

- Trustees' Annual Report 2014/15 -

Prepared by Tricia Grace-Norton

1. Chair's Report

The following is a summary of the Chair's Report presented by Amanda Harris, Vice Chair and Interim Chair, at the Second Annual General Meeting held on 21st January 2015:

Although this is only our second year as a Constituted Charity, I know I can speak on behalf of the Board of Trustees by saying that SLG has made huge strides forward in managing the formality which goes with such status. Big thanks for this must go to Tricia Grace Norton, Hon Sec, for dealing with all the administration and legal aspects and ensuring that Trustees are kept informed and also Adrian Walker, Company Manager, for keeping the finances in order. Our Artistic Directors, Rebecca Mordan and Sharon Andrew, have worked tirelessly planning, creating, performing and writing funding bids to further the aims of the Charity. Their creativity, tenacity and good humour are exemplary. The Board continues to meet by Skype and are working towards an Annual Away Day when they keep all meet in the same location.

In terms of the Charity's development the highlights of the year have been:

The week long run of *Dracula: The Kisses* at the Minack Theatre to sell-out houses which allowed the Charity to develop at a new and larger scale with new work.

A two-night run at the mac Birmingham provided the opportunity to perform to a new and young Midlands' Audience.

The continued success of the Living Literature Walks both in new locations and return visits.

The success of the *It's Your Round!* theatrical pub quiz across the country added to SLG's repertory shows.

The success of *Before I Wake* (Cornwall Youth Theatre Production) written by Rebecca Mordan and directed Sharon Andrew

The main disappointment, despite repeated effort, is the level of funding for the work. In order for SLG to progress greater investment is required. The company is extremely good at maximising resources once the show is on the road but at the development and rehearsal stage it is still under-resourced at its core.

SLG is working on a Five Year Business Plan in conjunction with the Hall for Cornwall Arts Development Team which should support future fundraising and income generation. It is a challenge to which we are all committed and look forward to achieving.

2. Mission and Objectives

Scary Little Girls Association is an artist-lead theatre company with three main objectives:

- 1. To tell stories and promote characters which are little known, historically or culturally excluded, or usually told from one perspective only.**
- 2. To actively promote the artistic work of women in all aspects of theatrical storytelling.**
- 3. To share and disseminate the skills of artists for the benefit of both the artistic and the wider community.**

Our core aims are to deliver public benefit by ensuring:

- Quality of content and experience for audiences and artists
- Matrifocal, feminist and progressive messages
- Collaboration, partnership and skills sharing
- Enabling, inclusive and creative working environments
- Unique, bespoke, responsive and site specific programming alongside shows made for conventional theatrical spaces

3. Trustees of the Charity

Emma Dolman – **Chair** (currently on maternity leave; due to return as Trustee, August 2015)

Amanda Harris – **Vice Chair and Interim Chair**

Sheila Vanloo – **Treasurer**

Tricia Grace-Norton – **Honorary Secretary**

Jack Morrison – **Trustee** (resigned June 2015)

Katy Snelling – **Trustee**

Leslie Miller – **Trustee** (appointed June 2014)

Other members to whom day-to-day running of the Charity is delegated by the Trustees:

Rebecca Mordan – **Artistic Director**

Sharon Andrew – **Artistic Director**

Adrian Walker – **Company Manager**

Trustees' responsibilities statement

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in [England & Wales/Northern Ireland] requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the 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;
- state whether applicable 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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They 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.

4. Charitable Structure, Governance and Management

Governing Document

The Charity and its property is administered and managed in accordance with the Constitution adopted 20th July 2002 (amended 3rd May 2010 and 31st January 2014).

Organisation of the Charity

All the creative and day-to-day project decisions are made by the Artistic Directors, Rebecca Mordan and Sharon Andrew, and reported back to the Board of Trustees. All decisions relating to financial matters and the day-to-day management of finances are made by the Company Manger in conjunction with the Treasurer and Board of Trustees.

Charity Name: SCARY LITTLE GIRLS ASSOCATION
Registered Charity Number: 1136270
Registered Office: 4 Fletcher House, Howard Road, London N16 8TP

5. Recruitment and Appointment of Trustees

In accordance with the Constitution, incoming Trustees are nominated and appointed by a majority agreement of the existing Trustees. They hold office for a term of two years until the close of their second Annual General Meeting following their appointment. The existing Trustees have particular regard to the range of skills and qualifications, which contribute to the effectiveness of the Board of Trustees, and nominate appropriate candidates with the necessary skills and experience to make a positive contribution. A Trustee may be appointed for a second term but will then retire from office. No person will be re-appointed or appointed unless s/he has signified her/his willingness to be appointed or re-appointed.

Potential Trustees are required to complete a Trustee Declaration of Eligibility form for Trusteeship and a Conflict of Interest form. In addition they are also required to complete a Skills, Experience and Knowledge Audit. Completed documentation is scrutinised by the Board of Trustees and Artistic Directors before appointment to the Board is confirmed.

Potential Trustees are identified by having shown an interest in the Charity; are connected with the Arts and Performance Industry; because of relevant experience/knowledge/skills; or by referral from another Trustee.

Newly appointed Trustees are issued with an Induction Pack providing relevant background materials; and members of the Board, the Artistic Directors and Company Manager are readily available to support, advise and answer any questions from newly appointed Trustees.

New Trustees are invited and encouraged to attend SLG's performance activities so that they gain an in-depth understanding of the diversity of the work and challenges facing the Charity.

6. Bank and Independent Examiner Information

Bank: Unity Trust Bank plc, Nine Brindley Place, Birmingham, B1 2HB

Independent Examiner: Dick Maule, 3 Penlee View Terrace, Penzance TR18 4HZ

7. Consideration of Potential Risks to the Charity

Risk management forms an integral part of the charity's decision-making and is incorporated within strategic and operational planning. The Charity does not receive any core funding and works project-by-project within the financial and time constraints of each project. All financial decisions and strategic planning are undertaken in conjunction with the Artistic Directors, Company Manager and Trustees so that any risks will be minimised and full risk policy and register are in development.

8. Conclusion

The Board of Trustees and the Artistic Directors are committed to the achievement of the SLGA Five Year Business Plan. They are looking forward to working together in progressing the development of the Charity and their guiding principle is to ensure recognition for its dedication to the Arts which it so richly deserves.

9. Statement of Disclosure to Reporting Accountants

So far as the Trustees are aware at the time the report is approved, there is no relevant information of which the company's independent examiners are unaware, and the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish the independent examiner is aware of the information.

Signed on behalf of the Board of Trustees..... Date.....

- Independent Examiner's Report and Accounts -

For the year ended 31st March 2015

Prepared by Dick Maule

1. Independent Examiner's Report to the Trustees

I report on the accounts of the charity for the year ended 31st March 2015 which are set out on pages 22-26.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Dick Maule F.C.A.
Member of the I.C.A.E.W.*

3 Penlee View Terrace, Penzance TR18 4HZ

10th October 2015

2. Independently Examined Accounts 2014/15

Scary Little Girls Association

Statement of Financial Activities [including Income and Expenditure Account] for the year ended 31st March 2015

	Unrestricted Funds 2015 £	Restricted Funds 2015 £	Total Funds 2015 £	Total Funds 2014 £
Incoming resources from generated funds				
<i>Voluntary income</i>				
Donations	3,574	-	3,574	1,000
Investment income				
Interest	-	-	-	-
Activities for generating funds				
Fees, consultancy and miscellaneous income	438	-	438	-
Theatre activities	29,520	-	29,520	30,779
Incoming resources from charitable activities				
Grants and contracts	<u>15,576</u>	<u>34,580</u>	<u>50,156</u>	<u>29,231</u>
Total Incoming Resources	<u>49,108</u>	<u>34,580</u>	<u>83,688</u>	<u>61,010</u>
Resources expended				
Charitable activities	45,853	34,240	80,093	59,406
Governance costs	<u>425</u>	-	<u>425</u>	<u>400</u>
Total Resources Expended	<u>46,278</u>	<u>34,240</u>	<u>80,518</u>	<u>59,806</u>
Net incoming/ [outgoing] resources before transfers	2,830	340	3,170	1,204
Total funds at 1st April 2014	<u>7,846</u>	<u>3,860</u>	<u>11,706</u>	<u>10,502</u>
Total funds carried forward	<u>10,676</u>	<u>4,200</u>	<u>14,876</u>	<u>11,706</u>

Scary Little Girls Association
Balance sheet as at 31st March 2015

	Notes	2015 £	2014 £
Fixed assets	5	<u>3,002</u>	<u>4,952</u>
Current assets			
Debtors	3	16,620	5,576
Cash at bank		<u>2,839</u>	<u>6,731</u>
		19,459	12,307
Current liabilities			
Creditors: amounts falling			
due within 12 months	2	<u>(7,585)</u>	<u>(5,553)</u>
Net Current assets		<u>11,874</u>	<u>6,754</u>
Net assets		<u>14,876</u>	<u>11,706</u>
Unrestricted funds			
General funds		10,676	7,846
Restricted funds	4	<u>4,200</u>	<u>3,860</u>
		<u>14,876</u>	<u>11,706</u>

These financial statements were approved by the Trustees on

Signed on behalf of the Trustees

Notes to the accounts for the year ended 31st March 2015

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below.

(a) Basis of accounting

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 issued in March 2005.

(b) Fund accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

[i] Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts.

[iv] Investment income is included when receivable.

[v] Incoming resources from charitable trading activity are accounted for when earned.

[vi] Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] 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

[iii] Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the examiner's fees and costs linked to the strategic management of the charity.

[iv] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

(e) Fixed Assets

Fixed assets are written off over the expected useful life of the asset on the straight line basis at 25% per annum.

(2) Creditors and accruals

	2015	2014
	£	£
Short term loans	5,000	-
Sundry creditors	<u>2,585</u>	<u>5,553</u>
	<u>7,585</u>	<u>5,553</u>

(3) Debtors

	2015	2014
	£	£
Grants receivable	13,320	5,060
Sundry creditors	<u>3,300</u>	<u>516</u>
	<u>16,620</u>	<u>5,576</u>

(4) Capital commitments and contingent liabilities

There are none at 31st March 2015.

(5) Movements in funds

	Balance 31/03/2014	Incoming Resources	Outgoing Resources	Balance Transfers	Balance 31/03/2015
	£	£	£	£	£
Unrestricted funds					
General Fund	<u>7,846</u>	<u>49,108</u>	<u>(46,278)</u>	-	<u>10,676</u>
Restricted funds					
The Garrick Charitable Trust	-	2,500	(2,500)	-	-
Heritage Lottery	2,860	2,860	5,720)	-	-
Arts Council	<u>1,000</u>	<u>29,220</u>	<u>(26,020)</u>	-	<u>4,200</u>
	<u>3,860</u>	<u>34,580</u>	<u>(34,240)</u>	-	<u>4,200</u>

(6) Tangible Assets

	Fittings & equipment	Motor Vehicles	Total
	£	£	£
Cost: balance brought forward	<u>1,002</u>	<u>6,800</u>	<u>7,802</u>
Depreciation: balance brought forward	500	2,350	2,850
charge for the year	<u>250</u>	<u>1,700</u>	<u>1,950</u>
	<u>750</u>	<u>4,050</u>	<u>4,800</u>
Net book value at 31st March 2015	<u>252</u>	<u>2,750</u>	<u>3,002</u>
Net book value at 31st March 2014	<u>502</u>	<u>4,450</u>	<u>4,952</u>

(7) Resources expended

	Charitable activities £	Governance costs £	Total 2015 £	Total 2014 £
Arts Administrator & Project coordinator	21,650	-	21,650	21,250
Performers	19,824	-	19,824	16,705
Directors and other fees	11,249	-	11,249	3,350
Writers	-	-	-	955
Workshop	-	-	-	938
Design, print and postage	1,776	-	1,776	2,495
Props and production costs	14,547	-	14,547	391
Research materials	135	-	135	340
Travel	3,887	-	3,887	4,684
Subsistence	2,712	-	2,712	853
Insurance	210	-	210	211
Car insurance	593	-	593	721
IT and website	728	-	728	245
Other	101	-	101	118
Venue hire	477	-	477	600
Phone costs	255	-	255	-
Depreciation	1,950	-	1,950	1,950
Independent Examination Fees	-	425	425	400
<i>Culling</i> production	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,600</u>
	<u>80,093</u>	<u>425</u>	<u>80,518</u>	<u>59,806</u>

(8) Analysis of net assets between funds

	General Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	3,002	-	3,002
Current assets	15,259	4,200	19,459
Current liabilities	<u>(7,585)</u>	<u>-</u>	<u>(7,585)</u>
Net assets at 31st March 2015	<u>10,676</u>	<u>4,200</u>	<u>14,876</u>