



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 01/01/2022 To: 31/12/2022

Charity name: Hitchin Thespians

Charity registration number: 1005332

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To educate the public in the dramatic and operatic arts and to further the development of public appreciation and taste in said arts.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	To promote plays, drama, comedy, opera, operettas, choral works and other dramatic and operatic works of educational value.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Confirmed

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	3 'in person' concerts 1 audition workshops- use of small workshops to restore performance confidence. Preparations for a whole society musical to be performed in 2023 using both youth and adult sections of the society .

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Net surplus of £9136
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Committee reviews the level of reserves from time to time to ensure an operational buffer is maintained.
Amount of reserves held	Para 1.22	<u>A reserve of £20,000 is held for unexpected interruptions to operations to enable the ongoing expenses of the charity to be paid</u>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Constitution / Rules
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	Society / Club
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by membership

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Hitchin Thespians
Other name the charity uses	Young Thespians
Registered charity number	1005332
Charity's principal address	Woodside Hall, Walsworth Road, HITCHIN, Hertfordshire, SG4 9SP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ian Hamilton	Chair		Membership (all roles)
2	Alexandra Evans	Secretary		
3	Marianne Bond	Treasurer		
4	Melanie Plowman-Cobb			
5	Sarah Bailes			
6	Claire Bailes			
7	Phillipa Tadman			
8	Anne Passmore			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Brenda Cundell		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Financial	Len Seymour	

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

AJEvans

Alexandra Jane Evans

Full name(s)

Alexandra Jane Evans

Position (eg Secretary,
Chair, etc)

Secretary

Date

19/10/22

RECEIPTS & PAYMENTS

YEAR ENDED 31 DECEMBER 2022

	NOTES	31 DEC 2022		31 DEC 2021 <i>as restated</i>	
		£	£	£	£
RECEIPTS					
PRODUCTION RECEIPTS					
Hitchin Thespians	1	7,217		5,463	
Young Thespians	2	5,471		3,340	
			12,688		8,803
FUNDRAISING RECEIPTS					
Donations		308		1,709	
Donations made to YT		-		300	
Fundraising receipts	3	1,604		91	
			1,912		2,100
SUBSCRIPTION RECEIPTS					
Members subscriptions		3,065		150	
Junior members subscriptions		480		640	
Patrons donations		859		864	
			4,404		1,654
OTHER RECEIPTS					
Bank interest		67		30	
Rehearsal refreshments		72		26	
Gift Aid		1,072		-	
Sundry receipts		97		-	
			1,308		56
WOODSIDE HALL					
Woodside Hall lettings income	4	10,765		5,379	
Bar receipts	4	1,765		72	
Government grants received	4	2,667		18,241	
			15,197		23,693
ASSETS & INVESTMENTS					
Receipts from sale of fixed assets		-		-	
			-		-
EXCEPTIONAL RECEIPTS					
Crane Foundation donation (restricted income)	5	1,975		-	
			1,975		-
			37,483		36,305
PAYMENTS					
COST OF PRODUCTIONS					
Hitchin Thespians		4,085		2,083	
Young Thespians		3,298		1,247	
			(7,382)		(3,330)
COST OF FUNDRAISING EVENTS					
Cost of fundraising events	3	517		75	
			(517)		(75)
WOODSIDE HALL					
Woodside Hall running costs	4	15,466		14,127	
Bar costs	4	838		-	
			(16,304)		(14,127)
ASSETS & INVESTMENTS					
Purchase of fixed assets		1,825		9,897	
			(1,825)		(9,897)
OTHER PAYMENTS					
NODA Subscription		72		72	
Spotlight		106		42	
Postage & Stationery		20		-	
Video conferencing		-		86	
Photocopying		99		190	
Advertising		57		-	
Website		948		100	
Insurance		774		808	
Committee insurance		156		156	
Sundry Payments		82		2	
Bank interest & charges paid		4		-	
			(2,318)		(1,456)
			(28,347)		(28,885)
TOTAL NET RECEIPTS / (PAYMENTS)			9,136		7,420
Cash funds last year end			52,868		45,448
CASH FUNDS THIS YEAR END			62,004		52,868
<i>Represented by:</i>					
General funds			60,029		52,868
Restricted funds	5		1,975		-
			62,004		52,868

STATEMENT OF ASSETS AND LIABILITIES

YEAR ENDED 31 DECEMBER 2022

31 DEC 2022

£

CASH FUNDS

Current account	4,731
Savings deposit account	44,763
Cash	625
Young Thespians current account	11,884
	<u>62,004</u>

OTHER MONETARY ASSETS

Debtors	1,380
---------	-------

ASSETS RETAINED FOR USE

Leasehold property (Woodside Hall)	672,036
Equipment, fixtures & fittings	32,385

LIABILITIES

Creditors	575
-----------	-----

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2022

1 PRODUCTIONS ACCOUNT - HITCHIN THESPIANS

	2022 Receipts	2022 Payments	2021 Receipts <i>as restated</i>	2021 Payments <i>as restated</i>
	£	£	£	£
The Best of Times	4,764	(3,489)		
Summer Sounds	449	-		
Sing a Song for Christmas	519	(118)		
All Together Now!			2,447	(195)
Christmas at Woodside	10	(63)	1,868	(1,634)
Pirates in Concert			-	(169)
Auditions workshop			65	(50)
Cancelled productions 2020			1,582	(35)
Honk	1,475			(500)
TicketTailor costs		(414)		
	<u>7,217</u>	<u>(4,084)</u>	<u>5,963</u>	<u>(2,583)</u>
Net receipts from productions - HT		<u>3,133</u>		<u>3,380</u>

2 PRODUCTIONS ACCOUNT - YOUNG THESPIANS

	2022 Receipts	2022 Payments	2021 Receipts <i>as restated</i>	2021 Payments <i>as restated</i>
	£	£	£	£
Matilda Jr	3,721	(1,791)	1,400	(552)
Twenty Years of Young Thespians	1,750	(412)		
Frozen Jr		(502)		
Shrek Jr		(502)		
Moana			1,940	(674)
Other productions costs		(91)		(20)
	<u>5,471</u>	<u>(3,298)</u>	<u>3,340</u>	<u>(1,247)</u>
Net receipts from productions - YT		<u>2,173</u>		<u>2,093</u>

3 FUNDRAISING EVENTS & ACTIVITIES

	2022 Receipts	2022 Payments	2021 Receipts <i>as restated</i>	2021 Payments <i>as restated</i>
	£	£	£	£
A Night at the Woodside evening	1226	(423)		
Christmas in April concert	298	(71)		
Summer picnic	80			
Christmas tree festival		(23)		(5)
Rehearsal raffles			31	
Sundry			60	(70)
	<u>1,604</u>	<u>(517)</u>	<u>91</u>	<u>(75)</u>
Net receipts for fundraising activities		<u>1,087</u>		<u>16</u>

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2022

4 WOODSIDE HALL

	2022	2022	2021	2021
	£	£	as restated £	as restated £
Income				
Woodside Hall lettings income	10,765		5,379	
Bar receipts	1,765		72	
Government grants received	<u>2,667</u>		<u>18,241</u>	
		15,197		23,692
Expenses				
Caretaking, Cleaning & Gardening	5,115		5,315	
Council Tax	775		228	
Bar expenses	838		-	
Equipment	30		47	
Fire extinguishers contract plus repairs	663		526	
Gas & Electricity	3,073		2,312	
Buildings & Contents Insurance	2,733		2,970	
First aid training and equipment	-		10	
Music royalties for external hires	207		177	
Piano tuning	60		113	
Refuse collection	975		886	
Repairs and renewals	1,018		1,189	
Woodside Hall banners	-		-	
Theatre licence	180		180	
Water & Sewerage	461		(21)	
Window Cleaning	<u>175</u>		<u>195</u>	
		(16,304)		(14,127)
Net receipts / (payments) for Woodside Hall		<u>(1,107)</u>		<u>9,565</u>

- 5 During 2022, the Crane Fund for Widows & Children donated a sum of £1,975 to be used for the purposes of providing access to Young Thespians activities for families that may otherwise be unable to pay the costs of participating. These are the only restricted funds managed by the charity.
- 6 Where figures have been corrected to the nearest pound there may be occasional apparent errors in totals of plus or minus £1. In each case the total is correct to the nearest pound.
- 7 This financial statement has been prepared on a cash basis and under the historical cost convention in accordance with the Charity Commission Statement of Recommended Practice together with applicable accounting standards. Income is recognised when it is received. Expenditure is accounted for on payment.
- 8 There has been a change in accounting policy to adopt receipts and payments accounts during 2022. The comparative figures for 2021 have been restated to reflect this change. The trustees consider that presenting accounts using the cash basis is a more straight-forward approach that reflects the position of the charity on a day-to-day basis more accurately.

Accounting Policy

The Trustees are required by the Charities Act 2011 to prepare accounts for each financial year which give a true and fair view of the affairs of the Trust and of the surplus or deficit of the Trust for that period.

In preparing these accounts the Trustees are required (1) to select suitable accounting policies and then apply them consistently (2) to make judgements and estimates which are reasonable and prudent and (3) to prepare the accounts on a going-concern basis.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust and to enable them to ensure that the financial statements comply with the requirements of the Charities Act, SORP and FRS (102).

The Trustees are responsible also for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner's Report

I report to the trustees on my examination of the accounts of the Hitchin Thespians (the Trust) for the year ended 31st December 2022.

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of Section 144(2) of the Charities Act 2011 does not apply.

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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