Guarantee  
Balance Sheet  
For the Year Ended 31st March 2022

	Note	2022	2021
<b>Fixed assets</b>			
Tangible Assets	8	-	1,050
<b>Current assets</b>			
Debtors	9	37,177	6,513
Cash at bank and in hand		442,277	416,885
<b>Total current assets</b>		<u>479,454</u>	<u>423,398</u>
<b>Current liabilities</b>			
Creditors - amounts falling due within one year	10	99,974	50,303
		<u>99,974</u>	<u>50,303</u>
<b>Net current assets</b>		379,480	373,095
<b>Net assets</b>		<u>379,480</u>	<u>374,145</u>
<b>The funds of the charity</b>			
Unrestricted	11	379,480	374,145
<b>Total charity funds</b>		<u>379,480</u>	<u>374,145</u>

For the year ended 31 March 2022 the company was entitled to exemption under section 477(2) of the Companies Act 2006.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for:

- ensuring the company keeps accounting records which comply with section 386; and
- preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit and loss for the financial year in accordance with the section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime, and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

Approved by the directors on \_\_\_\_\_, and signed on their behalf by



- Director

J. MINTY

## 1 Accounting Policies

(a) 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 applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Stopgap Dance Company meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### (b) Tangible Fixed Assets

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

Fixtures, fittings and compute	- 25% straight line
Dance floor	- 20% straight line

### (c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably. Income from grants, whether capital or revenue grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants has been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

### (d) Expenditure

All expenditure is accounted for on an accruals basis. Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party. It is probable that settlement will be required and the amount of the obligation can be measured reliably.

Costs are allocated to a category either because such costs are directly incurred in relation to such category, or because they are support costs in respect of which an apportionment has been made between the categories.

Support costs consist of infrastructure costs for salaries, premises, office administration. Such costs are apportioned on a reasonable and consistent basis to the various categories with a view to determining, as accurately as possible, the total resources expended for each category. The basis of apportionment used is either a function of staff time applied to a given activity, or an estimate of the proportion of costs associated with the same, or a combination of both.

Direct and Support costs are separately shown by natural classification in Note 5 to these accounts for each category of cost.

**(e) Taxation**

The company as a registered charity ( number 1116776 ) is exempt from taxation on most investment income insofar as it is applied for charitable purposes. The company is also exempt from taxation on capital gains.

**(f) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**(g) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**2 Voluntary Income**

Use of Office space was provided free of charge at The Farnham Maltings. This donation had a value of £16,175 for the year.

Services were provided free of charge by Google Ads. This donation had a value of £35,000.

Rehearsal space was provided free of charge by various institutions. This had a value of £12,500.

	Unrestricted Funds	2022	Unrestricted Funds	2021
<b>Grants for General Running Costs</b>				
Arts Council of England	282,154	282,154	276,654	281,744
- In-kind from Farnham Maltings	16,175	16,175	16,175	16,175
- In-kind from Google Ads	35,000	35,000	35,000	35,000
- In-kind from various institutions	12,500	12,500	12,500	12,500
	<u>345,829</u>	<u>345,829</u>	<u>340,329</u>	<u>345,419</u>

**3 Income from charitable activities**

	Restricted Funds	Unrestricted Funds	2022	Restricted Funds	Unrestricted Funds	2021
Grants and donations						
- Explore	-	-	-	5,000	-	5,000
- Awards 4 All	-	-	-	5,440	-	5,440
- Active Surrey	150	-	150	1,700	-	1,700
- Arts Council	-	-	-	40,705	-	40,705
- DAISY	8,520	-	8,520	-	-	-
- Surrey County Council	1,042	-	1,042	-	-	-
- Arts Council England CRE Grants	31,385	-	31,385	-	-	-
- BBC Children In Need	9,999	-	9,999	12,999	-	12,999
- Chapman Trust	-	-	-	1,000	-	1,000
- South Downs Nation	5,000	-	5,000	-	-	-
- Peter Sowerby Foundation	12,000	-	12,000	-	-	-
- Access to Work	30,342	-	30,342	45,272	-	45,272
- Surrey Communities Foundation	-	-	-	8,000	-	8,000
- Donations and fundraising	-	296	296	-	14,794	14,794
	<u>98,438</u>	<u>296</u>	<u>98,734</u>	<u>120,116</u>	<u>14,794</u>	<u>134,910</u>
Fees, commissions, hires & misc income	-	151,888	151,888	30,447	46,614	77,061
Theatre Tax Relief	-	14,214	14,214	-	-	-
Furlough Income	-	23,661	23,661	-	83,053	83,053
	<u>98,438</u>	<u>189,837</u>	<u>288,275</u>	<u>150,563</u>	<u>144,461</u>	<u>295,024</u>

**5 Net incoming Resources**

Net (outgoing)/incoming resources are stated after charging:

	2022	2021
Depreciation of tangible assets	1,050	350
Examiner's fee	2,500	2,350

6 Charitable activity costs

	Support costs Unrestricted	Charitable Activity Costs Restricted	Charitable Activity Costs Unrestricted	Governance Costs Unrestricted	Fundraising Costs	Total 2022
Marketing and publicity	15,656	-	-	-	-	15,656
Production costs	-	25,022	61,165	-	-	86,187
Education expenses	-	30,347	7,293	-	-	37,640
Touring costs	-	-	13,702	-	-	13,702
General Wages	-	41,013	139,379	27,876	111,504	319,772
Employer's National Insurance	23,560	-	-	-	-	23,560
Pension contributions	6,343	-	-	-	-	6,343
Operational admin costs	30,152	675	-	-	-	30,827
Artist Development	30,026	1,381	-	-	-	31,407
In-kind Farnham Mailings	-	-	16,175	-	-	16,175
In-kind Google Ads	-	-	35,000	-	-	35,000
In-kind Rehearsal Space	-	-	12,500	-	-	12,500
<b>Total 2022</b>	<b>105,737</b>	<b>98,438</b>	<b>285,214</b>	<b>27,876</b>	<b>111,504</b>	<b>628,769</b>

Comparatives 2021

						Total 2021
Marketing and publicity	38,276	1,000	-	-	-	39,276
Production costs	-	-	4,150	-	-	4,150
Education expenses	-	31,203	-	-	-	31,203
Touring costs	-	-	5,542	-	-	5,542
General Wages	-	121,360	81,919	22,352	89,412	315,043
Employer's National Insurance	21,331	-	-	-	-	21,331
Pension contributions	5,515	-	-	-	-	5,515
Operational admin costs	33,808	-	-	-	-	33,808
Artist Development	31,695	-	-	-	-	31,695
In-kind Farnham Mailings	-	-	16,175	-	-	16,175
In-kind Google Ads	-	-	35,000	-	-	35,000
In-kind Rehearsal Space	-	-	12,500	-	-	12,500
<b>Total 2021</b>	<b>130,625</b>	<b>153,563</b>	<b>155,286</b>	<b>22,352</b>	<b>89,412</b>	<b>551,238</b>

7 Employees

	2022	2021		2022 No.	2021 No.
Wages, salaries and fees	319,772	315,043	Management	14	14
Social security costs	23,560	21,331	Other	5	5
Pension contributions	6,343	5,515			
	<u>349,675</u>	<u>341,889</u>		<u>19</u>	<u>19</u>

No employee earned more than £80,000 during the year (2021 Nil).

8 Tangible Fixed Assets

	Computer and Fixtures	Dance floor	Total
<b>Cost</b>			
At 31st March 2021	10,905	3,251	14,156
Disposals	-	-	3,251
Additions	-	-	-
At 31st March 2022	10,905	-	10,905
<b>Depreciation</b>			
At 31st March 2021	9,855	3,251	13,106
Disposals	-	-	3,251
Charge for the year	1,050	-	1,050
At 31st March 2022	10,905	-	10,905
<b>Net Book Values</b>			
At 31st March 2022	-	-	-
At 31st March 2021	1,050	-	1,050

9 Debtors

	2022	2021
Trade debtors	37,177	6,513
Prepayments and accrued income	-	-
Other debtors	-	-
	37,177	6,513

10 Creditors - Amounts falling due  
within one year

	2022	2021
Trade creditors	1,775	9,188
Social Security and other Taxation	6,321	5,293
Accruals and Advance funding	91,878	35,822
	99,974	50,303

# 11 Reconciliation of Movement in Funds

		Balance at 31 March 2021	Income	Expenditure	Transfers	Balance at 31 March 2022
Restricted Funds	- Income	-	98,438	98,438	-	-
Unrestricted Funds	- General	-	-	-	-	-
	- Designated	374,145	535,666	530,331	-	379,480
		<u>374,145</u>	<u>634,104</u>	<u>628,769</u>	<u>-</u>	<u>379,480</u>

The above funds comprise:

Contingency reserve ( 3 months operating costs)	90,000
Creative reserve	89,480
Production of new indoor work	200,000
	<u>379,480</u>

# 12 Analysis of Net Assets between Funds

	Tangible Fixed Assets	Net Current Assets	Total 2022	Total 2021
Restricted Funds	-	-	-	-
Unrestricted Funds:				
Designated	-	379,480	379,480	374,145
General	-	-	-	-
	<u>-</u>	<u>379,480</u>	<u>379,480</u>	<u>374,145</u>

# 13 Trustees

During the year, none of the trustees received any remuneration from the trust and no expenses were reimbursed to any of them.