

**Blue Teapot Theatre Company**  
**Annual Report and Financial Statements**  
**for the financial year ended 31 December 2020**

# **Blue Teapot Theatre Company**

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**Blue Teapot Theatre Company**  
**DIRECTORS AND OTHER INFORMATION**

|   |  |
|---|--|
| <b>Directors</b>                              | Sean Conneally<br>Fiona Coffey<br>Carol Browne<br>Geraldine Lally<br>Siobhan Ni Ghadhra<br>Dean Kelly (Resigned 12 April 2021) |
| <b>Company Secretary</b>                      | Sean Conneally   |
| <b>Company Number</b>                         | 471758   |
| <b>Charity Number</b>                         | CHY18643/ CRA20071912  |
| <b>Registered Office and Business Address</b> | Munster Avenue,<br>Galway.   |
| <b>Auditors</b>                               | MK Brazil<br>Chartered Accountants and Statutory Auditors<br>O'Connell Court,<br>64 O'Connell Street,<br>Waterford.            |
| <b>Bankers</b>                                | Allied Irish Banks, p.l.c.,<br>Lynch's Castle,<br>Shop Street,<br>Galway.  |
| <b>Solicitors</b>                             | Lewis C. Doyle & Co Solicitors,<br>Augustine Court,<br>St. Augustine Street,<br>Galway.  |

# Blue Teapot Theatre Company

## DIRECTORS' REPORT

for the financial year ended 31 December 2020

The directors present their report and the audited financial statements for the financial year ended 31 December 2020.

### Principal Activity and Review of the Business

The organisation is a charitable company Limited by Guarantee. The company does not have a share capital and consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding one Euro (€1).

The charity was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Constitution and managed by the Board of Directors.

The charity has been granted charitable tax status under Section 207 and 208 of the Taxes Consolidation Act 1997, (Charity No CHY 18643) and is registered with the Charities Regulatory Authority, number CRA 20071912.

The principal activities of the company are to benefit the community and advance education in the arts in the county of Galway as defined in the Arts Acts, 1951, 1973 and 2003 through the development and operation of a theatre company to promote inclusion, personal and social development of individuals with learning disabilities.

### Annual Programme Delivery

Blue Teapot is a multi-award winning Theatre Company, Performing Arts School & Outreach programme for people with intellectual disabilities at the forefront of arts & disability in Ireland. The company operates four programme strands each offering a pathway to a fully realised creative life for people with intellectual disabilities:

Blue Teapot Theatre Company: intellectually disabled professional acting ensemble that trains and performs at the highest level, on the main stages of Ireland's major arts festivals.

Performing Arts School: an accredited provider of arts training with programmes leading to certification in QQI awards specifically for people with mild to moderate intellectual disabilities.

Bright Soul "a€" a longstanding, multi-generational project that encourages arts participation in a fun and stimulating programme to adults with moderate intellectual disabilities, whom would find access to a quality arts experience more difficult and Sparkle - drama classes for teenagers aged 13-17 with intellectual disabilities

January to March 2020 (pre-Covid-19 lockdown).

The New Year started with delivery of training and artistic practise to 44 individuals across 4 programme strands. The theatre ensemble were in rehearsal for Into the Dark Woods, the Performing Arts School were in full delivery of QQI Level 3 modules in Drama, Drawing, Music, Art and Costume Design, Event Participation, Puppetry, as well as Life Skills and Adult Literacy classes. We welcomed a new employee as Performing Arts School Manager and a recruitment drive for new students was launched in February for the (now annual) September intake. Outreach programmes were active, with 7 weeks delivery of Bright Soul evening classes and in March one week of Sparkle (unfortunate timing).

### Artistic Projects

2020's primary focus was production of Crossing The Line Festival, our project for Galway European Capital of Culture 2020 in tandem with a pan European partnership (Crossing The Line) of the same name. In January, the theatre company travelled six people to Malmo, Sweden for a week-long artists' residency as part of Trasna Na Line, the Creative Europe funded small co-operation project involving five of the Crossing The Line network. In early March 2020, representatives from the Trasna Na Line partnership (Sweden, Netherlands, Poland, France & England) came to Galway for 2 days networking and pre-festival production meetings as vital preparation for the four day festival to be held in May.

### Into the Dark Woods

In tandem with the build up towards Crossing The Line Festival, Blue Teapot continued to progress Into the Dark Woods, with the script's final draft delivered in January 2020 ready for the rehearsal room. 'Into the Dark Woods', is the debut play written by Charlene Kelly, a company with an intellectual disability and was set to be a year highlight for the company.

Collaboration with Ireland's National Theatre was eagerly anticipated for mid-summer with the show programmed in The Abbey Theatre's Theatre Programme. 'Into the Dark Woods' was set to perform on The Peacock stage, Dublin in June 2020. So, while the play was being rehearsed and the company in full production for Galway 2020 European Capital of Culture, it ultimately all came to an abrupt halt by mid-March.

### Crossing the Line Festival

In December 2019, Blue Teapot launched their most ambitious project to date - Crossing The Line Festival - a Pan-European Theatre Festival of outstanding work made by European artists with intellectual disabilities as part of Galway 2020 European Capital of Culture from 20th "a€" 23rd May 2020. At the event launch, a programme of theatre, dance, and dissemination events at multi-venues across Galway was released to the public. The festival was not only inclusive, distinct, different; it was undoubtedly European in flavour.

# Blue Teapot Theatre Company DIRECTORS' REPORT

for the financial year ended 31 December 2020

Moomsteatern (Sweden), Compagnie de L'Oiseau-Mouche (France), Theater Babel (Netherlands) Teatr 21 (Poland), Mind The Gap (England) and Hijinx (Wales) were to join Irish artists from Galway & Kilkenny, established and emerging talent. Crossing The Line Festival was also a milestone event of a two year Creative Europe small cooperation grant project Trasna na Line. Unfortunately, the COVID-19 pandemic had begun to take effect across Europe, including Ireland and by mid-March, the Irish Government enforced lockdown, just two months out from the festival opening. At a time of much uncertainty and to the huge disappointment of everyone involved, the decision was made to cancel the Festival. The impacts were great and effected 120+ European Artists & Blue Teapot company personnel \* 11 venues across Galway City \* 32 Events \* 6 European Partners \* 4 knowledge Talks \* 8 Post-Show talks \* Audiences of 4,500 \* 1 Green Field Site \* 1 International Networking Event \* 135 Festival Team Freelancers \* 112 Irish Artists & Arts Workers \* 120 Volunteers \* 32 Festival Ambassadors. The economic benefits to Galway City's tourism, hospitality sectors and suppliers for service were to be considerable.

Throughout 2020, relationships between Blue Teapot and European partners were maintained via online meetings, including artists 'meet-ups' via Zoom, and discussions on how to 'reimagine' the cancelled physical festival. Inevitably, for the time being, while all live performance venues remained shut. During lockdown, we tried to save the outcome of producing the live festival, with a move to May 2021. As this became unfeasible due to the ongoing closures Europe-wide, discussion inevitably turned to the proposal of a Digital Crossing The Line Festival in 2021.

## Galway 2020 Re-Imagined

The world premiere of Into the Dark Woods was originally to be staged on 19 May 2020 at Black Box Theatre, Galway in Crossing The Line Festival.

With the COVID pandemic taking hold across the world, the months of March & June were very much taken over with more immediate, pressing issues for the company. Fortunately, mid-way through 2020, Blue Teapot was given a life-line opportunity to 're-imagine' our Capital of Culture offering by continuing the work in progress of Charlene Kelly's play. In addition, this was to offer the chance to capture digitally a performance, 'the making of' documentary, more ambitious set design and positioning of Blue Teapot nationally and internationally at 25 years through a comprehensive Strategic Plan. In September, Blue Teapot re-opened day services as permitted throughout Level 5 as an essential service. With strict COVID infection control protocols in place, and two designated Covid officers amongst the staff team, we resumed rehearsals and plans for a bigger production, with a larger budget than originally envisaged. Into the Dark Woods remained the only project from Crossing The Line Festival to continue. From September to December, this was the primary artistic focus. All rehearsals were held with social distancing between cast members, everyone with PPE and rehearsals limited only to the cast, Director and theatre technician.

## Performing Arts School (PAS)

In late 2019, we secured a three year lease on a second premises on Munster Avenue as an expansion of physical space essential to programme delivery to a greater number of students. A lot of interior building work was carried out in 2020 to transform the space from a commercial retail unit to a classroom, learning environment for 14 students. With the physical expansion also came the engagement of a dedicated PAS Manager to oversee the strategic growth of the School. Although COVID put a halt to day service in the space, initially, we were able to secure a grant from ESB Energy For Generations to renovate old bathrooms to make them wheelchair accessible and purchase teaching aids such as a DuoTone SmartBoard. Preparation for (legacy providers) re-engagement with QQI in 2022 continued, updating our Quality Assurance governance documents and a dedicated

## 2020 Funders, Fundraising Events & Donors

We work in a marginalized sector, theatre & the arts, a sector badly impacted by the loss of live performances throughout 2020 due to the pandemic. The loss of Crossing The Line Festival alone greatly affected income generation for many artists, producers, technicians and freelancers. The arts sector has been and still is critically effected by the closure of live performances venues, depending on box office income from audiences.

In 2020, Blue Teapot was nominated 'Charity of The Year' by Galway Westend Traders' Association which comprises award winning dining, entertainment and retail establishments, amongst others with national and international prestige. Being the main beneficiary of their fundraising activities in 2020 was to be truly significant coupled with Galway being European Capital of Culture. Due to Covid-19 lockdowns, and uncertainty as to whether some businesses will return, this was an estimated loss of approximately €12k of fundraising income.

Our gratitude goes to all funders & individual donors who enabled our service provision throughout 2020, in particular major funding partners Brothers of Charity Services Ireland (Galway), Ability West and Galway Roscommon Education and Training Board. Arts programming was supported primarily by the Arts Council of Ireland (Arts Award awarded 2019 & 90% grant received in 2020) for Into The Dark Woods and Galway 2020 organisation for overall project funding of our Capital of Culture projects (spanning 4 years).

Supporting arts programme activities in 2020 also: €4,200 from the National Lottery via HSE West Community Healthcare Organisation Area 2. Two departments within Galway City Council supported our artistic practise and day service provision in 2020. The Arts Office contributed €5,000 funding towards theatre project Into the Dark Woods, while the Local Community Development Committee contributed €778 for COVID related expenses & purchases of sanitation equipment for bathrooms and throughout the premise, Galway City Council Covid Emergency Fund also

# Blue Teapot Theatre Company

## DIRECTORS' REPORT

for the financial year ended 31 December 2020  
awarded €1,000 towards Covid related, additional expenses.

Strategic connections & capacity building within County Galway were carried out at the beginning of 2020 (before lockdown) with two funding partners; Galway County Council Arts Office and Galway Rural Development (GRD). GRD partnered with Blue Teapot to deliver Stop Motion workshops (animation film project) in Tuam, Letterfrack and Ballinasloe, contributing €3340 to the programme, while Galway County Arts office awarded research and development funding towards the same groups.

Blue Teapot Fundraisers: the annual Christmas Swim brought in €4,271 raised by company members & associates. Other philanthropic donations raised amounted to €2845 prior to March Covid lockdown.

Net profits raised from the 2017 Gala Fundraiser remains ring-fenced for the 'Blue Brick' campaign. €20,221 rests in a separate deposit account as part of restricted fund for the exclusive purpose of securing or buying a permanent home for Blue Teapot Theatre Company in the future.

### Governance

In 2020, we had reached a core staff team of 7 part-time employees and supported by 2 part-time Community Employment Scheme workers. The Board remained intact from 2019, with the same 6 Directors. Since 2017, the Board's corporate governance has been in compliance of The Governance Code for Community, Voluntary and Charitable Organisations whereby company policies, rules of engagements, sub committees and working practices are formally approved. In 2019, we began the process of working through the newer, mandatory Charities Governance Code for the Charities Regulatory (Ireland). This process was completed in 2020 with the only major change to the existing structure was the dissolving of the fundraising sub-committee. Fundraising is now the on-going concern for the whole Board.

### Covid-19

Mid-March 2020, all programmes were immediately suspended as per the Irish Government ruling to close schools & all public amenities. As well as Crossing The Line Festival production ground to a halt, there was the impact on 17 day-service users, 8 freelance tutors and festival teams. Blue Teapot closed, with 7 employees remote working so business continuity and post pandemic planning could be maintained. Home working infrastructure and provisions had to be implemented with the additional costs of purchasing laptops, keyboards and associated equipment not budgeted for. Throughout the lockdowns, we prioritized contact with service users knowing how essential for overall mental health and wellbeing connectivity to Blue Teapot is. We embraced Zoom technology, which has been useful for keeping our company engaged and on target with artistic and organisational plans including continuation of Performing Arts QQI training. The staff team conducted individual Strategic Plan S.W.O.T analysis exercises as well as the company actors, exploring their artistic objectives and goals with Artistic Director Petal Pilley, all of which was to feed in to the next Strategic Plan (2021).

### Financial Results

The surplus/(deficit) for the financial year after providing for depreciation amounted to €14,882 (2019 - €(10,833)).

At the end of the financial year, the company has assets of €297,994 (2019 - €174,451) and liabilities of €171,638 (2019 - €80,277). The net assets of the company have increased by €32,182.

### Directors and Secretary

The directors who served throughout the financial year were as follows:

Sean Conneally  
Fiona Coffey  
Carol Browne  
Geraldine Lally  
Siobhan Ni Ghadhra  
Dean Kelly (Resigned 12 April 2021)

The secretary who served throughout the financial year was Sean Conneally.

In accordance with the Constitution, one third of the directors are required to retire by rotation. Fiona Coffey and Siobhán Ni Ghadhra resigned at the AGM held on 30th September 2020. Carol Browne proposed they be reinstated, both accepted. Ger Lally seconded.

### Post Balance Sheet Events

There were no significant events between the Balance Sheet date and the date of signing of the financial statements, affecting the company; which require adjustment to or disclosure in the financial statements.

### Auditors

The auditors, MK Brazil, (Chartered Accountants and Statutory Auditors) have indicated their willingness to continue in office in accordance with the provisions of section 383(2) of the Companies Act 2014.

# **Blue Teapot Theatre Company**

## **DIRECTORS' REPORT**

for the financial year ended 31 December 2020

### **Principal Risks and Uncertainties**

Due to the effects of Covid 19 the directors have acknowledged the potential impact on the company and have taken steps to mitigate these effects on the organisation.

The directors have reviewed the Budget for the year 2021 and looked at all of the different sources of income and the potential impact Covid - 19 will have on its companies operations.

Core funding comes from Brothers of Charity Services Ireland - West and this has been committed for the year so the company can confirm its ability to continue on a going concern basis.

Loss of Income due to Covid 19.

Some grant funding opportunities have been cancelled, suspended or postponed. The effect of these funding opportunities being lost have impacted the arts projects.

Fundraising opportunities during the year have been severely impacted. The year 2020, Blue Teapot expected this to be a significant year for fundraising, as a result of involvement in Galway European Capital of Culture and also been nominated as Galway West End Traders 'Charity of the Year'. This potential would have helped to fund future artistic projects.

Bright soul /Sparkle Outreach projects - Membership fees were paid for the 2020 spring terms which had to be deferred, due to Covid-19 government lock-down, and will now be carried into Autumn 2021. This will result in a reduction of Membership income in 2021

### **Statement on Relevant Audit Information**

In accordance with section 330 of the Companies Act 2014, so far as each of the persons who are directors at the time this report is approved are aware, there is no relevant audit information of which the statutory auditors are unaware. The directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and they have established that the statutory auditors are aware of that information.

### **Accounting Records**

To ensure that adequate accounting records are kept in accordance with sections 281 to 285 of the Companies Act 2014, the directors have employed appropriately qualified accounting personnel and have maintained appropriate computerised accounting systems. The accounting records are located at the company's registered office at Munster Avenue, Galway.

Signed on behalf of the board

Sean Conneally

Fiona Coffey

Director

Date: 7<sup>th</sup> July 2021

Date: 7<sup>th</sup> July 2021

# **Blue Teapot Theatre Company**

## **DIRECTORS' RESPONSIBILITIES STATEMENT**

for the financial year ended 31 December 2020

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable Irish law and regulations.

Irish company law requires the directors to prepare financial statements for each financial year. Under the law the directors have elected to prepare the financial statements in accordance with the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", applying Section 1A of that Standard, issued by the Financial Reporting Council. Under company law, the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the assets, liabilities and financial position of the company as at the financial year end date and of the surplus or deficit of the company for the financial year and otherwise comply with the Companies Act 2014.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies for the company financial statements and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether the financial statements have been prepared in accordance with applicable accounting standards, identify those standards, and note the effect and the reasons for any material departure from those standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for ensuring that the company keeps or causes to be kept adequate accounting records which correctly explain and record the transactions of the company, enable at any time the assets, liabilities, financial position and surplus or deficit of the company to be determined with reasonable accuracy, enable them to ensure that the financial statements and Directors' Report comply with the Companies Act 2014 and enable the financial statements to be readily and properly audited. 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 so far as the directors are aware:

- there is no relevant audit information (information needed by the company's auditor in connection with preparing the auditor's report) of which the company's auditor is unaware, and
- the directors have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the company's auditor is aware of that information.

**Signed on behalf of the board**

**Sean Conneally**

**Director**

**Date: 7<sup>th</sup> July 2021**

**Fiona Coffey**

**Date: 7<sup>th</sup> July 2021**



# **INDEPENDENT AUDITOR'S REPORT**

## **to the Members of Blue Teapot Theatre Company**

### **Report on the audit of the financial statements**

#### **Opinion**

We have audited the financial statements of Blue Teapot Theatre Company ('the company') for the financial year ended 31 December 2020 which comprise the Income and Expenditure Account, the Balance Sheet, the Reconciliation of Members' Funds and notes to the financial statements, including the summary of significant accounting policies set out in note 2. The financial reporting framework that has been applied in their preparation is Irish Law and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", issued in the United Kingdom by the Financial Reporting Council, applying Section 1A of that Standard.

In our opinion the financial statements:

- give a true and fair view of the assets, liabilities and financial position of the company as at 31 December 2020 and of its surplus for the financial year then ended;
- have been properly prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", applying Section 1A of that Standard; and
- have been properly prepared in accordance with the requirements of the Companies Act 2014.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (Ireland) (ISAs (Ireland)) and applicable law. Our responsibilities under those standards are described below in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of financial statements in Ireland, including the Ethical Standard for Auditors (Ireland) issued by the Irish Auditing and Accounting Supervisory Authority (IAASA), and the Provisions Available for Audits of Small Entities, in the circumstances set out in note 4 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from the date when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The directors are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

#### **Opinions on other matters prescribed by the Companies Act 2014**

In our opinion, based solely on the work undertaken in the course of the audit, we report that:

- the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report has been prepared in accordance with the Companies Act 2014.

We have obtained all the information and explanations which, to the best of our knowledge and belief, are necessary for the purposes of our audit.

In our opinion the accounting records of the company were sufficient to permit the financial statements to be readily and properly audited. In our opinion the financial statements are in agreement with the accounting records.

# **INDEPENDENT AUDITOR'S REPORT**

## **to the Members of Blue Teapot Theatre Company**

### **Matters on which we are required to report by exception**

Based on the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified any material misstatements in the Directors' Report. The Companies Act 2014 requires us to report to you if, in our opinion, the disclosures of directors' remuneration and transactions required by sections 305 to 312 of the Act, which relate to disclosures of directors' remuneration and transactions are not complied with by the company. We have nothing to report in this regard.

### **Respective responsibilities**

#### **Responsibilities of directors for the financial statements**

As explained more fully in the Directors' Responsibilities Statement, the directors are responsible for the preparation of the financial statements in accordance with the applicable financial reporting framework that give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, if applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the company or to cease operation, or has no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (Ireland) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is contained in the appendix to this report, located at page 11, which is to be read as an integral part of our report.

#### **The purpose of our audit work and to whom we owe our responsibilities**

Our report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume any responsibility to anyone other than the company and the company's members, as a body, for our audit work, for this report, or for the opinions we have formed.



**John Foley FCA,**  
for and on behalf of  
**MK BRAZIL**

Chartered Accountants and Statutory Auditors  
O'Connell Court,  
64 O'Connell Street,  
Waterford.

Date: 16<sup>th</sup> July 2021

## **Blue Teapot Theatre Company**

# **APPENDIX TO THE INDEPENDENT AUDITOR'S REPORT**

### **Further information regarding the scope of our responsibilities as auditor**

As part of an audit in accordance with ISAs (Ireland), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditor's Report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditor's Report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Blue Teapot Theatre Company**  
**INCOME AND EXPENDITURE ACCOUNT**  
for the financial year ended 31 December 2020

|   | Notes     | 2020<br>€        | 2019<br>€        |
|---|-----------|------------------|------------------|
| <b>Income</b>                                   |           | <b>421,497</b>   | <b>286,730</b>   |
| <b>Expenditure</b>                              |           | <b>(406,616)</b> | <b>(297,564)</b> |
| <b>Surplus/(deficit) before interest</b>        |           | <b>14,881</b>    | <b>(10,834)</b>  |
| Interest receivable and similar income          |           | 1                | 1                |
| <b>Surplus/(deficit) for the financial year</b> | <b>12</b> | <b>14,882</b>    | <b>(10,833)</b>  |
| <b>Total comprehensive income</b>               |           | <b>14,882</b>    | <b>(10,833)</b>  |

# Blue Teapot Theatre Company

## BALANCE SHEET

as at 31 December 2020

|   | Notes | 2020<br>€ | 2019<br>€ |
|---|-------|-----------|-----------|
| <b>Fixed Assets</b>                                   |       |           |           |
| Tangible assets                                       | 7     | 3,763     | 1,219     |
| <b>Current Assets</b>                                 |       |           |           |
| Debtors   | 8     | 7,978     | 14,830    |
| Cash and cash equivalents                             |       | 286,253   | 158,402   |
|   |       | 294,231   | 173,232   |
| <b>Creditors: Amounts falling due within one year</b> | 9     | (168,780) | (80,277)  |
| <b>Net Current Assets</b>                             |       | 125,451   | 92,955    |
| <b>Total Assets less Current Liabilities</b>          |       | 129,214   | 94,174    |
| Amounts falling due after more than one year          | 10    | (2,858)   | -         |
| <b>Net Assets</b>                                     |       | 126,356   | 94,174    |
| <b>Reserves</b>                                       |       |           |           |
| Capital reserves and funds                            | 12    | 74,600    | 57,300    |
| Income and expenditure account                        |       | 51,756    | 36,874    |
| <b>Members' Funds</b>                                 |       | 126,356   | 94,174    |

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", applying Section 1A of that Standard.

Approved by the board on 7<sup>th</sup> July 2021 and signed on its behalf by:

Sean Conneally

Fiona Coffey

**Blue Teapot Theatre Company**  
**RECONCILIATION OF MEMBERS' FUNDS**  
as at 31 December 2020

|                                      | Retained<br>surplus<br>€ | Restricted<br>Buildings<br>Funds<br>€ | Restricted<br>Performing<br>Arts Funds<br>€ | Total<br>€     |
|--------------------------------------|--------------------------|---------------------------------------|---|----------------|
| <b>At 1 January 2019</b>             | 47,707                   | 20,221                                | -   | 67,928         |
| Deficit for the financial year       | (10,833)                 | -                                     | -   | (10,833)       |
| Other movements in<br>Members' Funds | -                        | -                                     | 37,079                                      | 37,079         |
| <b>At 31 December 2019</b>           | 36,874                   | 20,221                                | 37,079                                      | 94,174         |
| Surplus for the financial year       | 14,882                   | -                                     | -   | 14,882         |
| Other movements in<br>Members' Funds | -                        | -                                     | 17,300                                      | 17,300         |
| <b>At 31 December 2020</b>           | <b>51,756</b>            | <b>20,221</b>                         | <b>54,379</b>                               | <b>126,356</b> |

# Blue Teapot Theatre Company

## NOTES TO THE FINANCIAL STATEMENTS

for the financial year ended 31 December 2020

### 1. GENERAL INFORMATION

Blue Teapot Theatre Company is a company limited by guarantee incorporated in the Republic of Ireland. Munster Avenue, Galway is the registered office of the company which is also the principal place of business of the company. The nature of the company's operations and its principal activities are set out in the Directors' Report. The financial statements have been presented in Euro (€) which is also the functional currency of the company.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the company's financial statements.

#### Statement of compliance

The financial statements of the company for the year ended 31 December 2020 have been prepared in accordance with the provisions of FRS 102 Section 1A (Small Entities) and the Companies Act 2014.

#### Basis of preparation

The financial statements have been prepared on the going concern basis and in accordance with the historical cost convention except for certain properties and financial instruments that are measured at revalued amounts or fair values, as explained in the accounting policies below. Historical cost is generally based on the fair value of the consideration given in exchange for assets. The financial reporting framework that has been applied in their preparation is the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" Section 1A, issued by the Financial Reporting Council.

The company qualifies as a small company as defined by section 280A of the Companies Act 2014 in respect of the financial year, and has applied the rules of the 'Small Companies Regime' in accordance with section 280C of the Companies Act 2014 and Section 1A of FRS 102.

#### Income

Income from operating activities in furtherance of the company's objectives comprises of fundraising, donations, grants, box office received and grants received from Brothers of Charity Services Ireland - Galway Region.

#### Related parties

For the purposes of these financial statements a party is considered to be related to the company if:

- the party has the ability, directly or indirectly, through one or more intermediaries to control the company or exercise significant influence over the company in making financial and operating policy decisions or has joint control over the company;
- the company and the party are subject to common control;
- the party is an associate of the company or forms part of a joint venture with the company;
- the party is a member of key management personnel of the company or the company's parent, or a close family member of such as an individual, or is an entity under the control, joint control or significant influence of such individuals;
- the party is a close family member of a party referred to above or is an entity under the control or significant influence of such individuals; or
- the party is a post-employment benefit plan which is for the benefit of employees of the company or of any entity that is a related party of the company.

Close family members of an individual are those family members who may be expected to influence, or be influenced by, that individual in their dealings with the company.

#### Trade and other creditors

Creditors and accruals are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

# Blue Teapot Theatre Company

## NOTES TO THE FINANCIAL STATEMENTS

continued

for the financial year ended 31 December 2020

### Reserves policy

The reasons why BTTC needs reserves:

- In the event of having to make redundancy payments to BTTC staff
- Shortfall in expected annual income
- 3 months running costs for BTTC
- Breakdown of BTTC agent agreement with Brothers of Charity
- Funding for long term aim of the company of the purchase of its own permanent home
- Landlord does not renew rental agreement
- Replace assets in company

- The Board will take steps to increase the reserves each year in line with requirements.

-The Board will monitor and review the policy on an annual basis through the Finance Sub Committee.

### Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or at valuation, less accumulated depreciation. The charge to depreciation is calculated to write off the original cost or valuation of tangible fixed assets, less their estimated residual value, over their expected useful lives as follows:

Fixtures, fittings and equipment - 33.33% Straight Line

The company's policy is to review the remaining useful economic lives and residual values of property, plant and equipment on an on-going basis and to adjust the depreciation charge to reflect the remaining estimated useful economic life and residual value.

Fully depreciated property, plant & equipment are retained in the cost of property, plant & equipment and related accumulated depreciation until they are removed from service. In the case of disposals, assets and related depreciation are removed from the financial statements and the net amount, less proceeds from disposal, is charged or credited to the income and expenditure account.

### Trade and other debtors

Trade and other debtors are recognised initially at transaction price (including transaction costs) unless a financing arrangement exists in which case they are measured at the present value of future receipts discounted at a market rate. Subsequently these are measured at amortised cost less any provision for impairment. A provision for impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate. All movements in the level of the provision required are recognised in the income and expenditure account.

### Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the Balance Sheet bank overdrafts are shown within Creditors.

### Employee benefits

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund.

### Taxation

No charge to current taxation arises as the charity has been granted charity status under Section 207 and 208 of the Taxes Consolidation Act 1997, Charity No CHY 18643.

### Government grants

Capital grants received and receivable are treated as deferred income and amortised to the Income and Expenditure Account annually over the useful economic life of the asset to which it relates. Revenue grants are credited to the Income and Expenditure Account when received.



**Blue Teapot Theatre Company**  
**NOTES TO THE FINANCIAL STATEMENTS**

continued

for the financial year ended 31 December 2020

**Foreign currencies**

The accounts are expressed in Euro (€).

Monetary assets and liabilities denominated in foreign currencies are translated at the rates of exchange ruling at the Balance Sheet date. Non-monetary items that are measured in terms of historical cost in a foreign currency are translated at the rates of exchange ruling at the date of the transaction. Non-monetary items that are measured at fair value in a foreign currency are translated using the exchange rates at the date when the fair value was determined. The resulting exchange differences are dealt with in the Income and Expenditure Account.

**3. GOING CONCERN**

The company is economically dependent on the Brothers of Charity Services Ireland - Galway Region for funding. This funding will be continued for the coming year and accordingly the financial statements have been prepared on a going concern basis.

**4. PROVISIONS AVAILABLE FOR AUDITS OF SMALL ENTITIES**

In common with many other businesses of our size and nature, we use our auditors to prepare and submit tax returns to the Revenue and to assist with the preparation of the financial statements.

|  |                |              |
|--|----------------|--------------|
| <b>5. OPERATING SURPLUS/(DEFICIT)</b>                                    | <b>2020</b>    | <b>2019</b>  |
|  | €              | €            |
| <b>Operating surplus/(deficit) is stated after charging/(crediting):</b> |                |              |
| Depreciation of tangible fixed assets                                    | 2,800          | 1,596        |
| Amortisation of Government grants  | (1,429)        | (460)        |
|  | <u>2,800</u>   | <u>1,596</u> |
|  | <u>(1,429)</u> | <u>(460)</u> |

**6. EMPLOYEES**

The average monthly number of employees, including directors, during the financial year was 6, (2019 - 4).

In addition there is a person on secondment from Brothers of Charity Services Ireland West.

**7. TANGIBLE FIXED ASSETS**

|                               | Fixtures,<br>fittings and<br>equipment<br>€ | Total<br>€   |
|-------------------------------|---|--------------|
| <b>Cost or Valuation</b>      |   |              |
| At 1 January 2020             | 4,435                                       | 4,435        |
| Additions                     | 5,344                                       | 5,344        |
|                               | <u>9,779</u>                                | <u>9,779</u> |
| <b>At 31 December 2020</b>    |   |              |
| <b>Depreciation</b>           |   |              |
| At 1 January 2020             | 3,216                                       | 3,216        |
| Charge for the financial year | 2,800                                       | 2,800        |
|                               | <u>6,016</u>                                | <u>6,016</u> |
| <b>At 31 December 2020</b>    |   |              |
| <b>Net book value</b>         |   |              |
| At 31 December 2020           | <u>3,763</u>                                | <u>3,763</u> |
| At 31 December 2019           | <u>1,219</u>                                | <u>1,219</u> |

|                   |              |               |
|-------------------|--------------|---------------|
| <b>8. DEBTORS</b> | <b>2020</b>  | <b>2019</b>   |
|                   | €            | €             |
| Other debtors     | 607          | 12,747        |
| Prepayments       | 7,371        | 2,083         |
|                   | <u>7,978</u> | <u>14,830</u> |

**Blue Teapot Theatre Company**  
**NOTES TO THE FINANCIAL STATEMENTS**  
for the financial year ended 31 December 2020

continued

|  |                |               |
|--|----------------|---------------|
| <b>9. CREDITORS</b>                        | <b>2020</b>    | <b>2019</b>   |
| <b>Amounts falling due within one year</b> | <b>€</b>       | <b>€</b>      |
| Amounts owed to credit institutions        |                |               |
| Bank overdrafts                            | 944            | 3,606         |
| Trade creditors                            | 2,922          | 31            |
| Taxation                                   | 9,774          | 7,492         |
| Other creditors                            | 1,637          | 1,180         |
| Accruals                                   | 4,711          | 4,562         |
| Deferred Income                            | 148,792        | 63,406        |
|  | <u>168,780</u> | <u>80,277</u> |

|   |              |             |
|---|--------------|-------------|
| <b>10. CREDITORS</b>                                | <b>2020</b>  | <b>2019</b> |
| <b>Amounts falling due after more than one year</b> | <b>€</b>     | <b>€</b>    |
| Government grants                                   | 2,858        | -           |
|   | <u>2,858</u> | <u>-</u>    |

**11. STATUS**

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

Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up while they are members, or within one year thereafter, for the payment of the debts and liabilities of the company contracted before they ceased to be members, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributors among themselves, such amount as may be required, not exceeding €1.

**12. RESERVES**

**Restricted Buildings Funds**

The Company held a charity fundraiser on 31st March 2017. The net funds raised after expenditure incurred was €20,221 as at 31st December 2020. This money is now held in a designated deposit account and is included in "Cash and Cash Equivalents" on the balance sheet. The purpose of the fundraising is to fund a new permanent base for the company's headquarters.

**Restricted Performing Arts Funds**

The Restricted Fund relates to income received to support the continued development and prosperity of the Performing Arts School. The Performance Arts School received total funding of €135,721 during the year and incurred costs totalling €158,421. This left an operational deficit of €22,700 for the 2020 year which was funded by the Trust. The opening position of the fund was €37,079. Funding of €40,000 was received during the year and costs of €22,700 incurred. The balance remaining in the fund at 31 December 2020 is €54,379.

Total Capital Reserves at the 31st December 2020 were €74,600.

**13. CAPITAL COMMITMENTS**

There were no capital commitments at the year ended 31 December 2020.

**Blue Teapot Theatre Company**  
**NOTES TO THE FINANCIAL STATEMENTS**

continued

for the financial year ended 31 December 2020

**14. RELATED PARTY TRANSACTIONS**

The Brothers of Charity Services Ireland - West established the Blue Teapot Theatre Company to benefit the community and advance education in the arts in the county of Galway as defined in the Arts Acts 1951, 1973 and 2003 through the development and operation of a Theatre Company to promote inclusion, personal and social development of individuals with learning disabilities.

Three employees of the Brothers of Charity Services Ireland - West are currently members of the Blue Teapot Theatre Company whose members currently total eight people. Two of these employees are directors of the Blue Teapot Theatre Company whose directors currently total six directors. One of these employees is company secretary to the Blue Teapot Theatre Company. Another Brother of Charity Services Ireland - West employee acts as the de-facto chief executive of the Blue Teapot Theatre Company.

**15. POST-BALANCE SHEET EVENTS**

Other than as described in the Principal Risks and Uncertainties in the Directors' report in relation to COVID-19, there were no significant events between the Balance Sheet date and the date of signing of the financial statements, affecting the company, which require adjustment to or disclosure in the financial statements.

**16. DIRECTORS INTERESTS AND TRANSACTIONS**

None of the directors had a beneficial interest in any material contract to which the company was a party to during the year.

The directors act in a voluntary capacity. No remuneration is given for their services on that basis.

**17. APPROVAL OF FINANCIAL STATEMENTS**

The financial statements were approved and authorised for issue by the board of directors on 7<sup>th</sup> July 2021.

**BLUE TEAPOT THEATRE COMPANY**

**SUPPLEMENTARY INFORMATION**

**RELATING TO THE FINANCIAL STATEMENTS**

**FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2020**

**NOT COVERED BY THE REPORT OF THE AUDITORS**

**THE FOLLOWING PAGES DO NOT FORM PART OF THE AUDITED FINANCIAL STATEMENTS**

**Blue Teapot Theatre Company**  
**SUPPLEMENTARY INFORMATION RELATING TO THE FINANCIAL STATEMENTS**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
for the financial year ended 31 December 2020

|  | 2020<br>€      | 2019<br>€       |
|--|----------------|-----------------|
| <b>Income</b>                            |                |                 |
| Theatre rental income                    | 80             | 300             |
| Brothers of Charity Services Galway      | 254,620        | 174,986         |
| Galway City Council                      | 2,990          | 7,500           |
| Galway County Council                    | 3,000          | 3,500           |
| Lotto Funding                            | -              | 4,200           |
| Fundraising                              | 7,375          | 5,850           |
| Bright Soul Membership                   | 640            | 1,698           |
| Membership Fees                          | 324            | 1,474           |
| Galway ECC 2020                          | 72,100         | 47,103          |
| BTEI Grant                               | 27,500         | 22,500          |
| Arts Council Grant                       | 6,971          | -               |
| Other Grants                             | 44,468         | 17,159          |
| Amortisation of government grants        | 1,429          | 460             |
|  | <u>421,497</u> | <u>286,730</u>  |
| <b>Expenditure</b>                       |                |                 |
| Wages and salaries                       | 167,701        | 112,843         |
| Social welfare costs                     | 17,856         | 12,001          |
| Staff defined contribution pension costs | 9,294          | 7,556           |
| Rent payable                             | 45,400         | 22,483          |
| Insurance                                | 1,252          | 1,356           |
| Repairs and maintenance                  | 24,556         | 13,803          |
| Artistic programme costs                 | 68,127         | 52,383          |
| Programme delivery costs                 | 34,325         | 34,161          |
| Printing, postage and stationery         | 6,010          | 3,854           |
| Marketing and public relations           | 5,515          | 4,245           |
| Telephone                                | 2,729          | 2,221           |
| Computer costs                           | 1,844          | 757             |
| Staff expenses                           | 3,828          | 9,363           |
| Consultancy fees                         | 308            | 3,274           |
| Bookkeeping                              | 10,264         | 10,590          |
| Bank charges                             | 529            | 615             |
| General expenses                         | 2,080          | 2,071           |
| Service user transport                   | 805            | 1,055           |
| Auditor's remuneration                   | 1,393          | 1,337           |
| Depreciation                             | 2,800          | 1,596           |
|  | <u>406,616</u> | <u>297,564</u>  |
| <b>Miscellaneous income</b>              |                |                 |
| Bank interest                            | 1              | 1               |
|  | <u>1</u>       | <u>1</u>        |
| <b>Net surplus/(deficit)</b>             | <u>14,882</u>  | <u>(10,833)</u> |