

ANNUAL REPORT OF THE UNIVERSITY THEATRE SYNDICATE, 2005 – 2006

2005/6 was a year of change and achievement at the ADC Theatre. The previous year's record-breaking admission figures were once again broken, with over 42,000 audience members enjoying the newly redeveloped facilities and fully-functioning box office system.

Programme Review

A total of 319 performances were made across the year, with the programme featuring the usual range of drama, dance, comedy and musicals, presented by both student companies and local amateur drama groups.

The Autumn season opened with a unique project - a week with three productions performing each evening rather than the usual two: the Edinburgh successes **Macbeth: The Hour** and **The Threepenny Opera**, as well as the Footlights' Tour Show **under the blue, blue moon**. The rest of October saw a month packed with strong drama including a Tennessee Williams double bill of **Cat on a Hot Tin Roof** and **Suddenly Last Summer**.

The start of November saw a very special event at the Theatre – a celebration of 150 years of the Amateur Dramatic Club, heralded by a flagship production of Chekhov's **Wild Honey** adapted by alumnus Michael Frayn. It was followed each evening by **Celebration**, a mixed revue of scenes and sketches presented by current and former members of the Club.

Hair proved a bold and innovative choice for the term's musical, and comic relief was provided in the annual Footlights/ADC pantomime **Spartacus**.

An inventive production of **The Taming of the Shrew** was presented by the European Theatre Group at the start of the Spring season, following their acclaimed tour. This was followed by the contemporary dance show **Touch** and a series of modern classics including **Marat/Sade**, **Oleanna** and **Bash**. The Chinese Cultural Society presented **The Dark Tales** in its original Mandarin with subtitles, whilst new writing was well represented with the intriguing **Ismene** by student Stacey Gregg as well as the annual Footlights Harry Porter Prize winner **The Barbershop** by Henry Eliot.

South Pacific, the Lent Term Musical, brought summer early to the ADC, and the season ended with productions of **Humble Boy** and **The Deep Blue Sea** by local amateur groups Bawds and Combined Actors.

The literary festival **cambridgewordfest** enjoyed its second annual run at the Theatre at the start of the Summer season, including talks from Carol Ann Duffy, Richard E Grant, Kate Adie and Sandi Toksvig.

Comedy was well represented, with the Footlights Tour Show **Niceties** enjoying two weeks of packed-out previews. The Theatre also hosted the long-running 'town & gown' show for the first time in July; **Fuente Ovejuna** saw students and townsfolk come together for a stunning production directed by Stephen Siddall. The season ended with **Fringe Feedback**, a chance to view some of Cambridge's Edinburgh shows in their preparatory stages and to meet the casts and creators after the show to give feedback.

Financial Performance

Income from Theatre Hire was a record £85,177, significantly higher than in previous years and a reflection of the record number of admissions. The ADC Bar remains a popular venue for theatregoers and students alike; its popularity was obvious in the bar surplus which rose in proportion to ticket sales once again. Income from scenic hire was slightly down on the previous year, though profits from the sale of theatre sundries had increased.

Ongoing Projects & Redevelopment

The main capital expenditure project of the year was the installation of a new sound system in the auditorium, enabling sound designers and technicians to use the latest equipment whilst improving the technical quality of productions with high audio demands, such as musicals and pantomimes.

'Camp ADC' continues to be a successful and enjoyable annual project, with volunteer technicians spending a week in the Theatre at the start of the summer vacation working on the installation of new equipment and testing/maintenance of existing items.

The recently completed phase of the redevelopment continues to serve the Theatre and its patrons well, with continued positive feedback from audience members and users. Many former staff and users of the Theatre have returned to have a look at the changes. Students and other backstage users of the Theatre await the next phase reliant on sufficient funds being raised – eagerly. The Theatre's Box Office continues to provide a simple and reliable booking system at a lower day-to-day running cost than the agency system used prior to its installation.

Staffing

The Manager and Licensee for 2005/06 was **Michael Nabarro**, serving a third year at the Theatre. His work was noted as having made an exceptional contribution to the Theatre's success during his time as Manager. The Housekeepers were **Lucy Gibson** and **Christina Elliot, who** both settled well into the jobs. Lucy spent a great deal of time ensuring repairs were carried out quickly and efficiently and continuing to develop the theatre's hire business, whilst Christina continued to manage the bar and box office whilst conducting the Theatre's first in-depth audience survey for many years. She also continued to advance the Theatre's archival project, as part of which two full-time archiving assistants were employed for a period during the Summer.

The Theatre also employed four casual Duty Managers (**Robert Loxley, Frances Allsop, Andrew Morley-Smith** and **Anna Hobbs**) to help the full time staff cope with the workload of the long seasons whilst keeping working hours within reasonable limits.

Daniel Morgenstern has continued to design the theatre brochure.

Christopher Adams takes over as Manager and Licensee from September 2006. **Peter Tovey** and **Daisy Black** have been appointed as Housekeepers for 2006/7

adc theatre

Income & Expenditure Account - Financial Year 2005/06

2004/05	Income	2005/06	<i>See note no</i>
78,186	Theatre Hire	85,177	7
68,339	Bar income	77,648	8
10,181	Scenic Hire Income	7,730	
3,952	Photocopier Income	3,532	
749	Surplus on sundries	977	
136	Surplus on production suspense accou	196	
3,049	Box office commission income	20,623	11
5,817	Gross Receivable Interest	6,864	
10,971	Grant from the Chest	11,639	
17	Misc Income	0	
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181,397		214,384	
Expenditure			
Salaries:			
(22,025)	Manager	(25,871)	
(30,059)	House Keepers	(34,504)	
(2,627)	Duty Manager and HK Trai	(1,796)	
Capital Expenditure:			
(1,798)	Routine	(2,907)	9
(1,391)	Approved	(8,848)	9
(29,866)	Box Office	0	11
Consumables:			
(813)	Bulbs	(1,576)	
(228)	Gel	(279)	
(7,360)	Electricity	(8,925)	
(1,896)	Gas	(2,500)	
(1,176)	Telephone	(1,123)	
Bar:			
(6,628)	Wages	(7,641)	8
(2,702)	Equipment and projects	(3,242)	
(27,103)	Cost of Goods Sold	(30,936)	
Box office:			
(2,381)	Wages	(6,167)	11
(1,845)	Other costs	(7,919)	
(1,509)	Administration	(2,987)	
(1,958)	Computing	(1,706)	
(10,258)	Publicity	(11,067)	10
(508)	Licences	(325)	
(3,104)	Cleaning and accessories	(2,404)	
(2,543)	Photocopier	(2,502)	
(259)	Scenic Hire Costs	(260)	
(88)	Archiving equipment	(11)	
Maintenance:			
(320)	Stage Electrical and Other	(761)	
(1,271)	Workshop / Stage	(2,006)	
(1,099)	Other Minor Works	(1,378)	
(969)	Camp ADC costs	(908)	
(600)	University Loan interest expense	(280)	
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(164,381)		(170,830)	
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17,017	TRADING SURPLUS FOR YEAR	43,555	



Notes to the Accounts 2005/2006

2004/05		2005/06
£		£
1. Loan Account (Memo)		
16,000.00	Balance at prev year end	8,000.00
0.00	Loan received	0.00
(8,000.00)	Loan repaid	(8,000.00)
<u>8,000.00</u>	Balance c/f at 31.7.06	<u>0.00</u>
2. Operating Reserves Fund XABF		
(nb shown on reserves summary excluding balance of University loan)		
100,156.21	Balance at prev year end	113,981.44
6,159.65	Transfer from Appeal Administration account	0.00
0.00	Transfer from Redevelopment account	27,830.37
15,665.58	Transfer from Income/Expenditure Account	43,639.98
(8,000.00)	Internal Loan (05/06 repayment)	(8,000.00)
<u>113,981.44</u>	Balance c/f at 31.7.06	<u>177,451.79</u>
3. Reconciliation of Year's Surplus/Deficit		
17,016.85	I & E Account Surplus for the Year	43,554.65
Transfers from I&E Account to Reserves:		
15,665.58	Operating Reserves Fund	43,639.98
144.19	ADC Appeal Admin Account	0.00
1,060.16	ADC Redevelopment Account	985.12
73.46	Seat Sponsorship Appeal	70.68
73.46	Counterweight Appeal	71.06
<u>17,016.85</u>		<u>44,766.84</u>
4. ADC Appeal Administration Account XABI		
6,417.17	Balance at prev year end	(2,517.71)
144.19	Deposit Account Interest (Transferred from I&E)	0.00
(6,159.65)	Transferred to Operating Reserves Fund	0.00
1,663.50	Donations received	0.00
(4,582.92)	Events expenditure	(163.00)
0.00	Other expenditure	(2,154.69)
<u>(2,517.71)</u>	Balance c/f at 31.7.06	<u>(4,835.40)</u>
5. ADC Theatre Redevelopment Account XABK		
25,785.09	Balance at prev year end	26,845.25
1,060.16	Deposit Account Interest (Transferred from I&E)	985.12
0.00	Transferred to Operating Reserves Fund	(27,830.37)
<u>26,845.25</u>	Balance c/f at 31.7.06	<u>0.00</u>

6. Other Appeals

	Seat Sponsorship	XABH	
1,693.34	Balance at prev year end		1,766.80
0.00	Donations		0.00
73.46	Deposit Account Interest (Transferred from I&E)		70.68
<u>1,766.80</u>	Balance c/f at 31.7.06		<u>1,837.48</u>

	Counterweight Appeal	XABG	
1,760.08	Balance at prev year end		1,833.54
0.00	Donations		0.00
73.46	Deposit Account Interest (Transferred from I&E)		71.06
<u>1,833.54</u>	Balance c/f at 31.7.06		<u>1,904.60</u>

7. Theatre Hire Income

187,809.85	Total takings	236,868.23	
111,429.07	Paid out to shows	154,353.32	
<u>76,380.78</u>	Net theatre hire		<u>82,514.91</u>
(157.30)	Credit Card Machine Costs		0.00
1,962.50	Other hire		2,661.70
<u>78,185.98</u>	Surplus For Year		<u>85,176.61</u>

8. Bar Account

68,339.31	Total sales (net)		77,647.65
	Costs		
(1,180.00)	Opening Stock	(1,130.00)	
(27,052.73)	Purchases	(31,605.70)	
<u>1,130.00</u>	Closing Stock	<u>1,800.00</u>	
(27,102.73)			(30,935.70)
<u>41,236.58</u>	GROSS PROFIT		<u>46,711.95</u>
	Expenses		
(6,627.86)	Casual Bar Staff	(7,640.52)	
<u>(2,701.79)</u>	Equipment & Projects	<u>(3,242.01)</u>	
(9,329.65)			(10,882.53)
<u>31,906.93</u>	Total Bar Surplus For Year		<u>35,829.42</u>

9. Capital Expenditure

Routine

Bar zero	99.63
Blank firing gun	85
Dimmers	413.74
Juliette Curtains	150.85
New Mains drill	74.95
Miscellaneous	160.7
New Jigsaw	71.35
QA Tower	67.1
Signage	769.53
Sofa for bar	356.34
Steel for roof void	111.44
Unit for sound box	79.89
White cyc	466.82

1,797.80

2,907.34

Approved

New PA	7,566.25
Camp projects	1,281.80

1,390.80

8,848.05

3,188.60

Total Capital Expenditure For Year

11,755.39

10. Publicity

Termly Leaflet

Printing Costs	7,645.35
Postage & Distribution Costs	<u>2,950.00</u>

6,811.88

1,600.00

8,411.88

10,595.35

Advertising

Local Publications	50.96
Varsity	136.16
Other	<u>284.50</u>

237.50

154.04

1,454.65

1,846.19

471.62

10,258.07

Total for year

11,066.97

11. Box Office account

	Capital expenditure	
3392.93	Computer hardware	0.00
2003.13	Computer software	0.00
19400	Blackbaud system	0.00
379.6	Blackbaud expenses	0.00
500	Bank charges	0.00
3424	Phone exchange installation	0.00
766.24	BT installation and other phone	0.00
<u>29,865.90</u>		<u>0.00</u>
	Income	
2789.7	Commission to shows	18,608.34
69.3	Credit card commission	503.67
190.39	Phone sales commission	1,511.01
<u>3,049.39</u>		<u>20,623.02</u>
	Expenditure	
810	Blackbaud support charges	2,499.00
300.75	Telephone	956.26
175.02	Ticket & comp slip printing	1,058.75
2380.95	Staff costs	6,166.51
558.75	Credit card fees	3,125.51
0	Miscellaneous	279.73
<u>4,225.47</u>		<u>14,085.76</u>
<u>(31,041.98)</u>	Total Box Office Surplus for Year	<u>6,537.26</u>

12. Citigroup fund (not shown in P&L or balance sheet)

1,103.27	Balance at prev year end	1,141.16
37.89	Deposit Account Interest	35.37
0.00	Grants paid out	(348.89)
<u>1,141.16</u>	Balance c/f at 31.7.06	<u>827.64</u>