

Registered number: 1231725
Charity number: 282069

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS
(A Company Limited by Guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

CONTENTS

	Page
Reference and Administrative Details of the Association, its Trustees and Advisers	I
Trustees' Report	2 – 23
Trustees' Responsibilities Statement	23 – 24
Independent Examiner's Report	25 – 26
Consolidated Statement of Financial Activities	27
Consolidated Balance Sheet	28 – 29
Association Balance Sheet	30
Cashflow Statement	31
Notes to the Financial Statements	32 – 52

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE ASSOCIATION, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2023

Trustees	Alexander Cann Nicola Scott (resigned 12 July 2023) Louise Birchall Caroline Rouse (resigned 12 July 2023) Michelle Burgess Andrew Franks (resigned 1 November 2023) Emma Wilson Anton Woodward OBE Peter Maccoy (resigned 12 July 2023) Oliver Brown Benjamin Stephen David Evans (appointed 12 July 2023) Anette Ollerearnshaw (appointed 12 July 2023) Mathew Smethurst-Evans (appointed 12 July 2023) Suzy Somerville (appointed 1 November 2023)
Company registered number	1231725
Charity registered number	282069
Registered office	6th Floor 2 London Wall Place London EC2Y 5AU
Accountants	MHA Chartered Accountants 6th Floor 2 London Wall Place London EC2Y 5AU
Bankers	Royal Bank of Scotland 40 Islington High Street London NI 8XB

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

The Trustee-Directors are pleased to present their Report together with the Consolidated Financial Statements of the charity and its subsidiaries for the year ending 31 December 2023. This Report is the forty-ninth since the incorporation of the Association and the Sixtieth since its inception.

Co-Chairs' Report 2023

Co-Chairs: David Evans & Mig Burgess-Walsh

2023 has been another vibrant and busy year for the Association. The ABTT staff, Trustees and wider Council have been busier than ever as can be seen from this report. It is a testament to the hard work and dedication of everyone in the ABTT team that so much has been achieved across this year.

To meet the increased business of the ABTT Amy Bodman was appointed in January 2023 as the ABTT Association Administrator.

During the year the new MAKE A DIFFERENCE Conference was launched at The Albany, Deptford, focused on the recruitment and retention crisis within the industry. Thank you to Ben Stephen and the team at The Albany for making everyone feel so welcome. The conference gathered some useful research and data and many actions and outputs are in progress, including the provision of more resources on the website: the wellbeing sign posting posters, work life balance easy wins document, and the new work life balance challenge linked to charity fundraising for Backup and the Theatrical Guild.
<https://www.abtt.org.uk/make-a-difference-conference/make-a-difference-2023/>

The ABTT had a presence at the PLASA shows in London and Leeds, Theatre Craft and the Production Futures events. These events are a great opportunity to meet with current members and attract future members.

The strong connection with AAPTLE, the Alliance of Associations and Professionals in Theatre and Live Events continued to grow. Through the attendance of meetings throughout the year the ABTT has been able to stay in touch with industry associations, providing a chance to share progress, align with common goals and work together. We were pleased to welcome many associations and groups to the ABTT Theatre Show in 2023, and the AAPTLE lounge remained a popular show floor place to meet, network and catch up.

The 2023 ABTT Theatre Show, across 2 days in June at Alexandra Palace, was a great success. The show floor was alive with activity including a CV and ask the expert clinic; popular skills workshops; a vibrant and busy seminar schedule; the 'education ally' of specialist course providers and participants could even have a hearing test done. Huge congratulations to Elysia Moore the show manager and the entire ABTT staff, Robin, Amy and Stuart for their hard work to make this such a success. Also, thanks to all the trustees, committee chairs and council members who offered their time in planning and working on aspects of the show across the 2 days. It really was a team effort to deliver yet another great Theatre Show.

The ABTT is proud to have delivered an innovative and probably unique hybrid ITEAC 2023. The International Theatre, Engineering and Architecture Conference (ITEAC) was created in 2002 to be the leading international gathering for those engaged in the design, construction and operation of performance

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

spaces as well as those involved in imagining, making, operating, and producing the content presented therein. It was held at 2, Savoy Place, home of the Institution of Engineering and Technology on the banks of the Thames River and boasted a truly global schedule of speakers, from Australia, USA, Brazil, Colombia, Denmark, the UK, France, Germany, Holland, Ireland, Japan, Scotland, Singapore, Sweden, South Korea and Wales. This was the first hybrid ITEAC with companion conferences taking place in Hong Kong, Brisbane, Bogota and Tokyo. Time zone differences made simultaneous collaboration difficult, but an hour was shared in real-time with Hong Kong and a shout out with Tokyo as they came to the end of their conference. The hybrid delivery meant guests could join face to face or online, with many of the online guests asking questions in the room. All the days' events and resources are available to members on the ABTT website. We would like to extend huge thanks to Paddy Dillon who served from 2019 as Editorial Chair for ITEAC 2023 and recruited a truly international editorial team to work on defining and populating the conference programme.

In 2023 we unusually hosted two annual general meetings. In April, the later than usual 2021 AGM at the Riverside Studio and in October, the 2022 AGM at the Woolwich Works. Both annual general meetings were followed with tours and members enjoyed getting to see the venues in more detail. Member visits also took place in 2023 to TAIT in Haverhill, Shakespeare North and @sohplace.

At the 2021 AGM it was announced that Peter Maccoy, Caroline Rouse and Nikki Scott were retiring as Trustees at the end of a second term and that David Evans, Mig Burgess Walsh, Andy Franks, Anette Ollerearnshaw, Mathew Smethurst Evans and Emma Wilson were elected to serve alongside Louise Birchall, Oliver Brown, Alexander Cann, Ben Stephen and Anton Woodward. At the 2022 AGM it was announced that Alex Cann, Suzy Somerville and Anton Woodward were elected to serve as Trustees alongside Louise Birchall, Oliver Brown, Mig Burgess Walsh, David Evans, Anette Ollerearnshaw, Mathew Smethurst Evens, Ben Stephens and Emma Wilson. Thank you to them all for their time and commitment to the Association.

The ABTT's industry leading work around well-being in the workplace has started to be noticed. Co-Chair Mig Burgess Walsh was invited by the Association of Lighting Production and Design and the Society of British Theatre Designers to speak at the Prague Quadrennial about the work she has been championing on behalf of the ABTT in our "W" series of guidance notes. It was a great opportunity to get recognition in this area on a more global platform. Mig was also invited to present the W2 guidance note on work related stress risk assessments to the HSE's Joint Advisory Committee for Entertainment; providing the opportunity to showcase our progress in this area to the wider entertainment sector. Mig also presented and spoke at an event for the Federation of Scottish Theatres sharing more about our W1 and W2 Guidance notes. At all her talks she has also shared the future work that is to come in future W3 and W4 guidance notes.

<https://www.abtt.org.uk/product/guidance-note-w1/>

<https://www.abtt.org.uk/product/guidance-note-w2/>

It is a pleasure to report an increased demand in 2023 for ABTT training; more of this can be read in the training and education report.

We would like to take the time to honour some of those members that are sadly no longer with us. This year we acknowledge the loss of: Richard Pilbrow a founder of the ABTT, Antonia Colins an esteemed stage manager, Nick Bache – Technical and Production Manager, Aberystwyth Arts Centre, Rupert Rhymes OBE a long-standing member of the ABTT Historical Research Committee. Our love and thoughts go out to their families, and we thank them for their valued membership.

In October 2023, the ABTT announced that Robin Townley would relinquish his current role in June 2024 after 12 years serving the Association as CEO. He will continue until after the 2024 Theatre Show and during

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

2023 the Trustees commenced work on appointing a successor. A huge thank you to Robin for all his hard work and commitment and we wish him well in the future.

Many awards were made across the year; congratulations to the following:

- The inaugural Nick Bache ABTT Cymru Technician award was given to Matt Jones;
- The Virtual Ideas Platform idea of the year was awarded to David Ripley for an inspired counter weight caddy design which has been picked up for production by Triple E. It will be able to be seen at the 2024 Theatre Show;
- Richard Bunn (former ABTT chair), was installed as an Honorary Member;
- Margaret Shewring was appointed a Fellow of the ABTT;
- The Stephen Joseph award was given to the New Vic Borderlines Outreach team at the New Vic Theatre, Newcastle under Lyme.

We shall always remain grateful for the opportunities we have to gather together as a membership network and to chat and enjoy one another's company.

We thank each and every one of you that make up our diverse membership, thank you for being a part of our community and being a part of the ABTT family. We have had a busy, exciting and progressive year and we look forward to sharing more of our great work in 2024.

Purpose of the Charity

The purposes of the ABTT are the advancement of public education in the technical subjects connected with the theatre and theatrical presentation and the promotion for the benefit of the public of excellent theatre design and technical presentation of theatrical works.

The vision of work remains the promotion and fostering of knowledge and the appreciation of the art of technical theatre from well-designed theatres and better trained staff. The ABTT Codes of Practice continue to be developed and safe ways of working are debated and become universal standards for theatres across the nations of the United Kingdom. The Association produces a number of other publications that inform those working in the theatre industry. These are also useful references for those members of the public who have a keen interest in finding out more about the technical aspects of performance and venues which are necessary to provide a seamless experience when they attend a performance.

In guiding the activities for 2023 the Trustees continued to observe the Charity Commission's requirements for public benefit. The Association primarily relies on membership subscription for income which is supplemented both by the income generated from the annual ABTT Theatre Show and subscriptions from members of the ABTT Industry Supporters' Group. The trading activities of the group are carried out by the trading companies and any profits are distributed as a dividend to the charity as required by the Memorandums of Association of the profit-making trading entities.

Association Objectives

The Associations objectives are set out in the ABTT Memorandum of Association, a copy of which is accessible on the website: www.abtt.org.uk.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

The strategies employed to achieve the ABTT's objectives of publicly available good works are to:

- Advocate and provide efficient standards of planning for the building or reconstruction of theatres and to promote theatre design which will offer the widest possible scope for theatrical expression;
- Promote and encourage improvement in the design and the proper installation and use of stage equipment and materials;
- Advocate and provide guidance for an enlightened and flexible approach to measures for public safety in places of entertainment;
- Advocate and provide guidance for the safe undertaking of the production of live performance and the operation of premises in which it is accommodated and the health, safety and welfare of all those engaged therewith;
- Encourage excellence in all technical matters relating to the theatre and the application of new technical knowledge and experience in those fields to changing conditions;
- Facilitate the exchange of ideas and information amongst theatre technicians and others concerned in any way with the theatre, paying attention to the different needs and opportunities of each locality, organisation and form of theatre;
- Organise meetings, correspondence, demonstrations, exhibitions, and courses of training in relation to the technical aspects of theatre; and
- Publish books, magazines and other matter relating to the art of the theatre and provide information services for the collection and dissemination of technical information.

Core Values

The ABTT has adopted five core values in addition to the objects as stated in the Memorandum of Association. These values underpin all the activities of the Association and act as a 'toolkit' to guide the way the objects are met. The ABTT seeks to demonstrate as many of the following values as appropriate in all it does:

- **Promoting diversity, equity and inclusion**
The ABTT believes that those involved in the wider theatre industry should be as diverse in all respects and attributes as the members of society. The Association will be welcoming and respectful to all who seek to connect with it. In addition, it recognises that it must work to overcome barriers of any nature that prevent or inhibit anyone from seeking connection, support, guidance or participation with the ABTT. This value mandates the ABTT to find ways of actively promoting diversity, equity and inclusion and removing barriers for those who are underrepresented in the current membership, Association leadership and sector.
- **Enabling excellence**
The ABTT recognises that the development of excellence in attitudes, behaviours, skills and knowledge is essential to sustain the areas it supports. In all that it undertakes it will seek to enable participation and the achievement of excellence, identifying barriers to entry and progression and seeking to find solutions by which they may be removed.
- **Acknowledging achievement**
The ABTT will work to communicate and celebrate the contribution that the sector it represents makes to the success of the theatre and live performance industries and it will acknowledge excellence in the performance of all the associated crafts and disciplines.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

- **Representing all**

The ABTT is for all who are interested or working in the design of places of entertainment or in their operation or in the production of performance. It will seek to offer support and be relevant to all the regions and nations of the United Kingdom, those whose participation is waged and unwaged, the small and the large, those with buildings and those without; everyone no matter where or how they pursue their interest.

- **Combating climate emergency**

The ABTT is committed to taking positive action in response to climate breakdown and biodiversity collapse. It has pledged to support all those operating in live performance production, technology and building design to strengthen working practices and redesign business activities, operational processes, use of resources, organisational policy and overall governance in order to create and present live performance in a way that has a more positive impact on the world around us. The ABTT also pledges to adopt positive measures in its own activities.

Structure, Governance and Management

Governing Document

The Association of British Theatre Technicians is a non-profit distributing company limited by guarantee of its members, each of whom agree to contribute £1 in the event of the charitable company winding up.

The Association is governed by its Memorandum and Articles of Association dated 30 October 1975 (as amended by Special Resolutions dated 31 July 1987, 5 April 2000, 24 April 2002, 13 December 2002, 22 September 2005, 12 October 2016 and 26 April 2023). It obtained dispensation from the Secretary of State for Trade to omit the word "Limited" from its registered name. The Association is registered as a charity with the Charity Commission.

Reference and Administrative Details

Inception: 3 March 1961

Company number: 1231725, registered as a company in England and Wales on 30 October 1975

Charity number: 282069, registered as a charity on 6 April 1981

Principal Office: 22 Charing Cross Road, London WC2H 0QL.

Telephone: 020 7242 9200

E-mail: office@abtt.org.uk

Registered Office: 2 London Wall Place, 6th Floor, London, England, EC2Y 5AU

Independent Examiner: John Coverdale FCA, MHA, 2 London Wall Place, 6th Floor, London, England, EC2Y 5AU

Bankers: Royal Bank of Scotland, 40 Islington High Street, London N1 8XB

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

Council of Management

The Council of management is responsible for the overall direction of the affairs of the Association and decides all matters of policy. The Council meets at least four times each year depending upon business. The Council comprises:

- Elected Trustee-Directors
- Committee Chairpersons (ex officio)
- Officers (ex officio)
- Any Member or Associate of the Association co-opted by the Trustee-Directors to fill a casual vacancy amongst the elected Trustee-Directors or by way of addition to the Council, the maximum number of persons to be at the discretion of the Council. When considering co-opting Council members, the Board has regard to the requirement for any specialist skills needed.

Only elected Trustee-Directors have a vote.

The Council met five times in 2023.

Trustee-Directors

As set out in the Articles of Association, the Electoral College elects the Trustee-Directors. There are up to eleven Trustee-Directors who serve for three years and who are eligible for a second consecutive term but who are not eligible for further election until the year after the termination of their second term of office.

During the year, the Electoral College was sent an invitation to nominate Trustee-Directors prior to the AGM advising them of the retiring Trustee-Directors. Three trustee positions became vacant in 2023 through the retirement by rotation of the following members of Council who had completed their first three-year term of office and therefore eligible for nomination: Alexander Cann, Andy Franks and Anton Woodward. Andy Franks requested to retire as a Director-Trustee. Three nominations for election were received from Alexander Cann, Anton Woodward and Suzy Somerville. Those nominated, in number matching the number of vacancies to be filled, were duly elected to serve a three-year term.

The Trustee-Directors serving at the end of 2023:

Louise Birchall (appointed 2021)
Oliver Brown (appointed 2021)
Mig Burgess (appointed 2022)
Alexander Cann (re- appointed 2023)
David Evans (appointed 2022)
Anette Ollerearnshaw (appointed 2022)
Mathew Smethurst Evans (appointed 2022)
Suzy Somerville (appointed 2023)
Ben Stephen (appointed 2021)
Emma Wilson (appointed 2022)
Anton Woodward (re - appointed 2023)

New Trustee-Directors are informally introduced to their roles as Directors and Trustees of the charitable Company. The Council of Management has issued a handbook to assist new and existing Trustee-Directors and

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

holds a more formal induction process that informs the additional responsibilities that are placed on trustees of a charitable organisation on an ad-hoc basis.

Charity indemnity insurance is in place to cover all Trustees against actions brought against them in their personal capacity. Such cover does not cover fraudulent or dishonest dealings of Trustees.

Officers

The Trustee-Directors appoint biennially a Chairperson, a Vice-Chairperson, an Honorary Treasurer and an Honorary Secretary. During 2023 Mig Burgess-Walsh and David Evans continued as Co-Chairs, and at the ABTT Council Meeting on the 12 July 2023 Oliver Brown was appointed as the new Vice-Chair. Matthew Jones continued as Honorary Secretary, Loretta Tomasi as Honorary Treasurer and Jane Thornton as Honorary Archivist.

The Officers serving at the end of 2023 were as follows:

Mig Burgess-Walsh: Co-chair
David Evans: Co-chair
Oliver Brown: Vice-chair
Matthew Jones: Honorary Secretary
Loretta Tomasi: Honorary Treasurer
Jane Thornton MBE: Honorary Archivist

Co-opted Council Members

The Co-opted Council members at the end of 2023 were:

Nikki Scott: Co-opted member
Paul Moore: Co-opted member
Jack Davies: Young Associate representative
Jess Nicholls: Young Associate representative
Josh Burnside: Young Associate representative

Staff

At the beginning of 2023 the ABTT employed an Association Administrator to support the day-to-day administration. The permanently employed staff at the end of 2023 were as follows:

Robin Townley: Chief Executive Officer
Elysia Moore: Association and Events Manager
Stuart Roberts: Financial Controller
Amy Bodman: Association Administrator

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

The pay and remuneration of all staff is reviewed by the Trustees, with reference to relevant charity benchmarks.

Consultants

The Association paid for the following consultants during 2023 to help deliver its activities:

Alistair Cope: Social Media Consultant

Geoffrey Joyce: Training Consultant

Rebecca Morland: Editor of Sightline

Committees

The Trustee-Directors appoint, from time-to-time, various committees, working parties and ad-hoc panels to deal with specific matters. This year one new Committee was created: ABTT Sustainability Committee. The technical work of the Association is carried out by Technical Committees. A report on the activities of the Committees forms part of this Report. The Association is proud of the extent of public good that is carried out by these committees and the hard work contributed by them to assist the Association in fulfilling its aims.

Related Parties

Theatrical Trading Ltd and Theatrical Events Ltd

The Association has two wholly owned commercial subsidiaries, the profits of which are distributed as a dividend to the charity as required by the Memorandum of Association of these trading entities. Theatrical Trading Ltd presents the annual ABTT Theatre Show, produces the majority of the Association's publications and delivers training. Theatrical Events Ltd stages conferences such as the International Theatre, Engineering & Architecture Conference (ITEAC) and has published related books.

Strategic Partnerships

The Theatre Safety Committee

The ABTT is one of twelve members of the Theatre Safety Committee. The other members are: Society of London Theatre; UK Theatre; Independent Theatre Council; Institute of Entertainment and Arts Management; Little Theatre Guild; Society of Independent Theatres; Equity; Musicians Union; Stage Management Association, BECTU and Theatres Trust. The Theatre Safety Committee supports the ABTT in the production of a Code of Practice for the Theatre Industry.

Stage Management Association (SMA)

The Association has a close working relationship with the Stage Management Association (SMA), an organisation existing to promote better standards in stage management. It is a joint founder with the Association in the Production Managers' Forum.

International Organisation of Scenographers, Theatre Architects and Technicians (OISTAT)

The ABTT is a member of OISTAT, a co-operative, non-governmental organisation which operates under the auspices of UNESCO. OISTAT's principal purpose is to foster opportunities for co-operation between and among theatre organisations. The ABTT is one of the OISTAT Centres in the UK and as such plays an active role in each Commission. www.oistat.org/

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

Theatres Trust

The ABTT provides expert technical assistance to the Theatres Trust, which is the national advisory public body for theatres. The Theatres Trust believes that current and future generations should have access to good quality theatre buildings where they can be inspired by, and enjoy, live performance. It champions the future of live performance by protecting and supporting excellent theatre buildings which meet the needs of their communities. It does this by providing advice on the design, planning, development and sustainability of theatres, campaigning on behalf of theatres old and new and offering financial assistance through grants. www.theatrestrust.org.uk

Association of Performing Arts Collections (APAC) & SIBMAS

The Association is a member of the Association of Performing Arts Collections and SIBMAS the International Association of Libraries, Museums, Archives and Documentation Centres of the Performing Arts. APAC is a key forum for the placement of performing arts archives and collections for which the ABTT's and particularly the Historical Research Committee's help is sort in connection with their disposal.

Alliance of Associations and Professionals in Theatre & Live Events (AAPTLE)

AAPTLE includes representatives who work in all aspects of the theatrical and events community including more than two hundred thousand creative and production practitioners. It seeks to work towards making the industry a safe, inclusive and sustainable place to work, now and in the future.

Membership of the Association

There are various ways of joining the ABTT: as a Member, an Associate or an Affiliated Organisation. Membership of the Association at 31 December 2023 was as follows:

	2023	2022	2021	2020	2019	2018
Fellows	26	26	26	22	22	22
Honorary Members	16	14	13	14	14	15
Members	318	324	329	346	370	316
Associates	1285	1217	1110	1258	1168	1255
Affiliated Organisations	261	241	209	199	226	217
TOTALS	1906	1822	1687	1839	1800	1825

Members

Any individual with relevant experience and manifest commitment to the technical aspects of the art of the theatre is qualified to be a Member of the Association. Those people who have given a working life's commitment to the art of technical theatre can continue as retired Members. The admission of applicants is determined by the Trustee-Directors.

The Trustee-Directors may appoint as Fellows of the Association any persons who, in the opinion of the Trustee-Directors, have rendered signal service to the technical aspects of the art of the theatre. The Trustee-Directors may also appoint as Honorary Members of the Association any persons who, in the opinion of the Trustee-Directors, have rendered signal service to the Association. Fellows and Honorary Members are entitled to the privileges and rights of Members.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

Members together with Fellows and Honorary Members have the right to vote and are collectively referred to in this Report as the Electoral College.

At the ABTT's Christmas Party on 8 December 2023, the Association bestowed Richard Bunn with an Honorary Membership and appointed Margaret Shewring a Fellow of the ABTT.

Associates

Any individual who is interested in technical aspects of the art of the theatre is qualified to be an Associate of the Association. This includes Young, Early Career and retired Associates who are keen to both enter the industry and maintain their links once their working life is over.

Affiliated organisations

Any non-profit distributing organisation interested in technical aspects of the art of the theatre is qualified to be affiliated to the Association. There are various kinds of Affiliates depending upon how many individuals they wish to receive membership benefits.

Activity, Achievements and Performance

The ABTT is proud of its many achievements in bringing together a wide range of people who wish to make UK and international theatre more successful. The ABTT works collectively to ensure theatres are better designed, better equipped and that staff are trained to the highest possible standard. The ABTT is a unique organisation that facilitates the bridge between producers, theatre operators and designers, technicians and architects. The Association brings people together who discuss improvements in theatres and theatrical practices which allow the successful staging of productions of all sizes. The Association has high ambitions. It encourages debate and welcomes the recruitment of new members to help shape forthcoming generations of practitioners.

The ABTT's major areas of activity are the provision of publications and training; the work of the technical committees; and the presentation of events and associated seminars such as the annual Theatre Show; the MAKE A DIFFERENCE Conference and the quadrennial ITEAC Conference.

The outcomes of the ABTT's activities are primarily directed at its members, but in doing so it fulfils a wide and important public benefit through helping the theatre industry remain safe and innovative. The prime purpose of the ABTT is to provide a means for the cross communication of knowledge and experience amongst those who design, build and operate theatres in the UK and internationally. A better-informed industry will always achieve more.

In 2023 the ABTT contributed to the charitable public benefit in a number of important areas: Regular advice; training provision; events, seminars and recognition and the work of the ABTT Committees, as detailed below.

Regular advice

The ABTT provides updated advice on theatre operation, refurbishment, and compliance with safety regulations within the United Kingdom. The ABTT produces, with the support of the national Theatre Safety Committee, a Code of Practice for the Theatre Industry in the UK. The Code of Practice includes ABTT Blue Book Codes of Practice, Guidance Notes, FAQs and the regular Safety Matters and Technical Standards columns which appear in *Sightline* the ABTT's Journal of Theatre Technology and Design.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

The primary reference for the Code of Practice for the Theatre Industry is *Technical Standards for Places of Entertainment* to which the ABTT contributes substantially, together with providing the secretariat and administration of the editorial Standing Committee. ABTT also contributes to other publications such as *R U Safe?* and *Non-Conventional Theatre Spaces*.

Training provision

The ABTT offers relevant training to the theatre industry. This is vitally important to ensure managers and technicians have the skills which will equip them to work in an ever-changing technology-based work environment. The ABTT also provides in-service training for theatre employees, accredited by the Royal Conservatoire of Scotland (RCS). This is carried out peripatetically at centres around the country. The remote learning CAD courses have also continued to receive a growing number of registrations.

Events, seminars and recognition

The ABTT showcases new innovations in theatre, addresses issues affecting the industry, brings together like minded individuals to facilitate communication and knowledge transfer and recognises exceptional contributions in a number of ways. This includes through the organisation and presentation of the Theatre Show, the International Theatre, Engineering and Architecture Conference (ITEAC), the MAKE A DIFFERENCE Conference, Seminars, Membership visits and the ABTT Awards.

The annual ABTT Theatre Show is designed to inform the theatre and allied industries of technological advances that have been made in equipment over the previous twelve months and to showcase the equipment currently available in the marketplace. The Theatre Show encapsulates what the ABTT is about - new, tried and trusted equipment, a programme of seminars to educate and a series of meetings and gatherings for those who work in the theatre industry and the general public. The Theatre Show, is open to everyone, and therefore is of great benefit not only to commercial and subsidised theatre, but also to community, amateur and school theatre.

With over 3,000 registrations, the 2023 ABTT Theatre Show at Alexandra Palace was busier than ever. The event drew in a broad range of attendees at all stages of their careers alongside an ever-increasing list of exhibitors from all areas of the industry. There was an 82% growth in overall visits, including a 53% increase in students attending. The new ABTT 'Skills Workshops' introduced this year were particularly popular, tutoring over 150 attendees over the 2 days in a broad variety of topics. There were over 150 brands on the show floor and an increase of 15% in exhibitors.

The seminars presented at the 2023 ABTT Theatre Show were recorded and released on the ABTT Website. These sit behind the paywall, for ABTT Members to access as part of their membership. These covered a wide range of subjects including AI, Diversity, Automation, Mental health, to name a few.

The ABTT launched the *MAKE A DIFFERENCE Conference* in 2023 which will now become an annual event. It was hosted at The Albany, Deptford in April 2023, with 70 delegates from a range of companies, venues, organisations and institutions across the UK attending. The focus of the conference was the industry's current recruitment and retention challenges. The full report from the 2023 MAKE A DIFFERENCE Conference was shared at the 2023 ABTT Theatre Show. The conference was developed to allow more detailed thinking and discussion on current issues impacting the industry. Participation is results-oriented where delegates commit to undertaking specific actions and developing strategies to achieve solutions for the issues discussed.

ITEAC was held, as a hybrid event, on the 19 and 20 September joining those present at the IET in London, with delegates at venues across the world and those attending online. The event, with over 50 sessions was the most ambitious ever, engaging with participants across the globe, combining online connectivity with hubs in London,

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

Brisbane, São Paulo, Tokyo, Bogota and Hong Kong. This major international event brings together those involved in the planning, design, construction, specification and operation of places of entertainment.

The ABTT Awards are one of the Association's flagship events, giving the ABTT the opportunity to recognise and acknowledge those people making a difference in the industry. The 2023 awards were hosted at the ABTT Theatre Show as a celebration of amazing achievement. In 2023 a new Award, the ABTT Award for Environmental Sustainability, was created to acknowledge an individual who has made a significant contribution to furthering environmental sustainability within the theatre industry. In 2023 the ABTT was exceptionally pleased to present Adrian Bradley with the Award for ABTT Technician of the Year; Li Li Peabody with the ABTT Emerging Excellence Award and Jennifer Taillefer with the ABTT Environmental Sustainability Award.

ABTT Committees

The work of the ABTT committees contribute significantly to the industry in a wide range of ways. The section below highlights the work of these committees and record the importance of the ABTT's activities.

ABTT COMMITTEE REPORTS

ABTT Safety Committee

Chair	Michael Anderson
Vice Chair	Ben Stephen

The ABTT Safety Committee met 11 times in 2023, with membership increasing from 121 to 134 due to meetings being held online. Discussion points covered during the year included: injury prevention consultants, wheelchair space provision, retained EU law, Martyn's law, the bookable casual, lithium batteries (fire), immersive theatre, evacuation of persons with disabilities, fire retardancy of upholstery materials in theatre seats, the possible detention of persons carrying a multi-tool, and ESITS (Event Structures Industry Training Scheme) temporary structures training.

In addition to those attending the meetings the Committee has the benefit of 'eMembers' and 'Listeners'. eMembers actively comment on the minutes of the meeting thereby increasing participation in the work of the Committee. 'Listeners' – continue as a new category where members actively listen to the meeting whilst on mute and not on video. This suggests consideration should be given to 'podcasting' in the future or recording meetings for others to hear later at their convenience.

The ABTT Safety Committee maintains its focus as a contributor to *Technical Standards for Places of Entertainment* and continues to have many active members in common with its Standing Committee.

Safety Committee Members remain involved in several BSI Standards Committees and maintain representation within the SAGE (Safety Advisory Group for Events), PLASA (Professional Lighting and Sound Association) /NRAG (National Rigging Advisory Group), TSC (Theatre Safety Committee), PSG (Production Safety Group) and JACE (HSE Joint Advisory Committee for Entertainment) industry groups. The Committee continues to support and share the efforts of ESTA (Entertainment Services and Technology Association) in the US.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

ABTT Communications and Publications Committee

Chair and Editor: Ben Stephen and Robin Townley

The committee oversees the ABTT publications. It co-opts editorial contributors and peer and specialist reviewers to prepare written guidance, other than *Technical Standards*, and other materials for inclusion in the ABTT Code of Practice produced with the Support of the national Theatre Safety Committee. It is closely allied to, and draws upon, the expertise of the many members of the ABTT Safety Committee as well as the Standing Committee for *Technical Standards for Places of Entertainment*.

The Committee is currently working on a template in google documents to speed up the collaboration on writing of new guidance and other material.

ABTT Training and Education Committee

Chair: Sebastian Barnes

Vice Chair: Gareth Evans

This committee met six times during 2023 with members coming from a range of theatre organisations including employers, education and training providers and the freelance sector.

During the year the focus of the Training and Education Committee was as follows:

- How to influence current training and education developments in the Technical Theatre sector, including safety, qualifications, operating and legal standards
- Guidance for the development and delivery of the ABTT courses
- Advice to the Council on the training budget
- Help in setting and maintaining training standards
- Increasing awareness of learning routes in the sector

In 2023 more than 50 separate courses were successfully delivered to over 470 people, a three-fold increase from 2022. The exponential increase in demand was very encouraging, driven by venues reopening after the pandemic, with some staff in need of up-skilling and apprenticeship training providers choosing the Bronze programme as part of their training plan.

The 2023 Summer School at Warwick Arts Centre which included 3 Silver courses and a Gold course, was well attended achieving good results and feedback. The Committee thanks Louise Birchall for coordinating this year's Summer School.

At the 2023 ABTT Theatre Show, the Committee organised 18 practical skills workshops of 30 minutes each with samples from the Bronze course content including, Manual Handling, Tips for Drapes, Knots and Electrical Fault Finding. It was very encouraging that 147 people attended, feedback was positive and some participants enquired about booking courses. The Committee thanks those who provided excellent support in managing the bookings, and in delivering the workshops.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

The long serving Training Co-Ordinator, Geoff Joyce, retired from the role in January 2024. The ABTT is extremely grateful to Geoff for his exemplary work, developing and arranging the courses since 2004. The Training Coordinator role has been taken up by Louise Birchall.

Preparations are in train for the regular re-accreditation process with the Royal Conservatoire of Scotland. This ensures accreditation is retained and content and delivery remain current and valid. Gill Allen has been engaged to help with the preparatory work and to develop and integrate course administration and co-ordination.

ABTT Sustainability Committee

Co-Chairs: Kathrine Downton and Evie Redfern

The ABTT Sustainability Committee, founded in 2022 to advance sustainable practices in the industry, both social and environmental, held its inaugural meeting in March 2023. The Committee is preparing to present at the 2024 Theatre Show.

OISTAT Architecture Commission

Vice Chair: Tim Foster

The OISTAT Architecture Commission (AC) exists to facilitate communication and understanding about theatre buildings amongst architects, consultants, technicians and artists worldwide. Through communication about common interests, the commission provides forums for professional growth, develops projects and collects and disseminates information. It meets in order to exchange knowledge about theatre architecture and related technical topics. The commission welcomes participation by anyone with an interest in theatre buildings.

In 2023 the Architecture Commission had three online meetings in January, March and November. It also met at the Prague Quadrennial 2023, where it organised an interdisciplinary workshop in which all the theatre design disciplines represented were invited to work together to explore a shared vision for a theatre space, event or performance. As part of this event the Commission had a tour of the Prague State Opera led by the Technical Director. This exclusive tour provided a unique opportunity for members and guests to explore and learn about the architectural and technical aspects of this prestigious venue.

During 2023 the OISTAT governing board met to prepare for World Stage Design due to take place in 2025, with the work from this being ongoing.

Theatre Planning Committee

Chair: Tim Foster

The Theatre Planning Committee continued its work on the revised edition of *Theatre Buildings: A Design Guide*.

The existing *Theatre Buildings: A Design Guide* was published by the ABTT in 2010, as a successor to *Theatre Planning* edited by Roderick Ham, which first appeared in 1972 and was revised and updated in 1985.

Changes in theatrical presentation, building management, sustainability thinking and the technology which serves them has developed at an increasingly rapid rate and the book is now being updated to keep up with these developments.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

The new edition *Theatre Buildings: a design guide*, edited by Margaret Shewring and drawings editor David Hamer, was with the publishers, Routledge, at the end of 2023, with anticipated publication in 2024.

ABTT Historical Research Committee

Chair: Roger Fox

The Committee did not meet in 2023 but was sustained by numerous communications between members. As the Association's expert group on historical matters it remains available to advise the Theatres Trust and other bodies on matters which may affect significant technical installations in theatres. The Committee responded to third party queries and continued to monitor theatre buildings which may be under threat or contain significant installations. Work continued to secure Brian Legge's papers and artefacts after the death of his widow.

The Committee fronts the Association's membership of APAC, the Association of Performing Arts Collections, and its international equivalent SIBMAS, and is represented by Jane Thornton, Jason Barnes and Robin Townley.

ABTT Northnet Committee

Chair: Jean Shevelan
Secretary: Vernon Blades

The main business of the committee is organising ABTT member's visits to theatres and other venues of special interest in the North of England. NorthNet also provides opportunities for networking in the North of England.

Due to health and mobility problems of the Chair and the reduction in the active members the rejuvenation of this Committee in 2023 was not possible. With renewed interest from people keen to help with NorthNet it is intended to restore NorthNet to full working order in 2024.

The NorthNet committee welcomes interest from any members in the North in order to continue the running of this longstanding committee.

ABTT Cymru Committee

Chair: Rhian Jones

Rhian Jones took over the role as chair in June 2023 when Martin Hunt stepped down. Four ABTT Cymru meetings took place in 2023 with a standing agenda point being the discussion of needs regarding equipment and recruitment.

In October 2023 ABTT Cymru co-hosted the Welsh theatre and the climate crisis event at Aberystwyth Arts centre. The event itself was hosted by David Wilson and David Evans. Speakers included Neil Glasser (Aberystwyth University), Bill Hamblett (small world theatre), Cath Allen (CARAD), Judith Musker Turner (Arts Council Wales), Ffion Jones (theatre maker), Peter Cox (playwright), and Jacob Gough (freelance practitioner). The keynote listener was Andrew Filmer of Aberystwyth University. This was a very interesting event with a diverse range of practitioners sharing their process and practice regarding sustainability. The intention is to host another event in Bangor North Wales in Spring 2024.

The group recognised that at future meetings a case study of taking a production from concept through to performance using the Theatre Green Book would be useful.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

The Nick Bache ABTT Cymru - Technician of the Year Award was created by the ABTT Cymru committee in honour of friend and colleague Nick Bache. Nick was extremely passionate about helping people achieve their goals and aspirations, particularly early year professionals in the theatre industry – this award, recognising the achievement of an individual who consistently delivers technical excellence, will help to continue Nick's important work. The inaugural winner was Matt Jones from the following nominee shortlist:

- Hallam Cleverley - Theatre Colwyn
- Luca Tedaldi – Aberystwyth Arts Centre
- Matt Jones – RWCMD

ABTT School Theatre Support Group

Chair: Alex Cann

The ABTT School Theatre Support Group (STSG) is a network of professional theatre technicians and managers working in UK schools and colleges. As an affiliated committee of the ABTT since 2014, the primary aim is to offer a community of support in this specialist field, with members responsible for many professionally equipped theatres and studios across the country, as well as training and facilitating the next generation of theatre practitioners in schools.

The STSG Performance Support Award continued to be delivered as a voluntary programme of skills acquisition and recognition for students participating in technical and production experience as an extra-curricular activity.

During 2023, the STSG worked on the plans for a conference in June 2024 at Sir William Borlase's Grammar School in Marlow, Buckinghamshire.

The Stephen Joseph Association Committee

Chair: Tony Jackson

This committee was formed to celebrate the life work of Stephen Joseph as director and teacher, and as the pioneer of theatre-in-the-round in the UK.

During this year the chair was taken by Tony Jackson, with Bob Millington or Tony representing the committee at ABTT Council Meetings.

The third Stephen Joseph Award was launched in July 2023, inviting applications from theatres and individual practitioners developing new and innovative theatre practice. The nominations were stronger than ever, giving the awards panel some interestingly difficult choices. The winner was Borderlines, the remarkable outreach team of the New Vic Theatre, Staffordshire, and the award was presented at the ABTT Christmas Party.

In relation to the Stephen Joseph Archives, Alistair Livingstone continued liaising with individuals and with Simon Murgatroyd, the official archivist of Alan Ayckbourn, with reference to material relevant to Stephen Joseph. Material has now been housed within the Borthwick Institute and in the Theatre Collection at Scarborough Museums and Galleries.

The committee was pleased to welcome Robin Townley to the November meeting to discuss future plans for the committee.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

Core Values Working Group

Chair: Mig Burgess-Walsh

The Core Values Working group aims to provide a less formal space to cultivate broader ideas around topics of discussion that have arisen from Council meetings. Giving a place for more time and considered thoughts to cultivate and progress ideas

The MAKE A DIFFERENCE Conference, the first of which was presented in April 2023, is the main project upon which the group has worked. During the year the plans for a 2024 MAKE A DIFFERENCE were developed.

ABTT Apprenticeship network

Chair: Jack Davies

At the 2023 ABTT Theatre Show a conversation was initiated regarding how difficult it can be getting started in the industry. A panel discussion, "The voice of the next generation", took place. At this seminar a survey was launched; results and opinions emanating outline some key areas of contention. The intention is to use the network to continue this conversation further into 2024.

During the year the question was raised as to whether the network could be rebranded to not being exclusively for theatre apprentices but instead for those from all creative industries. As a result, it is being rebrand the "ABTT Apprenticeship network for creative industries" with changes to the website having taken place.

ABTT Automation Committee

Chair: Nick Page

This Committee continues to help define what is meant by the term "Automation", working towards a consistent understanding of this field of expertise.

The committee is considering a restructure to better support students and manage members. There is also currently considerable interest in Automation training and discussions about this moving forward and defining a standard of training and knowledge, is a keen focus for the committee.

ABTT Wigs, Hair and Make-up Committee

Chair: Anette Ollerearnshaw

The ABTT Wigs, Hair & Make-up (WHAM) committee has reached the 2-year milestone. The Chair continues to represent the WHAM community and sustainability work in higher education, notably as External Advisor at Rose Bruford College.

The advice for the Theatre Green Book to be embedded in the BA (Hons) Costume Production programme & BA (Hons) Scenic Arts programme during their periodic revalidation event has been documented and formalized. The outcomes of this will position those students well to be entering an industry that is increasingly aware of its responsibility in combatting climate emergency.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

The Chair also delivered a Movement and Materials workshop at University of the Arts London for the BA Hair, Make-up & Prosthetics students which includes a session on the WHAM guidance from the Theatre Green Book and a practical application of these principles. This session also included introduction to UAL's 'The TEN' cards, which are a concept developed by the Centre for Circular Design.

Following discussions with CiTEA during 2023 a collaboration between WHAM and CiTEA is now on target to launch new 'soft tech' awards clusters at the ABTT Theatre Show 2024. A new awards trophy is also being designed for this purpose. More news to follow in next year's report.

ABTT CiTEA Committee

Chair: Caroline Townsend

ABTT CITEA was re-launched in 2023 with a new Chairperson, Caroline Townsend, appointed. Plans for the future include incorporating students within the new committee. There are ongoing discussions regarding the possibility of manual handling training for the costume industry and using the ABTT Theatre Show as a focus point for the new committee.

PLANS FOR FUTURE PERIODS

The key focus for 2024 will be on four goals, each discussed below:

- Supporting the sector
- Support of the membership
- Financial and Organisational Security
- Vocational training

Supporting the sector

The ABTT will continue to develop technical standards, codes of practice and guidance to support the Code of Practice for the Theatre Industry in the UK which it produces with the support of the national Theatre Safety Committee. The ABTT's work has become increasingly recognized in the UK as "soft law" defining the term "reasonably practicable" in the Health and Safety at Work etc. Act within the context of the operation of a place of entertainment or in the production and presentation of live performance. The Code or Practice is now the primary instrument by which the sector achieves self-regulation.

The Association will organise the Theatre Show and International Theatre Engineering and Architecture Conference as landmark National and Global events for social, business and professional networking and advancement of best practice, and to contribute to ABTT revenues to support other activities.

Support of the membership

The ABTT wishes to be identified for the promotion of technical excellence in live performance. To acknowledge this, and linking to its organisational value of 'acknowledging achievement', the ABTT will promote associate membership of the Association as an important progression for personal and professional development and admission as a full Member as aspirational recognition by industry peers of successful relevant experience and

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

practice. In turn the authority and validation of the ABTT and its work is reliant upon a broad representation of the industry. Awards will be used and developed to recognise outstanding contributions to the industry.

The Association will continue to develop a mixed ecology of real-time live events using online, hybrid and in person meetings. Committees will meet online with occasional hybrid gatherings (some participants in the same physical location and participation online by others). Online webinars will continue to be used to provide access for the widest number of participants to specialist presentations and learning opportunities with the added advantage of access to recordings of these sessions as a benefit of membership. In real life meetings will provide members with opportunities to physically visit venues and to engage in face-to-face discussion, and debate. All of this in a sociable fashion with those who share similar interest and passions. *Sightline* will continue to be positioned as the Journal of Record for Theatre Technology and Design. Social media channels will be used to provide a rich and valued content about the Association's activities and news, events and groups of interest to our members.

Financial and Organisational Security

To undertake its charitable aims the ABTT needs to be confident of its annual income and will look for opportunities to increase that income to enable greater activity. The ABTT is now a working from home organisation with no office accommodation. The transition from a physical office to a working-from-home structure was achieved without any significant disruption.

Vocational Training

The ABTT has developed a good reputation for providing appropriate, fit-for-purpose vocational training in backstage production skills. The ABTT will continue to provide specific vocational training, ensuring an efficient provision to support career development at entrance/early career, intermediate and supervisory levels.

Risk Management

The Council has addressed the risks that face the Association and seeks to establish procedures to mitigate those risks. Council has considered the following potential problems and taken steps to address them as detailed below:

- The Theatre Show surplus has grown to account for over 40% of annual group income. To mitigate against the poor performance or collapse of the Theatre Show Council established a Contingency Fund. Following the cancellation of the 2020 Theatre Show due to the pandemic, this fund was called upon. Since then, as a result of the success of the 2022 and 2023 shows the Contingency Fund has been re-established at a suitable level.
- Subscriptions from individual and affiliates represent about 33% of annual group income. It is considered less likely that subscription income could fail completely based on the evidence during the pandemic where the level of contributions was effectively maintained but the timing of payment was delayed. In 2023 there was no indication that there was a persistent detrimental effect on subscription income due to the pandemic. The Association remains confident in its aim to build resilience by encouraging diverse membership across an increasing number of industry sectors and roles but is also sensitive to finite number of technical and production practitioners that will wish to engage with the ABTT.
- Membership fees from Industry Supporters' Group members accounts for around 17% of the annual group income. This income exhibited the same resilience as membership subscriptions during the

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

pandemic and in 2023. The Association is therefore confident in its ability to continue recruiting appropriate product and service providers to this group.

- In 2023 ABTT Training continued to be in demand and contributed around 8% of annual group income. Training is still delivered to the industry as a service and so the margins for the generation of surplus are intentionally modest. The contribution in 2023 is a consequence of a significant increase in delivery. Surplus from training activity is used to maintain and develop the training offer and to prepare for external validation by the Royal Conservatoire of Scotland. A Training Fund is maintained to ensure the ABTT is able to continue providing training.
- In October 2023, it was announced that Robin Townley, Chief Executive since 2012, would be stepping down in June 2024. Succession planning had been taking place over the previous year to develop an appropriate approach which included a minimum nine-month notice. This period was fundamental to manage and deliver a thorough, diligent and exemplary recruitment programme by which to appoint a suitable individual or individuals. The replacement of Robin with new appointment(s) will allow the organisation to continue to split the governance function from the management of its activities. This recruitment process concluded in 2024 with the commencement of the new CEO in May 2024.
- The Association continues to rely on support of its voluntary Chairpersons, Council, Committee members and Officers as the administrative team for the organisation is small. The Officers act as senior ambassadors for the Association and through their industry contacts help to drive the Association forward. It is the intention that as the organisation's financial resilience and revenue generation strengthen suitable additional resource could be engaged if required thereby reducing the reliance on the Officers.
- The activities of the Association depend upon an active minority within the membership. There is, however, a new generation who are keen to belong and play a part in the running of the organisation. It is hoped that more national and regional committees can be formed to further the aims and ambitions of both the members and the theatre industry.
- It is recognised that the Association needs to constantly adapt itself to a fast-changing environment. Technological changes are frequent and sometimes industry-changing and the ABTT needs to ensure it is at the forefront of technical thinking. The committees that are the workhorse of the Association need to constantly attract new members with current industry experience.
- The greatest strength of the Association is its membership and their participation for a common purpose. The responsibilities of Trustee-Directors and the time necessary to fulfil the role can make it unattractive to many busy people. This problem occurs with many charities. In practice it is only people controlling their own timetables who are really able to contribute; this is particularly the case given working patterns in the theatre industry. The Council is seeking to increase the pool of potential Trustee-Directors by actively encouraging more Associates to become Members and increase the size of the Electoral College.
- The Association seeks to further develop its trading activities to increase the diversity of its income revenue and increase revenue margins in order to undertake more activities in the delivery of its charitable work and better serve its communities.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

FINANCIAL REVIEW

The Trustee-Directors monitor the financial position on a quarterly basis via the preparation and review of Management information, which, amongst other procedures, is discussed at ABTT Council meetings. The following year's activities for both the Charity and its trading subsidiaries are agreed during the process of setting detailed budgets in the autumn of the preceding year.

The Consolidated Financial Statements for the year ending 31 December 2023 together with the related Notes to the Financial Statements are annexed to this Report. The Trustee-Directors present Consolidated Financial Statements in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Consolidated Statement of Financial Activities shows a surplus for the year of £63,378 (2022: £37,140). The budget for the year had an outcome of a surplus of £19,280. The improvement over the budget was due to a better performance in membership and ISG renewals (£7,800), higher net income from the Theatre Show (£61,300) and training (£26,800), savings in overheads (£26,300), higher interest income (£6,300), offset in part by the net cost of presenting a hybrid ITEAC, the first such conference since the pandemic (deficit £83,500).

The Charity's wholly owned trading subsidiary, Theatrical Trading Limited made a surplus for the financial year of £287,537 (2022: £176,576).

The charity's wholly owned trading subsidiary, Theatrical Events Limited made a loss for the financial year of £86,920 (2022: loss of £29,614).

The principal funding source of the Charity, other than the trading activities of the subsidiaries, is membership subscriptions. Membership and subscription Revenues remained consistent with the previous year at £124,820 (2022: £124,941).

No professional fundraisers are used by the Charity. The Trustees monitor all fundraising.

Investment powers and policy

Under the Memorandum and Articles of Association, the Association has the power to invest in any way the Trustee-Directors determine. The Council, having regard to the liquidity requirements of operating the Association and its policy regarding reserves has operated a policy of keeping available funds in interest-bearing deposit accounts.

Reserves policy

The Trustee-Directors reconsider the level of unrestricted reserves on an annual basis. (Unrestricted reserves are funds that are freely available which the Association needs to pursue its objectives).

The unrestricted reserves at 31 December 2023 were £396,872 (2022: £333,494; 2021: £296,354 ;2020: £295,343; 2019: £315,929; 2018: £314,725; 2017: £274,963; 2016: £270,720). The Trustee-Directors view this

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

level of reserves as sufficient to meet the Charity's immediate objectives and to provide some degree of financial flexibility into the medium term and in the current economic conditions.

The General Fund stands at £201,872 (2022: £193,494; 2021: £156,355; 2020: £155,343; 2019: £175,929; 2018: £174,725; 2017: £144,963; 2016: £140,720) (see Note 19). The Trustee-Directors established the General Fund at a level sufficient to ensure the financial viability necessary to provide the Association with working funds and for the generic development of the Association's activities. In broad terms, the fund represents 6 months' expenditure for the Charity. The level of the General Fund is subject to annual review by the Trustee-Directors to ensure that it remains appropriate.

Charities SORP (FRS 102) requires the Trustee-Directors to consider the risks to which the Association is subject and to take steps to mitigate those risks. Further information on how this risk assessment and monitoring has been conducted is set out in the Risk Management section above. As part of their overall review of risks, the Trustee-Directors considered that provision should be made for contingencies, particularly in view of the Association's reliance upon the financial surplus arising from the activities of Theatrical Trading Limited and Theatrical Events Limited, which cannot be assured to continue at the same level from year to year. The activity of Theatrical Events Limited is to run the four-yearly International Theatre Engineering and Architecture Conference, which was held in 2023. The Theatre Show run by Theatrical Trading Limited is held every year. The Trustee-Directors have decided that the level of the Contingency Fund should be increased to £150,000 (2022: £95,000) given the risks in the business and will continue to monitor this closely in future periods.

The Trustee-Directors have reviewed the level of each of the designated funds and have set the Publication Fund at £20,000 (2022: £20,000) and the Training Fund to £20,000 (2022: £20,000), to reflect expected expenditure on the planned activities of the Charity. Specifically, the Publication Fund is being used to revise the publication *Theatre Buildings: a design guide* which was last revised in 2010. The Training Fund will be used to support increased training activity.

The Technical Access Passport Fund is maintained at £5,000 (2022: £5,000) and this will be monitored on an ongoing basis.

The Trustee-Directors currently expect the designated funds to be used within one to two years and further detail on the movements in unrestricted funds is shown in the annexed financial statements.

Trustees responsibilities in relation to the financial statements

The Trustees (who are also directors of The Association of British Theatre Technicians for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant examination information of which the charitable company's independent examiners are unaware, and
- that the Trustees have taken all the steps that they ought to have to make themselves aware of any relevant examination information and to establish that the independent examiner is aware of that information.

The Trustees' Report has been prepared in accordance with the provisions applicable to entities subject to the small companies' regime.

Independent Examiner

At the 2022 Annual General Meeting, John Coverdale was re-appointed as Independent Examiner to the Association for the ensuing year.

By order of the Trustee-Directors



David Evans
Trustee-Director

Date: 30th May 2024

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

Independent Examiner's Report to the Trustees of The Association of British Theatre Technicians ('the Group')

I report to the Association Trustees on my examination of the consolidated accounts of the Group comprising The Association of British Theatre Technicians ('the parent Association') and its subsidiary undertakings for the year ended 31 December 2023 on pages 27 to 52.

Responsibilities and Basis of Report

As the Trustees of the parent Association (and its directors for the purposes of company law) you are responsible for the preparation of the consolidated accounts of the Group in accordance with the requirements of the Companies Act 2006 ('the 2006 Act') and you have chosen to prepare consolidated accounts for the Group. You are satisfied that the accounts of both parent Association and the Group are not required by either company or charity law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the consolidated accounts are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Group's accounts carried out under section 152 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 152(5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit go beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the consolidated accounts present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent Examiner's Statement

Since the Trustees have opted to prepare consolidated accounts for the Group your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the parent Association and its subsidiaries as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Association's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Association's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the parent Association and the Association's Trustees as a body, for my work or for this report.

Signed: *John Coverdale* Dated: *30/5/24*

John Coverdale FCA
2 London Wall Place, 6th Floor, London, England, EC2Y 5AU

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:				
Donations, royalties and grants	3	14,016	14,016	11,838
Charitable activities	4	124,820	124,820	124,941
Other trading activities	5	758,387	758,387	447,660
Investments	6	7,709	7,709	1,760
Total income		<u>904,932</u>	<u>904,932</u>	<u>586,199</u>
Expenditure on:				
Non charitable trading activities	7	557,519	557,519	300,470
Charitable activities	9	284,035	284,035	248,589
Total expenditure		<u>841,554</u>	<u>841,554</u>	<u>549,059</u>
Net movement in funds		<u>63,378</u>	<u>63,378</u>	<u>37,140</u>
Reconciliation of funds:				
Total funds brought forward		333,494	333,494	296,354
Net movement in funds		63,378	63,378	37,140
Total funds carried forward		<u>396,872</u>	<u>396,872</u>	<u>333,494</u>

The Consolidated Statement of Financial Activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 32 to 52 form part of these financial statements.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)
REGISTERED NUMBER: 1231725

CONSOLIDATED BALANCE SHEET AS AT 31 DECEMBER 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	13	1,625	1,620
		<u>1,625</u>	<u>1,620</u>
Current assets			
Stocks	15	1,524	1,647
Debtors	16	58,768	144,971
Cash at bank and in hand		542,027	410,288
		<u>602,319</u>	<u>556,906</u>
Creditors: amounts falling due within one year	17	(207,072)	(201,032)
Net current assets		<u>395,247</u>	<u>355,874</u>
Total assets less current liabilities		<u>396,872</u>	<u>357,494</u>
Creditors: amounts falling due after more than one year	18	-	(24,000)
Net assets excluding pension asset		<u>396,872</u>	<u>333,494</u>
Total net assets		<u><u>396,872</u></u>	<u><u>333,494</u></u>
Charity funds			
Unrestricted funds	19	396,872	333,494
Total funds		<u><u>396,872</u></u>	<u><u>333,494</u></u>

The Association was entitled to exemption from audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006. The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements. The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies' regime.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)
REGISTERED NUMBER: 1231725

CONSOLIDATED BALANCE SHEET
AS AT 31 DECEMBER 2023

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



.....
Trustee

Date: 30th May 2024

The notes on pages 32 to 52 form part of these financial statements.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

REGISTERED NUMBER: 1231725

ASSOCIATION BALANCE SHEET

AS AT 31 DECEMBER 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	13	1,625	1,620
Investments	14	22	22
		<u>1,647</u>	<u>1,642</u>
Current assets			
Debtors	16	421,815	232,895
Cash at bank and in hand		172,107	158,136
		<u>593,922</u>	<u>391,031</u>
Creditors: amounts falling due within one year	17	(74,060)	(70,514)
Net current assets		<u>519,862</u>	<u>320,517</u>
Total net assets		<u><u>521,509</u></u>	<u><u>322,159</u></u>
Charity funds			
Unrestricted funds	19	521,509	322,159
Total funds		<u><u>521,509</u></u>	<u><u>322,159</u></u>

The Association's net movement in funds for the year was £150,302 (2022 - £66,754).

The Association was entitled to exemption from audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006. The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements. The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small company's regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Trustee

Date: 30th May 2024

The notes on pages 32 to 52 form part of these financial statements

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

CASHFLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2023

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Net movement in funds	63,378	37,140	199,350	66,754
Add back depreciation	885	6,437	886	6,437
Deduct interest income to be shown in investing activities	7,709	1,760	-	-
Decrease / (increase) in stock	123	2,236	-	-
Decrease / (increase) in debtors	86,203	72,786	188,920	(121,038)
Increase / (decrease) in creditors	17,960	86,576	3,546	17,091
Cash generated from / (used) in operating activities	124,920	57,843	14,862	(30,756)
Cashflows from investing activities				
Interest income	7,709	1,760	-	-
Purchase of tangible fixed assets	890	1,768	890	1,768
Cash (used in) / generated from investing activities	6,819	8	890	1,768
Increase / decrease in cash and cash equivalents in the year	131,739	57,835	13,972	32,524
Cash and cash equivalents in the beginning of the year	410,288	352,453	158,136	190,660
Total cash and cash equivalents at the end of the year	542,027	410,288	172,108	158,136
	At 1 January 2023 £	Cashflow for the year £	At 31 December 2023 £	
<u>Analysis of net debt</u>				
Cash at bank and in hand	410,288	131,739	542,027	

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

1. General information

The Association of British Theatre Technicians is a charitable company limited by guarantee and is registered with the Charity Commission (Charity Registered Number: 282069) and the Registrar of Companies (Company Registration Number: 1231725) in England and Wales.

In the event of the Group being wound up, the liability in respect of the guarantee is limited to £1 per Member of the Group.

The address of the registered office is given in the Group information on page 1 of these financial information.

The nature of the Group's operations and principal activities are detailed within the Trustees Report.

The financial statements are presented in £ sterling, rounded to the nearest £1.

2. Accounting policies

2.1 Basis of preparation of financial statements

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

The Association of British Theatre Technicians meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy. The financial statements have been presented in sterling, which is also the functional currency of the Group and are rounded to the nearest pound.

The Consolidated Statement of Financial Activities (SOFA) and Consolidated Balance Sheet consolidate the financial statements of the Association and its subsidiary undertaking. The results of the subsidiary are consolidated on a line-by-line basis.

The Statement of Financial Activities dealt with in the accounts of the Charity showed a surplus of £150,302 (2022: £66,754 surplus)

The Association has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of Financial Activities in these financial statements.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

2.2 Going Concern

The financial statements have been prepared on a going concern basis. The Trustees have considered relevant information, including budgets and cash flow projections together with the impact of subsequent events, in making their assessment.

2.3 Income

All income is recognised once the Association has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Association has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Association, can be reliably measured.

Grants are included in the Consolidated Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Group's objectives, as well as any associated support costs.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year-end are noted as a commitment, but not accrued as expenditure.

All expenditure is inclusive of irrecoverable VAT.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Consolidated Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Consolidated Statement of Financial Activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Group; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Taxation

The Association is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Association is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

2.8 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Office equipment	- 25% - 33% straight line
Website development	- 33% straight line

2.9 Investments

The investments in trading subsidiaries are valued at cost less provision for impairment.

2.10 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

2.11 Debtors

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

2.12 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.13 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Association anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated Statement of Financial Activities as a finance cost.

2.14 Financial instruments

The Group only holds basic financial instruments. The financial assets and financial liabilities of the Group are as follows:

Debtors - trade and other debtors (including accrued income) are basic financial instruments and are debt instruments measured at amortised cost as detailed in Note 16. Prepayments are not financial instruments.

Cash at bank - is classified as a basic financial instrument and is measured at face value.

Liabilities - trade creditors, accruals and other creditors will be classified as financial instruments, and are measured at amortised cost as detailed in Notes 17 and 18. Taxation and social security are not included in the financial instrument disclosure. Deferred income is not deemed to be a financial liability, as in the cash settlement has already taken place and there is simply an obligation to deliver charitable services rather than cash or another financial instruments.

2.15 Pensions

The Group operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Group to the fund in respect of the year.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

2.16 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and legacies

	Unrestricted funds 2023 £	Total funds 2023 £
Donations	13,445	13,445
Royalties	571	571
	<u>14,016</u>	<u>14,016</u>
	Unrestricted funds 2022 £	Total funds 2022 £
Donations	11,632	11,632
Royalties	206	206
	<u>11,838</u>	<u>11,838</u>

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

4. Income from charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £
Subscriptions	<u>124,820</u>	<u>124,820</u>

	Unrestricted funds 2022 £	Total funds 2022 £
Subscriptions	<u>124,941</u>	<u>124,941</u>

5. Income from other trading activities

Income from fundraising events

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Fundraising	<u>4,000</u>	<u>4,000</u>	<u>772</u>

Income from non charitable trading activities

	Unrestricted funds 2023 £	Total funds 2023 £
Trading subsidiary income	<u>754,387</u>	<u>754,387</u>

	Unrestricted funds 2022 £	Total funds 2022 £
Trading subsidiary income	<u>446,888</u>	<u>446,888</u>

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

6. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £	Unrestricted funds 2022 £	Total funds 2022 £
Investment income	-	-	1,217	1,217
Interest receivable	7,709	7,709	543	543
	<u>7,709</u>	<u>7,709</u>	<u>1,760</u>	<u>1,760</u>

7. Expenditure on non charitable trading activities

	Unrestricted funds 2023 £	Total funds 2023 £	Unrestricted funds 2022 £	Total funds 2022 £
Cost of sales	550,275	550,275	296,201	296,201
Administration expenses	7,244	7,244	4,269	4,269
	<u>557,519</u>	<u>557,519</u>	<u>300,470</u>	<u>300,470</u>

8. Analysis of grants

	Unrestricted funds 2023 £	Total funds 2023 £	Unrestricted funds 2022 £	Total funds 2022 £
Grants, Members' services	9,750	9,750	3,750	3,750
	<u>9,750</u>	<u>9,750</u>	<u>3,750</u>	<u>3,750</u>

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

9. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2023 £	Total funds 2023 £	Unrestricted funds 2022 £	Total funds 2022 £
Members' services	284,035	284,035	248,589	248,589
	<u>284,035</u>	<u>284,035</u>	<u>248,589</u>	<u>248,589</u>

10. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Grant funding of activities 2023 £	Support costs 2023 £	Total funds 2023 £
Members' services	<u>4,558</u>	<u>9,750</u>	<u>269,818</u>	<u>284,126</u>
	Activities undertaken directly 2022 £	Grant funding of activities 2022 £	Support costs 2022 £	Total funds 2022 £
Members' services	<u>836</u>	<u>3,750</u>	<u>244,003</u>	<u>248,589</u>

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

10. Analysis of expenditure by activities (continued)

Analysis of support costs

	Unrestricted funds 2023 £	Total funds 2023 £
Staff costs	203,561	203,561
Recruitment	3,612	3,612
Depreciation	885	885
Office Equipment Rental	2,182	2,182
Insurance	3,220	3,220
Events	9,802	9,802
Independent examiner's remuneration	4,226	4,226
Consultancy fees	443	443
Bank charges	4,161	4,161
Printing, postage and stationery	4,413	4,413
Telephone	2,587	2,587
Advertising and publicity	895	895
Web Site - annual costs & maintenance	5,653	5,653
IT support	20,049	20,049
General expenses	2,195	2,195
Other staff costs	1,934	1,934
	<u>269,818</u>	<u>269,818</u>

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

10. Analysis of expenditure by activities (continued)

	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Staff costs	164,974	164,974
Depreciation	6,436	6,436
Water charges	(47)	(47)
Office equipment rental	2,079	2,079
Insurance	3,096	3,096
Events	8,592	8,592
Independent examiner's remuneration	4,026	4,026
Consultancy fees	5,510	5,510
Bank charges	2,678	2,678
Printing, postage and stationery	4,071	4,071
Telephone	2,704	2,704
Advertising and publicity	3,053	3,053
Website – annual costs and maintenance	7,442	7,442
IT Support	25,827	25,827
General expenses	1,367	1,367
Other staff costs	2,195	2,195
	<u>244,003</u>	<u>244,003</u>

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

11. Staff costs

	Group 2023 £	Group 2022 £	Association 2023 £	Association 2022 £
Wages and salaries	183,264	147,986	183,264	147,986
Social security costs	15,374	12,548	15,374	12,548
Pension costs	4,923	4,440	4,923	4,440
	<u>203,561</u>	<u>164,974</u>	<u>203,561</u>	<u>164,974</u>

The average number of persons employed by the Association during the year was as follows:

	Group 2023 No.	Group 2022 No.	Association 2023 No.	Association 2022 No.
Management	1	1	1	1
Office and administration	3	2	3	2
	<u>4</u>	<u>3</u>	<u>4</u>	<u>3</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	Group 2023 No.	Group 2022 No.
In the band £80,001 - £90,000	1	1

The Key Management Personnel of the Group comprise the Trustees and the Chief Executive Officer. The total employee benefits (including employer's national insurance and employer's pension contributions) of the Key Management Personnel of the Group were £90,299 (2022: £86,425).

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

12. Trustees' remuneration and expenses

During the year, two Trustees received fees, on a commercial basis, from Theatrical Trading Limited in respect of the provision of training services, totalling £18,354 (2022: 2 Trustees, totalling £9,734). There are no outstanding balances at 31 December 2023 in respect of these transactions. The Trustees (with the relevant Trustees abstaining from involvement in the discussions and decisions thereto) were satisfied that this arrangement was in the best interest of the group.

During the year ended 31 December 2023, no Trustee expenses have been incurred (2022: £NIL).

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

13. Tangible fixed assets

Group and Association

	Office equipment £	Website development £	Total £
Cost or valuation			
At 1 January 2023	3,038	37,731	40,769
Additions	890	-	890
At 31 December 2023	3,928	37,731	41,659
Depreciation			
At 1 January 2023	1,418	37,731	39,149
Charge for the year	885	-	885
At 31 December 2023	2,303	37,731	40,034
Net book value			
At 31 December 2023	1,625	-	1,625
At 31 December 2022	1,620	-	1,620

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

14. Fixed asset investments

Association	Investments in subsidiary companies £
Cost or valuation	
At 1 January 2023	22
At 31 December 2023	<u>22</u>
Net book value	
At 31 December 2023	22
At 31 December 2022	<u>22</u>

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

14. Fixed asset investments (continued)

Principal subsidiaries

The following were subsidiary undertakings of the Association:

Names	Company number	Registered office or principal Holding place of business	Included in consolidation
Theatrical Events Limited	04313249	6th Floor, 2 London Wall Place, London, EC2Y 5AU	100% Yes
Theatrical Trading Limited	01946041	6th Floor, 2 London Wall Place, London, EC2Y 5AU	100% Yes

The wholly owned trading subsidiaries, Theatrical Trading Limited and Theatrical Events Limited, both incorporated in the United Kingdom, pay taxable profits to the Association by a dividend. Theatrical Trading Limited provides trade fairs, training and publications for the theatrical industry and Theatrical Events Limited provides international conferences for theatrical technicians and the publication of industry books. A summary of the trading results is shown below. The Association holds 2 shares of £1 each in its wholly owned trading subsidiary company, Theatrical Trading Limited, and 2 shares of £10 each in its other wholly owned subsidiary company, Theatrical Events Limited. These are the only shares allotted, called up and fully paid.

**THE ASSOCIATION OF BRITISH THEATRE
TECHNICIANS**

(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

The financial results of the subsidiaries for the year were:

Names	Income £	Expenditure £	Profit/(Loss)/ Surplus/ (Deficit) for the year £	Net assets £
Theatrical Events Limited	186,844	273,764	(86,920)	(124,637)
Theatrical Trading Limited	571,291	283,754	287,537	-

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

15. Stocks

	Group 2023 £	Group 2022 £
Finished goods and goods for resale	<u>1,524</u>	<u>1,647</u>

16. Debtors

	Group 2023 £	Group 2022 £	Association 2023 £	Association 2022 £
Due within one year				
Trade debtors	31,983	29,388	2,263	1,050
Amounts owed by group undertakings	-	-	410,281	220,349
Other debtors	6,115	351	5,225	6,111
Prepayments and accrued income	20,670	115,232	4,046	5,385
	<u>58,768</u>	<u>144,971</u>	<u>421,815</u>	<u>232,895</u>

17. Creditors: Amounts falling due within one year

	Group 2023 £	Group 2022 £	Association 2023 £	Association 2022 £
Trade creditors	6,391	16,184	4,945	11,703
Other taxation and social security	18,549	5,479	6,335	5,479
Other creditors	12,500	12,500	12,500	12,500
Accruals and deferred income	169,632	166,869	50,280	40,832
	<u>207,072</u>	<u>201,032</u>	<u>74,060</u>	<u>70,514</u>

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

	Group 2023 £	Group 2022 £	Association 2023 £	Association 2022 £
Deferred income at 1 January 2023	126,336	74,174	16,874	6,687
Resources deferred during the year	121,528	102,336	22,631	16,874
Amounts released from previous periods	(124,186)	(50,174)	(16,874)	(6,687)
	<u>123,678</u>	<u>126,336</u>	<u>22,631</u>	<u>16,874</u>

The total deferred income at 31 December 2023 of £123,678 (2022 - £126,336) is all payable within one year (2022 - £102,336). The prior year included £24,000 payable after one year). The deferred income at the year-end related to subscription, training and Theatre Show income received in the year ended 31 December 2023 which related to future periods.

18. Creditors: Amounts falling due after more than one year

	Group 2023 £	Group 2022 £
Deferred income	<u>-</u>	<u>24,000</u>

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

Statement of unrestricted funds – 19. current year

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2023 £
Designated funds					
Contingency fund	95,000	-	-	55,000	150,000
Technical Access Pasport	5,000	-	(1,537)	1,537	5,000
Publication fund	20,000	19,208	(14,207)	(5,001)	20,000
Training fund	20,000	150,221	(96,310)	(53,911)	20,000
	<u>140,000</u>	<u>169,429</u>	<u>(112,054)</u>	<u>(2,375)</u>	<u>195,000</u>
General funds					
General Funds	<u>193,494</u>	<u>735,503</u>	<u>(729,500)</u>	<u>2,375</u>	<u>201,872</u>
Total Unrestricted funds	<u><u>333,494</u></u>	<u><u>904,932</u></u>	<u><u>(841,554)</u></u>	<u><u>-</u></u>	<u><u>396,872</u></u>

The transfer of £2,375 from Designated funds to General funds represents funding for expenses initially met through the General fund but applicable to the Designated funds.

Transfers between Designated funds reflect the decisions of the Trustees relating to the requirements of the Designated funds.

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

Statement of unrestricted funds - prior year

	Balance at 1 January 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2022 £
Unrestricted funds					
Designated funds					
Contingency fund	95,000	-	-	-	95,000
Tap This fund	5,000	-	(1,537)	1,537	5,000
Publication fund	20,000	10,417	(19,313)	8,896	20,000
Training fund	20,000	108,541	(72,857)	(35,684)	20,000
	<u>140,000</u>	<u>118,958</u>	<u>(93,707)</u>	<u>(25,251)</u>	<u>140,000</u>
General funds					
General Funds	<u>156,354</u>	<u>467,241</u>	<u>(455,352)</u>	<u>25,251</u>	<u>193,494</u>
Total Unrestricted funds	<u>296,354</u>	<u>586,199</u>	<u>(549,059)</u>	<u>-</u>	<u>333,494</u>

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

20. Pension commitments

The group operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £4,923 (2022 - £4,440). £1,099 (2022 - £1,046) was payable to the fund at the balance sheet date and is included in creditors.