



Brian Carmicle  
By email

Reference: FOI-2015-150

27 May 2015

Dear Mr Carmicle,

Your request was received on 21 May 2015 (across two emails) and I am dealing with it under the terms of the Freedom of Information Act 2000 ('the Act').

You asked:

*I write to request under the provisions of the Freedom of Information Act the most recent capital and operating expenditures reports the ADC Theatre has filed with the Council, the University Theatre Syndicate or the Executive Committee of the University Theatre Syndicate, whichever is most recent, provided that such reports cover at least one full financial year. If the ADC Theatre does not file such reports with any of the above bodies, I request the capital and operating expenditure details of the ADC Theatre for the most recent financial year.*

*I write to revise my request regarding the ADC Theatre Capital and Operating Expenditure reports. In addition to the reports for the most recent financial year that are available, I would like the most-current versions of the capital and operating expenditure plans for the next year for operating expenditure and the relevant period for capital expenditure, which I suspect to be either five or ten years.*

I attach the ADC Theatre's annual accounts for 2013-14 (the last fully completed financial year, which runs from 1 August to 31 July), as presented to the University Council, and the ADC Theatre's operating and capital budgets for 2014-15 (i.e. the current year; the budgets for 2015-16 have not yet been finalised). Please note that the attached documentation should not be copied, reproduced or used except in accordance with the law of copyright.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request an internal review of this decision, you should write to Dr Kirsty Allen, Head of the Registrary's Office, quoting the reference above, at The Old Schools, Trinity Lane, Cambridge, CB2

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# UNIVERSITY OF CAMBRIDGE

Registry's Office

1TN or send an email marked for her attention to [foi@admin.cam.ac.uk](mailto:foi@admin.cam.ac.uk). The University would normally expect to receive your request for an internal review within 40 working days of the date of this letter and reserves the right not to review a decision where there has been undue delay in raising a complaint. If you are not content with the outcome of your review, you may apply directly to the Information Commissioner for a decision. Generally, the Information Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by the University. The Information Commissioner may be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (<https://ico.org.uk/>).

Yours sincerely,

James Knapton

## ADC THEATRE INCOME / EXPENDITURE 2013-14

	Actual 2012-13	Budget 2013-14	Actual 2013-14	Notes
<b>INCOME</b>				
ADC Theatre Hire	136,334	146,000	149,662	
Commercial Hire			2,274	
Corpus Playroom	8,190	8,892	12,131	
Bar Surplus	58,657	66,000	62,811	
Box Office	5,869	4,342	12,299	
Scenic Hire Surplus	2,407	3,000	1,961	
Printing Surplus	1,871	1,000	1,386	
Sundries Surplus	3,381	1,000	588	
Gross Receivable Interest	9,353	11,000	10,753	
ADC Support			1,642	
	<b>226,063</b>	<b>241,234</b>	<b>255,507</b>	
<b>EXPENDITURE</b>				
Salaries	122,489	135,868	123,995	
ICC	40,729	44,017	40,619	
ICC Credit	-16,282	-19,000	-17,971	
Capital Expenditure	20,262	20,000	16,109	I
Utilities	17,418	20,000	19,188	
Administration	6,388	8,800	6,791	
Computing	3,508	6,000	4,190	
Marketing	21,190	23,450	23,026	
Estate	3,141	4,000	2,946	
Maintenance	13,440	11,200	8,795	
Productions		3,000	1,847	
	<b>232,284</b>	<b>257,335</b>	<b>229,534</b>	
<b>Net profit on operating activities</b>	<b>-6,221</b>	<b>-16,101</b>	<b>25,972</b>	
Net income on restricted funds			1,043	
Write-off of customer account credits			5,814	
Unbudgetted Capital Expenditure			-8,982	
<b>Total P/L For Year</b>			<b>23,848</b>	

I Capital Expenditure Breakdown:

<b>Budgeted</b>	
Spent	9,153.93
Unspent	7,172.51
Routine	1,243.71
Income	1,461.26
<b>Total</b>	<b>16,108.89</b>
<b>Unbudgeted</b>	<b>8,982.00</b>

## BALANCE SHEET AT 31-JUL-14

31-Jul-13		31-Jul-14
	<b>Current Assets</b>	
48,823	Current Account with University	7,060
410	Till Float	410
0	Petty Cash	0
6,768	Stock - Bar	5,221
4,593	Stock - Sundries	3,426
304	Stock - Printing	556
1,298	Stock - Maintenance	1,352
2,797	Debtors	1,754
1,244	Prepayments	0
817	Accrued Income	5,772
<b>67,055</b>		<b>25,551</b>
	<b>Current Liabilities</b>	
-247	Holiday Pay Liability	-253
-13,263	Customer Account Balances	-7,401
-9,669	Creditors	-794
-11,427	Accrued Expenditure	-8,846
-4,362	Deferred income for shows after 31 July	-6,641
<b>-38,968</b>		<b>-23,935</b>
<b>28,087</b>	<b>Net Current Assets/ Liabilities</b>	<b>1,616</b>
	<b>Long Term</b>	
144,070	Deposit Account	126,610
243,739	CUEF	327,617
<b>415,896</b>	<b>NET ASSETS</b>	<b>455,843</b>
	<b>FUNDED BY</b>	
394,542	Operating Reserve	433,445
478	Show Support Fund	479
20,876	Restricted Reserve	21,919
<b>415,896</b>		<b>455,843</b>

Opening Reserves	415,896
Net profit in year	23,848
Revaluations on CUEF units	8,927
Unspent Capital Expenditure	7,173
<b>Closing Reserves</b>	<b>455,843</b>

## NOTES TO THE ACCOUNTS 2013-14

2012-13	INCOME		2013-14
	<b>Theatre Hire</b>		
	<b>Income</b>		
136,334	ADC Theatre Show Hire	149,565	
	ADC Theatre Show Hire	98	
	ADC Theatre Commercial Hire	2,274	
136,334	<b>ADC Theatre Hire</b>		<b>151,936</b>
	<b>Corpus Playroom</b>		
20,401	<b>Income</b>		<b>26,169</b>
20,063	Theatre Hire	25,720	
338	Vending Machine	358	
	Show Cleaning Charges	92	
-12,211	<b>Expenditure</b>		<b>-14,038</b>
-5,562	Duty Managers	-6,498	
-204	Vending Machine Purchases	-229	
-2,741	Cleaning & Hygiene	-2,993	
-2	Maintenance	-152	
-247	Telephone	-301	
0	Licenses: Theatre	0	
-24	Administration	-3	
-3,430	Fee Payable to Corpus Christi College	-3,863	
8,190	<b>Playroom Surplus</b>		<b>12,131</b>
	<b>Bar</b>		
130,101	<b>Income</b>		<b>131,046</b>
	Sales - Bar Cost price	-265	
128,331	Sales - Bar	129,280	
1,771	Sales - Vending Machine	2,032	
-71,444	<b>Expenditure</b>		<b>-68,235</b>
-41,745	Alcoholic Drinks	-38,791	
-5,066	Non Alcoholic Drinks	-4,338	
-6,846	Confectionery	-7,187	
-1,011	Vending Machine Cans	-1,115	
-11,912	Wages	-11,393	
-1,844	Equipment and Accessories	-2,544	
-3,020	Catering and Bar Equipment and Accessories	-2,732	

		Stationary/Miscellaneous	-134	
58,657		Bar Surplus		62,811
		<b>Box Office</b>		
69,116		<b>Income</b>		<b>72,907</b>
	35,718	Internal Events Ticket Sales Commission	41,326	
	31,470	ADC Ticketing Ticket Sales Commission	29,338	
	921	ADC Ticketing Charges	793	
	209	Miscellaneous Income (Eg Clamping Fines)	322	
	0	Card Sales Commission	0	
	780	Phone Sales Commission	1,129	
	19	Box Office Error Correction	0	
-61,472		<b>Expenditure</b>		<b>-60,609</b>
	-14,726	Credit Card Charges	-15,509	
	-19,888	Spektrix & Software Costs	-20,944	
	-9,089	Box Office Administrator	-7,295	
	-14,142	Box Office Assistants	-13,293	
	-789	Digital Telephone Line	-822	
	-2,236	Tickets & Stationery	-2,484	
	-603	Misc Expenses & Error Correction	-231	
		PDQ Rental Charges	-31	
7,644		Box Office Surplus		12,299
		<b>Scenic Hire</b>		
		<b>Income</b>		
	21	Workshop Hire	0	
		Radio Mic Hire	167	
	1,871	Scenic Hire	2,690	
	515	Handling Income	70	
		Equipment Stock Costs	-967	
2,407		Scenic Hire Surplus		1,961
		<b>Printing &amp; Post</b>		
7,000		<b>Income</b>		<b>10,861</b>
	5,479	Printing - Photocopier	4,803	
	25	Sales:Consumables	0	
	1,496	Printing - Large Format	1,426	
	2,032	Franking Machine Income	4,632	
-5,130		<b>Expenditure</b>		<b>-9,475</b>
	-2,218	Photocopier Paper	-3,242	
	-916	Large Format Ink Cartridges	-217	

	-311	Large Format Paper	-333
	-1,686	Printers Lease	-1,818
		Other/General Miscellaneous	252
	-3,155	Franking Machine Postage	-3,772
	-651	Franking Machine Lease	-345
<b>1,870</b>		<b>Printing Surplus</b>	<b>1,386</b>
<b>Sundries</b>			
6,718		<b>Income</b>	20,744
	6,709	Sales - Sundries	5,811
	10	Sales External	14,933
-3,337		<b>Expenditure</b>	-20,156
	-3,337	Sundries Cost of Sales	-5,251
	0	Gel Cost of Sales	-14,904
<b>3,381</b>		<b>Sundries Surplus</b>	<b>588</b>
<b>ADC Support</b>			
		<b>Income</b>	
-		Membership (ADC Friends)	150
-		Donations	1,488
-		Donations	4
0		<b>ADC Support Total</b>	<b>1,642</b>
<b>Reserves</b>			
		<b>Interest Received</b>	
	9,013	CUEF Dividend	10,493
	341	Deposit Account Interest	260
<b>9,353</b>		<b>Total Interest Received</b>	<b>10,753</b>

		<b>EXPENDITURE</b>	
		<b>Salaries</b>	
-28,404	Manager	-26,882	
-75,756	Management Team	-76,145	
-6,649	Office Administrator	-8,829	
-6,761	Front of House Support Staff	-7,378	
-4,890	Casual Duty Managers	-4,760	
-30	Casual Theatre Crew	0	
<b>-122,489</b>			
	<b>Salaries</b>		<b>-123,995</b>
	<b>ICC Charge</b>		
<b>-40,729</b>			<b>-22,648</b>
-30,553	XABD ICC	-13,028	
-2,978	XABB ICC	-2,848	
-5,808	XABM ICC	-5,147	
-1,390	XABV ICC	-1,625	
16,282	ICC Recovery Agreement Credit	<b>17,971</b>	
<b>-40,729</b>	<b>ICC</b>		<b>-40,619</b>
	<b>Capital Expenditure</b>		
2,042	<b>Budgeted Expenditure</b>		<b>-9,154</b>
	Production Manager Computer Pre-Payment	594	
	Dressing Room Chairs	783	
	Playroom Lighting Control Desk	900	
	Mac Mini & Accessories	1,317	
	ADC Projector	3,446	
	Box Office Ticket Printer	960	
	UPS Servers	453	
	Playroom Projector Accessories	263	
	Larkum Tables	438	
	<b>Unpurchased (to be purchased in 14-15)</b>		<b>-7,173</b>
	Bar/FOH Carpet (contribution)	700	
	Bar Sofas	1,800	
	Bar till access e.g. card machine (rolled over from	851	
	Playroom Projector (Misco)	1,010	
	Playroom Projector Accessories (Onecall)	304	
	Haze Machine	500	
	ADC Projector lenses and Accessories	1,554	
	Stage Manager Chair	50	



	Production Chairs	100	
	Ion Touch Screen	303	
1,266	<b>Routine Expenditure</b>	-854	<b>-1,244</b>
	<b>Income</b>		<b>1,461</b>
	Left over 12-13 rolled over money rolled over	711	
-217	Sale of Equipment & Charges	750	
	<b>Capital Expenditure Budgetted</b>		<b>-16,109</b>
	<b>Unbudgeted</b>		<b>-8,982</b>
	Ventillation Testing	2,000	
	Franking Machine	1,473	
	Master Locks & Keys	1,384	
	Fibre Optic Connection	3,800	
	A1 Auditorium Seat	325	
-20,262	<b>Capital Expenditure Unbudgetted</b>		<b>-8,982</b>
<b>Utilities</b>			
<b>Expenditure</b>			
-12,081	Electricity	-14,146	
-4,201	Gas	-3,825	
-1,039	Telephones	-812	
	Telecoms Maintenance	-358	
-97	Fax	-47	
-17,418	<b>Utilities</b>		<b>-19,188</b>
<b>Administration</b>			
<b>Expenditure</b>			
-807	Theatre Licences	-1,341	
	Venue Music Licences	-206	
-1,037	Hospitality Expenses	-886	
	Hospitality Expenses	-51	
-2,717	Training Courses	-2,080	
-356	Admin Printing	-804	
-399	Stationery	-294	
-55	Pre-Printed Stationery	-39	
-351	Rail Travel	-186	
	Rail Travel	-58	
-242	Miscellaneous	-855	
9	Sales:Consumables	10	
-5,955	<b>Administration Total</b>		<b>-6,791</b>

	<b>Computing</b>		
	<b>Expenditure</b>		
-75	Administrative Printing Overhead	0	
-1,149	Website	-1,099	
-7	Server Software	-19	
-1,116	Network Installation/Connection Charges	-3,065	
-1,160	Administration Software	-7	
<b>-3,508</b>	<b>Computing Total</b>		<b>-4,190</b>
	<b>Marketing</b>		
	<b>Expenditure</b>		
-300	Consultancy	0	
-15,503	Season Brochures	-18,649	
-2,133	External Design and Artwork	-2,267	
-1,445	Publicity Distribution	-357	
	Website Support	-405	
	Subscriptions	-123	
-1,809	Advertising	-1,225	
<b>-21,190</b>	<b>Marketing</b>		<b>-23,026</b>
	<b>Estate</b>		
	<b>Expenditure</b>		
-186	FOH Areas	-364	
-2,386	Cleaning & Hygiene	-2,268	
-100	First Aid	-103	
-306	Health and Safety	-20	
	Refuse: Rubbish Collection	-187	
-37	Other/General Estates & Buildings	-22	
	Income - Cleaning Charges	17	
2,260	Income - Skip Hire	0	
-2,386	Expenditure - Skip Hire	0	
<b>-3,141</b>	<b>Estate</b>		<b>-2,946</b>
	<b>Maintenance</b>		
<b>-576</b>	<b>Electrical Sundries and Components</b>		<b>-3,795</b>
-1,686	Stage Maintenance	-2,989	
	Workshop Maintenance	-212	
361	Sales - Machinery / Equipment Subtotal for Co	464	
	Front of House & Bar	-90	
-1,227	Professional Services	0	
-365	Lighting Gel	0	

-967	Theatrical Lamps	64	
-2,637	Miscellaneous	-1,032	
	<b>Camp 14</b>		<b>-5,000</b>
-1,075	Food	-1,066	
-2,008	Accommodation	-1,161	
46	Sales:Consumables	33	
-3,305	Projects	-2,806	
<b>-13,440</b>	<b>Maintenance</b>		<b>-8,795</b>
<hr/>			
	<b>Productions</b>		
<hr/>			
	<b>Income</b>		<b>13,818</b>
	Cost Recovery - Merchandise	7,750	
	Cost Recovery - Music Licences	1,689	
	Cost Recovery - Show Insurance	1,083	
	Cost Recovery - Skip Hire	2,761	
	Consumables	535	
	<b>Expenditure</b>		<b>-15,664</b>
	Merchandise	-7,750	
	Music Licences	-1,070	
	Insurance Services	-2,332	
	Skip Hire	-2,243	
	Gel	-601	
	Theatre Lamps	-734	
	Consumables	-936	
	<b>Productions</b>		<b>-1,847</b>

# ADC THEATRE BUDGET 2014-15



	Actual 2012 -13	Actual 2012-13	Budget 2013-14	Actual 2013-14	Budget 2014-15
<b>INCOME</b>					
ADC Theatre Hire	154,651	136,334	146,000	149,662	<b>153,000</b>
Commerical Hire				2,274	<b>1,500</b>
Corpus Playroom	8,158	8,190	8,892	12,131	<b>9,878</b>
Bar Surplus	66,368	58,657	66,000	62,811	<b>65,469</b>
Box Office	9,881	5,869	4,856	12,299	<b>7,940</b>
Scenic Hire Surplus	3,865	2,407	3,000	1,961	<b>3,000</b>
Printing Surplus	787	1,871	1,000	1,386	<b>1,000</b>
Sundries surplus	1,136	3,381	1,000	588	<b>1,000</b>
Gross Receivable Interest	5,937	9,353	11,000	10,753	<b>11,000</b>
Support us	0	0	0	1,642	<b>3,900</b>
	<b>250,784</b>	<b>226,063</b>	<b>241,748</b>	<b>255,507</b>	<b>257,687</b>
<b>EXPENDITURE</b>					
Salaries	109,561	122,489	135,868	123,995	<b>126,530</b>
ICC	36,656	40,729	44,017	40,619	<b>41,868</b>
ICC Credit	<b>-20,697</b>	<b>-16,282</b>	<b>-19,000</b>	<b>-17,971</b>	<b>-18,500</b>
Capital Expenditure	27,091	20,262	20,000	17,571	<b>21,250</b>
Utilities	17,025	17,418	20,000	19,188	<b>20,000</b>
Administration	7,936	6,388	8,800	6,791	<b>8,200</b>
Computing	14,134	3,508	6,000	4,190	<b>6,840</b>
Marketing	22,128	21,190	23,450	23,026	<b>24,000</b>
Estate	4,854	3,141	4,000	2,946	<b>4,554</b>
Archiving	14		0		<b>0</b>
Maintenance	19,416	13,440	11,200	8,795	<b>11,000</b>
Productions			3,000	1,847	<b>3,500</b>
	<b>238,118</b>	<b>232,284</b>	<b>257,335</b>	<b>230,996</b>	<b>249,242</b>
<b>Operational P&amp;L</b>	<b>12,666</b>	<b>-6,221</b>	<b>-15,587</b>	<b>24,511</b>	<b>8,445</b>

## Capital Expenditure

Category	Item	Cost
<b>Priority</b>		
Front of House	Stairs & Corridors Carpet	£800
Front of House	Exterior Banners	£400
Stage, Set, Scenery	Stock treads	£500
Theatrical Equipment	Stage Piano	£1,000
Theatrical Equipment	RAT Music Stands	£1,000
Workshop & Maintenance	Panel Saw	£2,000
Workshop & Maintenance	Dust extract	£800
Fixed Theatrical Installation	Infra red camera	£300
Administration	Phone system	£3,000
Computing	Production Office Computers	£1,000
Computing	Administration Computer	£850
Bar	Furniture (tables and chairs)	£4,000
Theatrical Equipment	Cloths & Masking Blinder	£600
		<b>£16,250</b>
<b>Non-Priority</b>		
Theatrical Equipment	Lanterns - Cyc Floods	£9,000
Bar	Coffee machine	£3,000
Theatrical Equipment	Cans Headsets	£400
Theatrical Equipment	Push up stands	£1,100
	<b>Non-priority to total:</b>	<b>£3,000</b>
	<b>Routine</b>	<b>£2,000</b>
<b>TOTAL</b>		<b>£21,250</b>