

Company Number: 471758

**Blue Teapot Theatre Company**  
**Annual Report and Financial Statements**  
**for the financial year ended 31 December 2023**

# 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>Gerardine Lally<br>Mary Seale O'Flaherty<br>James C Harrold<br>Eilish O' Sullivan (Appointed 15 November 2023)<br>Anthony Casey |
| <b>Company Secretary</b> | Sean Conneally  |
| <b>Company Number</b>    | 471758  |
| <b>Charity Number</b>    | CHY18643/ CRN20071912   |
| <b>Registered Office</b> | Blue Teapot Theatre<br>Munster Avenue<br>Galway.  |
| <b>Business Address</b>  | Blue Teapot Theatre<br>Munster Avenue,<br>Galway.<br>Ireland  |
| <b>Auditors</b>          | MK Brazil<br>Chartered Accountants and Statutory Audit Firm<br>Unit 1A,<br>Cleaboy Business Park,<br>Waterford.   |
| <b>Bankers</b>           | Allied Irish Banks, p.l.c.,<br>72/74 The Quay,<br>Waterford.  |
| <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 2023

The directors present their report and the audited financial statements for the financial year ended 31 December 2023.

### 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 The Charities Regulator CRN 20071912.

The main objective for which the company is established is to benefit and advance education and participation in the arts in the county of Galway as defined in the Arts Acts 1951, 1973 and 2003. We do this through the operation of a Theatre Company and performing arts education to promote inclusion, social development and the artistic expression of people with intellectual disabilities.

### INTRODUCTION.

We are theatre game changers - a bold, diverse theatre company working to radically transform theatre practices by telling stories through the lens of intellectual disability (ID). Founded in 1996, Blue Teapot has evolved from a community arts project within the Brothers of Charity Services Galway to become an award winning, independent theatre company that supports an increasingly rich and diverse practice.

We have a strongly held ethos that people with ID, with the right supports, can make art on a par with other artists and we are committed to ensuring that the contribution ID artists make to Ireland's cultural life is recognised, valued and understood.

In 2023, our organisation benefitted 51 ID artists at varying stages of careers or interests – professional actors, performing arts students and community theatre participants - in achieving their individual potential through theatre, arts education and providing a guiding model for accessibility in the arts.

**THEATRE COMPANY:** An ensemble of 10 actors who train weekly and regularly rehearse for performances, inspired by the practices of a diverse range of contemporary artists from Ireland and internationally. We commit to working with the best professional collaborators and by performing in mainstream arts venues.

As an inclusive company, we sometimes cast non-disabled artists in our theatre productions, such as in previous shows *Into The Dark Woods* (2022), *Dancing At Lughnasa* (2016) and *Sanctuary* (2012). Casting (non-disabled) guest artists has proven mutually beneficially, with significant excitement, creative innovation and respect on both sides.

**PERFORMING ARTS SCHOOL** (three-year programme) provides a platform for accredited arts training, leading to QQI awards. The ethos is to give learners quality arts experience of equal importance to that of required learning outcomes. Tutors are subject matter experts – theatre directors, actors, visual artists, musicians and designers – along with specialists in advocacy and life skills. This programme is a framework for emerging talent and pathway to continued engagement in the arts post-graduation.

**COMMUNITY THEATRE PROGRAMME:** Two projects that cater for adults or youth who are curious about performance and participation in creative, drama workshops. Both projects deliver for approximately 8-10 weeks per spring & autumn terms. **BRIGHT SOUL** is a longstanding arts participation project for adults. Today it places an emphasis on fun while practising performance skills. **SPARKLE** is an artistically led engagement for teenagers under 18 years. Both programmes can be a pathway into the more formal training environment of the Performing Arts School.

While there was no public theatre productions in 2023, the year still produced many creative opportunities and exciting developments for the beneficiaries of our work.

### FIRST ENCOUNTER WITH THEATRE LOVETT

**SEPTEMBER.** A hugely exciting collaboration began in September working with one of Ireland's most critically acclaimed theatre companies - Theatre Lovett. The aim of this initial week was to facilitate an artistic encounter between Theatre Lovett's Artistic Directors and Blue Teapot's ensemble. While it is not always guaranteed that artistic chemistry will occur, happily it did this time.

The result being that Theatre Lovett returned to Blue Teapot within a month bringing a project they had in development *Echo & Narcissus* along with additional creative collaborators including writer Nico Brown and

# Blue Teapot Theatre Company

## DIRECTORS' REPORT

for the financial year ended 31 December 2023  
choreographer Kevin Coquillard.

### DOCUMENTARY PREMIERE

OCTOBER: We premiered our documentary *Enquire Within* at Station House Theatre as part of Clifden Arts Festival 2023. Directed by award winning film maker Fionn Rogers, the documentary was the culmination of a grassroots, inclusive filmmaking project that took place in Clifden (October 2022), supported by Galway County Council Arts Office. *Enquire Within* is the lasting legacy of the work, which involved artists with disabilities from Ability West's Criosd Linn day service and members of Clifden's general community in front of and behind the camera. The film is a critical examination of issues facing young people and people with disabilities in accessing employment in the Clifden locale.

### MACNAS HALLOWEEN PARADE

OCTOBER: Members of the actors and staff team participated in the annual Macnas street parade *Cnámha La Loba*. During October, the actors attended weekly rehearsals before joining 100 performers, dancers, large scale puppets and live musicians for the first street parade in four years (since the global pandemic). The main artistic benefits being for the actors that they experience a different type of live performance –a moving spectacle through the streets of Galway, to tens of thousands of spectators.

### NATIONAL SEARCH FOR NEW TALENT

AUTUMN: A national recruitment campaign was launched, casting the net wide across Ireland in the search for new talent to join our professional theatre ensemble. In November and December, we interviewed, extensively auditioned and appointed three new actors to the company, one starting in 2024, with another two actors joining in 2025/2026. The new actors bring in additional income through day service funding, increasing the artistic programming budgets. The successful candidates will soon join our vibrant, experienced cohort of actors to develop and perform theatre on Ireland's main stages and beyond. This positive development is part of an overall expansion, aligned to the company's Strategic Arts Plan (2023-2027).

### PERFORMING ARTS SCHOOL

The Performing Arts School enrolls new students every academic year with selection for places through interview and audition in first quarter. Intake numbers remain small to ensure each individual gets a high quality learning experience. In September we welcomed five new students, while a graduation ceremony was held in November at Mick Lally Theatre, Galway for outgoing students having gained 100% pass in all QQI Levels 2 & 3 modules.

### QQI Re-Engagement

Following successful meetings with QQI's appointed independent panel (December 2022), we were officially notified in February 2023 that we formally re-engaged back with QQI as a provider of quality assured programmes. Prior to this, we were labelled as a legacy provider (previously as part of FETAC) on the National Frameworks of Qualifications. The rigorous process by Quality and Qualifications Ireland recognises the high quality work in developing, enhancing and implementing quality assurance processes. All institutional and independent providers of QQI programmes, regardless of size, must achieve this benchmark. We met that threshold at first time of re-engagement and we are grateful to QQI for this recognition after a long process, along with our Programme Board, external QA consultant, tutors, staff and learners.

### Peter Pan

JULY: The Performing Arts School students (2nd & 3rd years) gained stage experience with their performances of *Peter Pan*, adapted and directed by Rod Goodall. Rehearsing over many weeks, the cast of 10 were supported by a 14 strong production team and showcased to an invited audience.

### Principal Risks and Uncertainties

The company's activities are funded principally through grants from a number of public bodies that support this work. This includes Brothers of Charity Services Ireland - West Region, Ability West and Galway Roscommon Education Training Board. Services Level agreements are signed with these three bodies. The Directors are satisfied with the continuity of funding from these sources and augmented by additional fundraising ventures. The Principal Agent Agreement between Brothers of Charity Services Ireland - West Region (Principal) and Blue Teapot (Agent) states that the company adopts best practices, policies and procedures as outlined in the agreement such as policies on fundraising. The directors have adopted the Charities Governance Code.

### Financial Results

The surplus for the financial year after providing for depreciation amounted to €33,867 (2022 - €30,532).

# Blue Teapot Theatre Company

## DIRECTORS' REPORT

for the financial year ended 31 December 2023

At the end of the financial year, the company has assets of €999,590 (2022 - €895,818) and liabilities of €801,320 (2022 - €738,840). The net assets of the company have increased by €41,292.

### STRATEGIC ARTS PLAN 2023-2027

Owning The Space is our first Strategic Arts Plan and sets out the vision for the next five years. The plan is built on three key priorities of Production, Progression and Provision and is a response to the positive development of disability arts in Ireland over the last 20 years. Owning The Space purposely aligns with the Government of Ireland Culture 2025 policy and the Arts Council's 10-year strategy Making Great Art Work. It informs the development and delivery of artistic programmes and shapes Blue Teapot's role as influencers in the longer-term for disability arts across Ireland.

To consolidate this growth and sustainability, we had already identified the need to strengthening the management structure, essential to the multi-sectoral needs of the company.

### GOVERNANCE

The Board have completed the mandatory Charities Governance Code for the Charities Regulator (Ireland) with the only change to the existing structure being the dissolving of the fundraising sub-committee in 2019. Fundraising is the on-going concern for the whole Board.

From January to June, the number of employees remained at six part-time employees, with the Director of Services employee seconded from Brothers of Charity Services Ireland- West Region. In July, the staff team increased to seven with the recruitment of a new post holder (see below). Three part-time Community Employment Scheme workers support the team and project based volunteers.

### NEW APPOINTMENT OF EXECUTIVE DIRECTOR.

The recruitment of the new position of Executive Director happened throughout the first six months of 2023, eventually leading to the appointment of Jane Parsons. Since starting in July 2023, Jane has been supporting the Board and staff team by reviewing ways of implementing goals set out in the Strategic Arts Plan, driving developments within the theatre building, creating new and updating policies as well as identifying new revenue streams through funding and sponsorship opportunities.

### FUNDERS, FUNDRAISING EVENTS & DONORS

Our gratitude goes to all funders & individual donors who enabled our service provision throughout 2023, in particular major funding partners Brothers of Charity Services Ireland – West Region, Galway Roscommon Education and Training Board, Ability West and a philanthropic Trust. Arts funding was supported by The Arts Council of Ireland, Galway City & County Councils and The Ireland Funds.

Three departments within Galway City Council supported artistic practise & capacity building. The Arts Office contributed €5,000 towards First Encounter with Theatre Lovett, Creative Ireland awarded €3,570 for Community Theatre Programmes - Bright Soul and Sparkle, while Local Community Development Committee contributed €2,169 for environmental upgrades to lighting.

In addition, Galway City Council awarded a Councillors' grant of €26,000, ring-fenced for remedial works in Blue Teapot Theatre, the building we purchased in 2022. An initial payment of 13K was received in 2023, with €13K balance to follow once initial refurbishments are completed in early 2024.

Galway County Council funded the premiere screening of Enquire Within at Clifden Arts Week, awarding €1,200 towards attendance and artist fees.

Blue Teapot's annual Christmas Swim fundraiser raised €4,608 by company members & associates. Separate to this, an external fundraiser –ColdVember Challenge - was organised by family connections of a Blue Teapot artist. While the funds were raised in November 2022, the proceeds were granted in February 2023 as the campaign was ran through the online GoFundMe portal.

The American Ireland Funds awarded €20,000 towards building upgrades in our theatre premises, primarily a new media room and improvements to Parkhead, home of the Performing Arts School. The Ireland Funds' Heart of The Community Fund also awarded €10,000 for programme delivery (non-QQI activities) and associated learning and equipment purchases.

### POBAL WORKABILITY

DECEMBER: Blue Teapot was approved for funding of Pobal's Workability Inclusive Pathways to Employment Programme. Total award to Blue Teapot over the five-year life span of the programme is €397,863, with project start in January 2024.

Workability provides funding support to organisations that assist and improve employment outcomes for people with disabilities. The grant provides for progressive pathways into employment (including self-employment) through education, training, skills development and in work supports for participants based on their needs, abilities and potential.

The targets outlined by the Workability programme, also align with the progression goals in Blue Teapot's Strategic Arts Plan. In first quarter 2024, we will recruit three new project roles, a dedicated Workability Project Manager,

# Blue Teapot Theatre Company

## DIRECTORS' REPORT

for the financial year ended 31 December 2023

Ensemble Workability Coach and Performing Arts School Workability Coach.

### ROTATION OF OFFICERS and NEW DIRECTOR APPOINTED

At the AGM held Wednesday 5th July 2023, attended by Board, registered members and staff, Sean Connolly and Gerardine Lally resigned. Anthony Casey proposed they are reinstated, Fiona Coffey seconded. Both Directors accepted. In November, Directors voted to appoint Human Resources specialist, Eilish O'Sullivan, increasing the Board from six to seven.

### RESERVES POLICY

Blue Teapot Theatre Company's Reserve Policy is designed to maintain financial stability, as a charity to meet our commitments, continue to undertake work and deliver services, even when unexpected events or costs arise.

The policy supports improvements to financial sustainability within the Strategic Arts Plan 2023-2027 and is guided by Principle 4: Exercising Control of the Charities Governance Code.

The Board has set the Reserves Policy at a level that ensures that core activities can continue during a period of unforeseen difficulty. A proportion of reserves are maintained in a readily realisable form.

#### Current Reserves Policy Statement

The calculation of the required level of reserves is an integral part of financial planning, budget and forecast cycle.

This forecasting takes into account:

- Risks associated with each stream of income and expenditure being different from that budgeted.
- Planned activity level.
- Organisation's commitments.

#### Risk Assessment

The Reserves Policy has identified the following specific risk factors when calculating the target reserve amount:

- Breakdown of Principal Agent Agreement with Brothers of Charity Services Ireland – West Region.
- Additional care/support required for artists with intellectual disabilities when working off site or on tour
- Cover Insurance excess amounts.
- Increased liability due to building ownership.
- Risk of changes in rental agreement for Performing Arts School premises.
- Funding for capital investment.
- Replacing assets in company.
- In the event of having to make redundancy payments to employees.

At 31st December 2022, the current reserves were €156,977.30, of which €96,415 were non-cash reserves due to purchase of Blue Teapot building.

In order to increase the reserves to the required levels outlined above, the Board are committed to increase the company's reserves by 5 % per year.

For 2023, the Board agreed that the most appropriate level of reserves should be €164,826 (5% increase from 2022 reserves).

The Board of Directors have deferred €44,000 of income at 31 December 2023. This income was earmarked for appointment of the Executive Director as well as essential remedial build works in the newly purchased building. As the Executive Director has now been appointed and the build works started in 2024, the deferred income will be released in 2024.

### Directors and Secretary

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

Sean Conneally  
Fiona Coffey  
Gerardine Lally  
Mary Seale O'Flaherty  
James C Harrold  
Eilish O' Sullivan (Appointed 15 November 2023)  
Anthony Casey

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. Mary Seale O' Flaherty and James C Harrod retire by rotation and, being eligible, offer themselves for re-election.

# Blue Teapot Theatre Company DIRECTORS' REPORT

for the financial year ended 31 December 2023

## 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 Audit Firm) have indicated their willingness to continue in office in accordance with the provisions of section 383(2) of the Companies Act 2014.

## 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.

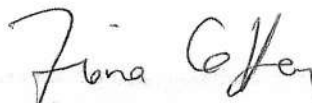
## Accounting Records

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 Blue Teapot Theatre, Munster Avenue, Galway.

Signed on behalf of the board

  
Sean Conneally  
Director

12 June 2024

  
Fiona Coffey  
Director

12 June 2024



# Blue Teapot Theatre Company DIRECTORS' RESPONSIBILITIES STATEMENT

for the financial year ended 31 December 2023

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.

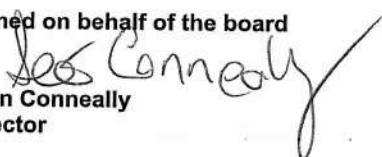
The directors are responsible for ensuring that the company keeps or causes to be kept adequate accounting records which correctly explain and record the transactions of the company, enable at any time the assets, liabilities, financial position and surplus or deficit of the company to be determined 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.

#### Disclosure of Information to Auditor


Each persons who are directors at the date of approval of this report confirms that:

- 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

12 June 2024

  
Fiona Coffey  
Director

12 June 2024

# **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 2023 which comprise the Income and Expenditure Account, the Balance Sheet, the Reconciliation of Members' Funds and the related 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 2023 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 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 have been prepared in accordance with applicable legal requirements.

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 and 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 requirements of any of 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 set out on page 9, 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 12, 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 Audit Firm  
Unit 1A,  
Cleaboy Business Park,  
Waterford.

18 June 2024

## **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 2023

|  | Notes | 2023<br>€        | 2022<br>€ |
|--|-------|------------------|-----------|
| <b>Income</b>                          |       | <b>558,935</b>   | 566,085   |
| <b>Expenditure</b>                     |       | <b>(475,768)</b> | (530,789) |
| <b>Surplus before interest</b>         |       | <b>83,167</b>    | 35,296    |
| Interest receivable and similar income |       | 9                | -         |
| Interest payable and similar expenses  | 6     | (49,309)         | (4,764)   |
| <b>Surplus for the financial year</b>  |       | <b>33,867</b>    | 30,532    |
| <b>Total comprehensive income</b>      |       | <b>33,867</b>    | 30,532    |

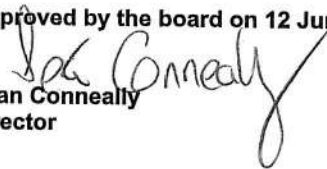
**Blue Teapot Theatre Company**  
**BALANCE SHEET**

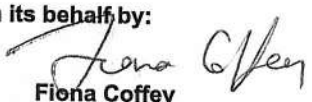
as at 31 December 2023

|   | Notes | 2023<br>€ | 2022<br>€ |
|---|-------|-----------|-----------|
| <b>Fixed Assets</b>   |       |           |           |
| Tangible assets   | 8     | 748,508   | 766,162   |
| <b>Current Assets</b>   |       |           |           |
| Debtors   | 9     | 2,083     | 20,598    |
| Cash and cash equivalents   |       | 248,999   | 109,058   |
|   |       | 251,082   | 129,656   |
| <b>Creditors: amounts falling due within one year</b>             | 10    | (232,136) | (120,090) |
| <b>Net Current Assets</b>   |       | 18,946    | 9,566     |
| <b>Total Assets less Current Liabilities</b>                      |       | 767,454   | 775,728   |
| <b>Creditors:</b><br>amounts falling due after more than one year | 11    | (569,184) | (618,750) |
| <b>Net Assets</b>   |       | 198,270   | 156,978   |
| <b>Reserves</b>   |       |           |           |
| Capital reserves and funds  |       | 103,840   | 96,415    |
| Income and expenditure account                                    |       | 94,430    | 60,563    |
| <b>Members' Funds</b>   |       | 198,270   | 156,978   |

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 12 June 2024 and signed on its behalf by:

  
 Sean Conneally  
 Director

  
 Fiona Coffey  
 Director

**Blue Teapot Theatre Company**  
**RECONCILIATION OF MEMBERS' FUNDS**  
as at 31 December 2023

|                                   | Retained surplus | Sinking Fund reserve | Restricted Buildings Funds | Restricted Performing Arts Funds | Restricted Building Funds | Total          |
|-----------------------------------|------------------|----------------------|----------------------------|----------------------------------|---------------------------|----------------|
|                                   | €                | €                    | €                          | €                                | €                         | €              |
| <b>At 1 January 2022</b>          |                  |                      |                            |                                  |                           |                |
| Surplus for the financial year    | 86,475           | -                    | 28,721                     | 30,845                           | -                         | 146,041        |
| Other movements in Members' Funds | 30,532           | -                    | -                          | -                                | -                         | 30,532         |
| <b>At 31 December 2022</b>        | (56,444)         | (663,750)            | (28,721)                   | (30,845)                         | 760,165                   | (19,595)       |
| Surplus for the financial year    | 60,563           | (663,750)            | -                          | -                                | 760,165                   | 156,978        |
| Other movements in Members' Funds | 33,867           | -                    | -                          | -                                | -                         | 33,867         |
| <b>At 31 December 2023</b>        | -                | 22,628               | -                          | -                                | (15,203)                  | 7,425          |
|                                   | <b>94,430</b>    | <b>(641,122)</b>     | <b>-</b>                   | <b>-</b>                         | <b>744,962</b>            | <b>198,270</b> |

# Blue Teapot Theatre Company

## NOTES TO THE FINANCIAL STATEMENTS

for the financial year ended 31 December 2023

### 1. General Information

Blue Teapot Theatre Company is a company limited by guarantee incorporated in 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 2023 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 - West 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.

#### Reserves policy

Blue Teapot Theatre Company's Reserve Policy is designed to maintain financial stability, as a charity to meet our commitments, continue to undertake work and deliver services, even when unexpected events or costs arise.

The policy supports improvements to financial sustainability within the Strategic Arts Plan 2023-2027 and is guided by Principle 4: Exercising Control of the Charities Governance Code.

The Board has set the Reserves Policy at a level that ensures that core activities can continue during a period of unforeseen difficulty. A proportion of reserves are maintained in a readily realisable form.



## Blue Teapot Theatre Company

# NOTES TO THE FINANCIAL STATEMENTS

for the financial year ended 31 December 2023

### Current Reserves Policy Statement

The calculation of the required level of reserves is an integral part of financial planning, budget and forecast cycle. This forecasting takes into account:

- Risks associated with each stream of income and expenditure being different from that budgeted.
- Planned activity level.
- Organisation's commitments.

### Risk Assessment

The Reserves Policy has identified the following specific risk factors when calculating the target reserve amount:

- Breakdown of Principal Agent Agreement with Brothers of Charity Services Ireland – West Region.
- Additional care/support required for artists with intellectual disabilities when working off site or on tour
- Cover Insurance excess amounts.
- Increased liability due to building ownership.
- Risk of changes in rental agreement for Performing Arts School premises.
- Funding for capital investment.
- Replacing assets in company.
- In the event of having to make redundancy payments to employees.

### Tangible assets and depreciation

Tangible 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 assets, less their estimated residual value, over their expected useful lives as follows:

|                                  |   |                      |
|----------------------------------|---|----------------------|
| Land and buildings freehold      | - | 2% Straight Line     |
| 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.

# Blue Teapot Theatre Company

## NOTES TO THE FINANCIAL STATEMENTS

for the financial year ended 31 December 2023

### 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 - Western 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.

### 5. Operating surplus

|  | 2023              | 2022              |
|--|-------------------|-------------------|
|  | €                 | €                 |
| <b>Operating surplus is stated after charging/(crediting):</b> |                   |                   |
| Depreciation of tangible assets                                | 6,497             | 6,928             |
| Amortisation of Government grants                              | -                 | (1,429)           |
|  | <u>          </u> | <u>          </u> |

### 6. Interest payable and similar expenses

|          | 2023              | 2022              |
|----------|-------------------|-------------------|
|          | €                 | €                 |
| Interest | 49,309            | 4,764             |
|          | <u>          </u> | <u>          </u> |

### 7. Employees

The average monthly number of employees, including directors, during the financial year was 7, (2022 - 6).

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

### 8. Tangible assets

|                               | Land and<br>buildings<br>freehold | Fixtures,<br>fittings and<br>equipment | Total          |
|-------------------------------|-----------------------------------|--|----------------|
|                               | €                                 | €                                      | €              |
| <b>Cost or Valuation</b>      |                                   |  |                |
| At 1 January 2023             | 760,165                           | 25,219                                 | 785,384        |
| Additions                     | -                                 | 4,046                                  | 4,046          |
| At 31 December 2023           | <u>760,165</u>                    | <u>29,265</u>                          | <u>789,430</u> |
| <b>Depreciation</b>           |                                   |  |                |
| At 1 January 2023             | -                                 | 19,222                                 | 19,222         |
| Charge for the financial year | 15,203                            | 6,497                                  | 21,700         |
| At 31 December 2023           | <u>15,203</u>                     | <u>25,719</u>                          | <u>40,922</u>  |
| <b>Net book value</b>         |                                   |  |                |
| At 31 December 2023           | <u>744,962</u>                    | <u>3,546</u>                           | <u>748,508</u> |
| At 31 December 2022           | <u>760,165</u>                    | <u>5,997</u>                           | <u>766,162</u> |

**Blue Teapot Theatre Company**  
**NOTES TO THE FINANCIAL STATEMENTS**  
for the financial year ended 31 December 2023

continued

|   |                       |                       |
|---|-----------------------|-----------------------|
| <b>9. Debtors</b>                                     | <b>2023</b>           | <b>2022</b>           |
|   | €                     | €                     |
| Trade debtors   | -                     | 17,623                |
| Other debtors   | -                     | 892                   |
| Prepayments   | <b>2,083</b>          | <b>2,083</b>          |
|   | <u><b>2,083</b></u>   | <u><b>20,598</b></u>  |
| <b>10. Creditors</b>                                  | <b>2023</b>           | <b>2022</b>           |
| <b>Amounts falling due within one year</b>            | €                     | €                     |
| Amounts owed to credit institutions                   |                       |                       |
| Bank overdrafts                                       | <b>4,567</b>          | 2,241                 |
| Bank loan   | <b>71,938</b>         | 45,000                |
| Trade creditors                                       | <b>2,722</b>          | 3,275                 |
| Taxation  | <b>4,953</b>          | 7,145                 |
| Other creditors/Deferred Grants                       | <b>44,784</b>         | 16,920                |
| Accruals  | <b>1,476</b>          | 1,509                 |
| Deferred Income                                       | <b>101,696</b>        | 44,000                |
|   | <u><b>232,136</b></u> | <u><b>120,090</b></u> |
| <b>11. Creditors</b>                                  | <b>2023</b>           | <b>2022</b>           |
| <b>Amounts falling due after more than one year</b>   | €                     | €                     |
| Bank Loan   | <b>569,184</b>        | 618,750               |
| <b>Loans</b>  |                       |                       |
| Repayable in one year or less, or on demand (Note 10) | <b>76,505</b>         | 47,241                |
| Repayable between two and five years                  | <b>569,184</b>        | 618,750               |
|   | <u><b>645,689</b></u> | <u><b>665,991</b></u> |

**12. 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.

**13. Capital commitments**

There were no capital commitments at the year ended 31 December 2023.

**14. Related party transactions**

The Brothers of Charity Services Ireland - West established the Blue Teapot Theatre Company. The main objective for which the company is established is to benefit and advance education and participation in the arts in the county of Galway as defined in the Arts Acts 1951, 1973 and 2003. We do this through the operation of a Theatre Company and performing arts education to promote inclusion, social development and the artistic expression of people with intellectual 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

## Blue Teapot Theatre Company

# NOTES TO THE FINANCIAL STATEMENTS

for the financial year ended 31 December 2023

employee acts as the de-facto chief executive of the Blue Teapot Theatre Company.

### 15. 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.

### 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. Capital Deficit Reserve and Capital Reserve

In 2022 a loan of €675,000 was received from the Clann Credo to purchase the Company's property. This loan is being repaid over 180 Months.

The Capital repayments which commenced in 2022 will be reflected in the Income and Expenditure Account which will have the effect of reducing the Capital deficit over the next 180 Months in line with the loan received

|                           | 2023<br>€      | 2022<br>€      |
|---------------------------|----------------|----------------|
| Capital Balance           | 663,750        | 675,000        |
| Capital Repayment Element | (22,628)       | (11,250)       |
|                           | <u>641,122</u> | <u>663,750</u> |

The Capital Reserve has arisen in 2022 due to the purchase of the company's premises. This reserve will be amortised in line with the depreciation of the premises over its useful life.

### 18. Approval of financial statements

The financial statements were approved and authorised for issue by the board of directors on 12 June 2024.