

**The Upstagers Theatre Charity Limited**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31st October 2020**

**HOLLINGS CROWE STORR LLP**

Accountants  
14 Beech Hill  
Otley  
West Yorkshire  
LS21 3AX

# **The Upstagers Theatre Charity Limited**

**Company Limited by Guarantee**

**Financial Statements**

**Year ended 31st October 2020**

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# The Upstagers Theatre Charity Limited

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report)

#### Year ended 31st October 2020

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31st October 2020.

#### Introduction

The Trustees of Upstagers Theatre Charity Limited are pleased to present our annual directors' report, together with the consolidated financial statements of the charity for the year ending 31st October 2020, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 2015).

#### Reference and administrative details

**Registered charity name** The Upstagers Theatre Charity Limited

**Charity registration number** 1041989

**Company registration number** 2863136

**Principal office and registered office** 68 Kings Road  
Ilkley  
LS29 9BZ

#### The trustees

Mr I.L. Williams  
Mr A.D. Hewitt  
Mr P.D. Nowland  
Mr J.M. Clark  
Mr J. Cocker  
Mrs S.M. Lister  
Mr A.J. Tarbett

**Independent examiner** Mrs P J Fardell  
14 Beech Hill  
Otley  
West Yorkshire  
LS21 3AX

# **The Upstagers Theatre Charity Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31st October 2020**

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#### **Structure, governance and management**

Governing Document.

Upstagers Theatre Charity Limited is a company limited by guarantee governed by its Memorandum and Articles of Association dated 18th October 1993. It is registered as a charity with the Charity Commission.

Appointment of trustees.

All members are circulated with invitations to nominate Trustees prior to the AGM advising them of the retiring Trustees and requesting nominations for the AGM. When considering co-opting trustees, the Board has regard to the requirement for any specialist skills needed, for example Mr Andrew Tarbett is a marketing specialist and joined the board to (in part) assist with promotional activities. Any application for membership may be approved or rejected by the Board. The Board shall have the right for good and sufficient reason to terminate the membership of any Member provided that the member concerned shall have a right to be heard before a final decision is made.

Trustee induction.

New Trustees undergo orientation to brief them on their legal obligations under charity and company law, the Charity Commission guidance on public benefit, and inform them of the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity.

Organisation.

The Board of Trustees, which must have a minimum of three members, administers the charity. The Board normally meets on a quarterly basis. To facilitate effective operations, the Board delegates authority, for operational matters including finance, employment and artistic performance related activities.

Related parties and co-operation with other organisations.

None of our trustees receive remuneration from their work for Upstagers Theatre Charity Limited. Any connection between a Trustee of the charity with a production company, contracted actor, performer or exhibitor must be disclosed to the full Board of Trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

# **The Upstagers Theatre Charity Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31st October 2020**

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#### **Objectives and activities**

The charity's principal activity is to the provision and maintenance of property for youth theatre groups and other community groups. The affiliated user groups are Upstagers Theatre Group (Community Youth Theatre) and Upstagers Academy (Performing Arts Teaching Group).

The principal activity is achieved through:

1. Keeping the property ('The Barn') in good repair, both internally and externally;
2. Encouraging and maintaining the use of health and safety practices by all user groups;
3. To regularly examine and evaluate best use of the building for public use;
4. Supporting the user groups in providing a safe, welcoming and clean environment;
5. Raising necessary funds and administering the charity's finances;
6. Insuring the property and equipment through comprehensive policies;
7. When the diary allows, to encourage community groups to make use of the building.
8. To ensure that the property is Covid Secure and that the risk of spreading the virus is minimised.

#### **Safeguarding**

A Child Protection Policy is in place and is monitored and updated where necessary by Dr Andrew Hewitt - the 'named' person and a Trustee. DBS disclosures are an essential requirement for those people working with young people on our premises. These checks are coordinated by Dr Andrew Hewitt.

The seven Trustees take all reasonable measures to ensure that risks of harm to everyone using the building are minimised - our duty of care is a prime consideration.

External doors and the office door, (where confidential documents and expensive equipment is stored), are fitted with coded safety locks, and visitor admittance to the external door is by doorbell.

The Trustees have in place a risk management procedure which identifies the key areas affecting users of the building. This process results in a record of any significant risks within the building and in the car park area for each possible impact or consequence of the risk and action required. The Trustees seek reasonable assurance that these risks have been adequately managed and are satisfied that the appropriate procedures and controls are in place to manage the risks. This procedure is reviewed on a regular basis.

The Trustees feel that this level of safety and security:

- meets our responsibilities;
- protects our reputation;
- protects finances; and most importantly
- provides users with the best safe working environment.

The building is protected by way of an intruder alarm that provides security monitoring of the two external doors along with movement detectors around the premise. The building also has a CCTV

# **The Upstagers Theatre Charity Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31st October 2020**

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system with cameras that monitor the entrances and exits to the building and footage is continually recorded. Monitor screens placed in the office and main studio space allow the Academy teachers and those who run rehearsals to view a live stream of the footage, which reduces the risk of individuals entering or leaving the building undetected. The security systems are maintained in line with manufacturers guidelines by a qualified engineer. Twice annually, the fire alarm, firefighting equipment and lift are tested professionally. On a weekly basis one of our volunteers checks the fire alarm, light bulbs, and arranges or performs any necessary repair work to maintain a safe, secure environment.

Volunteers make a valuable contribution to the maintenance of the building and the Trustees are indebted to the work of the volunteers who spend a great deal of time maintaining the building to a very high standard.

The Trustees have made sure that well maintained appropriate facilities are available for special need users - lift, external access ramp, disabled users' toilet and level access to all rooms.

#### **Covid Statement**

In March 2020 the Covid pandemic hit England hard and the Government imposed restrictions that effectively brought all of our activities to a halt. We managed to complete the annual pantomime production in early February 2020 before the effects of the virus led to the first lockdown. When lockdown restrictions were imposed we were carrying out various singing lessons, performance lessons and drama lessons at the Barn and these were all immediately cancelled. Due to varying degrees of restrictions imposed both at a local and national level we were unable to revert to hosting classes at The Barn for the rest of the year and so we instigated virtual classes over video links with our teachers managing to keep classes running with restricted class content. Most students, but by no means all, continued with classes in this manner. Also our summer 2020 production of Shrek the Musical at the Kings Hall was cancelled due to the venue being closed and in any event because it was impossible to prepare for safely. The financial impact was mitigated by our production partners agreeing to postpone the show until July 2021. We also had to cancel our pantomime that was due to take place in January 2021 for similar reasons. Whilst significant show revenue opportunities were lost due to Covid we have been able to secure grant funding from Bradford Council which has replaced some of the lost income and we have reduced costs due to reduced activity.

During the latter part of the year we have worked to make the property Covid Secure so that when Covid restrictions are lifted we are in a position to resume activities in a manner that minimises the risk of catching or spreading viruses and that complies with guidelines that may be in force at the time. This work continues and our risk assessments are revisited regularly as circumstances are changing so quickly.

#### **Costume store**

Since 2011, the charity has leased a small warehouse (known internally as 'The Lockup') in the centre of Ilkley to house most of our costume stock, thus opening up more useable space within the main premises. Significant progress has been made by the Wardrobe Team in sorting and cataloguing our costume inventory during the year whilst other activities have been impossible.

#### **The Barn Workshop and Store**

Following upgrades to the premises in 2016, we have continued with our project to rationalise and re-organise the workshop and scenery store to make for more efficient use of the building, particularly by the production teams that make and arrange the stage settings and scenery for the theatre group. Significant progress has also been made in this area by the Workshop Team in clearing the store of obsolete set and scenery and in optimising the workshop area whilst other activities have been

# **The Upstagers Theatre Charity Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31st October 2020**

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restricted.

The Barn

During the period of virus restrictions when normal activities have been impossible our team of volunteers have taken the opportunity to redecorate the main entrance and lobby of the Barn and to carry out lighting upgrades throughout the ground floor. This will provide a fresh and welcoming environment when we are able to invite people back to the premises.

#### **Strategic report**

The following sections for achievements and performance and financial review form the strategic report of the charity.

#### **Achievements and performance**

In February 2020, the charity was delighted to donate £1,800 to the Manorlands Hospice in Keighley and to host representatives of the charity at our annual pantomime.

The 2020 Upstagers Theatre Group pantomime (Sinbad) had a large cast giving a great number of children a positive creative output, played to packed audiences and was nominated and won numerous awards at the Wharfedale Festival of Theatre. The Upstagers Theatre Group continue the inclusive ticket pricing policy for shows offering a selection of loss leading, cheap tickets for every show as it is deemed important to make live theatre productions more accessible to people from all walks of life no matter what their financial means.

Under normal circumstances the building is available for use by a great number of people and the Trustees are proud of the positive benefit it gives to the lives of so many young people in our community, albeit normal use has been impossible during the pandemic restrictions. The Trustees have given due regard to the guidance issued by the Charity Commission on public benefit principles and have reviewed activities and plans outlined in this report to ensure that they comply with those principles. The Trustees will continue to set objectives based on their assessment of public need in terms of providing and maintaining the property for which they have responsibility.

# **The Upstagers Theatre Charity Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31st October 2020**

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##### **Financial review**

The charity had net income of £20,466 this year against net expenditure of £3,532 last year. The property operating costs were £13,206 compared to £13,688 last year and donations to the affiliated group were £13,000 compared to £21,000 the previous year.

Reserves are needed to bridge the gap between the spending and receiving of income. At 31st October 2020 the trustees consider that the ideal level of reserves would be between £10,000 and £25,000. This covers six months of property operating costs and donations to its affiliated group to cover preproduction costs for its theatrical productions.

The charity had cash reserves of £34,612 at 31st October 2020 which means the charity is in a satisfactory financial position to continue its operations.

##### **Plans for future periods**

Our plans for our affiliated group's 2021 show season have been severely affected by the Coronavirus outbreak. Pandemic restrictions have meant that the 2 shows that were planned will be cancelled. The Trustees have taken steps to make sure that we comply with all the Government guidelines regarding Coronavirus. Our Academy classes will continue to be delivered online and all activities that required members to be present at the Barn are ceased until restrictions are lifted. The Trustees have been working hard to ensure that the organisation has a plan to see it through the current crisis both financially and by encouraging virtual engagement with its members. This will be a really difficult year for Upstagers as our activities normally rely on gatherings of people for classes and to watch shows, but with continued prudent financial management and creative engagement with our membership we are confident that we will emerge from this crisis in a satisfactory position.

##### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report and the strategic report were approved on 28th July 2021 and signed on behalf of the board of trustees by:

Mr I.L. Williams  
Trustee

# **The Upstagers Theatre Charity Limited**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of The Upstagers Theatre Charity Limited**

**Year ended 31st October 2020**

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I report to the trustees on my examination of the financial statements of The Upstagers Theatre Charity Limited ('the charity') for the year ended 31st October 2020.

#### **Responsibilities and basis of report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company 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 charity's accounts as carried out under section 145 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 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name of principal: Mrs P J Fardell

Mrs P J Fardell  
Independent Examiner

14 Beech Hill  
Otley  
West Yorkshire  
LS21 3AX

28th July 2021

# The Upstagers Theatre Charity Limited

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

Year ended 31st October 2020

|   |      |                         | 2020                  |                  | 2019             |
|---|------|-------------------------|-----------------------|------------------|------------------|
|   | Note | Unrestricted funds<br>£ | Restricted funds<br>£ | Total funds<br>£ | Total funds<br>£ |
| <b>Income and endowments</b>                              |      |                         |                       |                  |                  |
| Donations and legacies                                    | 4    | 47,545                  | —                     | 47,545           | 33,816           |
| Investment income   | 5    | 27                      | —                     | 27               | 40               |
| <b>Total income</b>                                       |      | <u>47,572</u>           | <u>—</u>              | <u>47,572</u>    | <u>33,856</u>    |
| <b>Expenditure</b>  |      |                         |                       |                  |                  |
| Expenditure on charitable activities                      | 6,7  | 27,106                  | —                     | 27,106           | 37,388           |
| <b>Total expenditure</b>                                  |      | <u>27,106</u>           | <u>—</u>              | <u>27,106</u>    | <u>37,388</u>    |
|   |      |                         |                       |                  |                  |
| <b>Net income/(expenditure) and net movement in funds</b> |      | <u>20,466</u>           | <u>—</u>              | <u>20,466</u>    | <u>(3,532)</u>   |
| <b>Reconciliation of funds</b>                            |      |                         |                       |                  |                  |
| Total funds brought forward                               |      | 73,583                  | 264,252               | 337,835          | 341,367          |
| <b>Total funds carried forward</b>                        |      | <u>94,049</u>           | <u>264,252</u>        | <u>358,301</u>   | <u>337,835</u>   |

The 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 10 to 16 form part of these financial statements.

# The Upstagers Theatre Charity Limited

## Company Limited by Guarantee

### Statement of Financial Position

31st October 2020

|   | Note | 2020<br>£      | 2019<br>£      |
|---|------|----------------|----------------|
| <b>Fixed assets</b>                                   |      |                |                |
| Tangible fixed assets                                 | 12   | 320,458        | 320,458        |
| <b>Current assets</b>                                 |      |                |                |
| Debtors   | 13   | 3,831          | 2,939          |
| Cash at bank and in hand                              |      | 34,612         | 15,038         |
|   |      | <u>38,443</u>  | <u>17,977</u>  |
| <b>Creditors: amounts falling due within one year</b> | 14   | <u>600</u>     | <u>600</u>     |
| <b>Net current assets</b>                             |      | <u>37,843</u>  | <u>17,377</u>  |
| <b>Total assets less current liabilities</b>          |      | <u>358,301</u> | <u>337,835</u> |
| <b>Net assets</b>                                     |      | <u>358,301</u> | <u>337,835</u> |
| <b>Funds of the charity</b>                           |      |                |                |
| Restricted funds                                      |      | 264,252        | 264,252        |
| Unrestricted funds                                    |      | <u>94,049</u>  | <u>73,583</u>  |
| <b>Total charity funds</b>                            | 16   | <u>358,301</u> | <u>337,835</u> |

For the year ending 31st October 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 28th July 2021, and are signed on behalf of the board by:

Mr I.L. Williams  
Trustee

The notes on pages 10 to 16 form part of these financial statements.

# **The Upstagers Theatre Charity Limited**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements**

**Year ended 31st October 2020**

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#### **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 68 Kings Road, Ilkley, LS29 9BZ.

#### **2. Accounting policies**

##### **Basis of preparation**

The financial statements have been prepared 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 1 January 2015) - (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The Charities SORP (FRS 102) Update Bulletin and the July 2015 amendments to FRS 102 have been early adopted.

The Upstagers Theatre Charity Limited meets the definition of a public benefit body under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The financial statements are prepared in sterling which is the functional currency of the entity.

##### **Going concern**

There are no material uncertainties about the charity's ability to continue.

##### **Disclosure exemptions**

No cash flow statement has been presented for the company.

##### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements are as follows:

In the opinion of the directors the length of the estimated life and the estimated residual value of the building would make any depreciation immaterial.

# **The Upstagers Theatre Charity Limited**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements** *(continued)*

**Year ended 31st October 2020**

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#### **2. Accounting policies** *(continued)*

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes. The unrestricted funds are all forms of income from grants and donations from organisations and the general public together with contributions from the associated groups other than those included within the restricted funds.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds. The charity's restricted funds are represented by the Grant from The Arts Council of England supported by the National Lottery together with a transfer from Unrestricted Funds as Partnership Funding for the purchase and refurbishment of the property in Station Road, Ilkley and net proceeds from a charity collection, subsequently donated.

##### **Incoming resources**

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

##### **Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

##### **Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

# **The Upstagers Theatre Charity Limited**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements** *(continued)*

**Year ended 31st October 2020**

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#### **2. Accounting policies** *(continued)*

##### **Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Furniture and fittings - 15% straight line basis

No depreciation is provided with respect to freehold buildings. In the opinion of the trustees the residual value of the property at the end of the period over which the company will continue to hold the property is likely to be at least as much as the original cost so no depreciation is required. The company maintains the property to a high standard.

##### **Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

##### **Government grants**

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

# The Upstagers Theatre Charity Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31st October 2020

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#### 2. Accounting policies *(continued)*

##### Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

#### 3. Limited by guarantee

The Upstagers Theatre Charity Limited is a charitable company founded in 1993, charity registration number 1041989, company registration number 2863136, with the liability of members limited to £1 each by guarantee.

#### 4. Donations and legacies

|                         | Unrestricted<br>Funds<br>£ | <b>Total Funds<br/>2020<br/>£</b> | Unrestricted<br>Funds<br>£ | Total Funds<br>2019<br>£ |
|-------------------------|----------------------------|-----------------------------------|----------------------------|--------------------------|
| <b>Donations</b>        |                            |                                   |                            |                          |
| Donations               | 37,545                     | 37,545                            | 33,816                     | 33,816                   |
| <b>Grants</b>           |                            |                                   |                            |                          |
| Government grant income | 10,000                     | 10,000                            | —                          | —                        |
|                         | <u>47,545</u>              | <u>47,545</u>                     | <u>33,816</u>              | <u>33,816</u>            |

Donations of £35,000 (2019: £27,500) were received from the Associated Group.

#### 5. Investment income

|                          | Unrestricted<br>Funds<br>£ | <b>Total Funds<br/>2020<br/>£</b> | Unrestricted<br>Funds<br>£ | Total Funds<br>2019<br>£ |
|--------------------------|----------------------------|-----------------------------------|----------------------------|--------------------------|
| Bank interest receivable | <u>27</u>                  | <u>27</u>                         | <u>40</u>                  | <u>40</u>                |

# The Upstagers Theatre Charity Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31st October 2020

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#### 6. Expenditure on charitable activities by fund type

|                        | Unrestricted<br>Funds<br>£ | Total Funds<br>2020<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2019<br>£ |
|------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Charitable expenditure | 26,506                     | 26,506                   | 36,788                     | 36,788                   |
| Support costs          | 600                        | 600                      | 600                        | 600                      |
|                        | <u>27,106</u>              | <u>27,106</u>            | <u>37,388</u>              | <u>37,388</u>            |

#### 7. Expenditure on charitable activities by activity type

|                        | Activities<br>undertaken<br>directly<br>£ | Support costs<br>£ | Total funds<br>2020<br>£ | Total fund<br>2019<br>£ |
|------------------------|---|--------------------|--------------------------|-------------------------|
| Charitable expenditure | 26,506                                    | –                  | 26,506                   | 36,788                  |
| Governance costs       | –   | 600                | 600                      | 600                     |
|                        | <u>26,506</u>                             | <u>600</u>         | <u>27,106</u>            | <u>37,388</u>           |

#### 8. Analysis of support costs

|                  | Support costs<br>for charitable<br>activity<br>£ | Total 2020<br>£ | Total 2019<br>£ |
|------------------|--|-----------------|-----------------|
| Governance costs | <u>600</u>                                       | <u>600</u>      | <u>600</u>      |

#### 9. Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

#### 10. Independent examination fees

|  | 2020<br>£  | 2019<br>£  |
|--|------------|------------|
| Fees payable to the independent examiner for:<br>Independent examination of the financial statements | <u>600</u> | <u>600</u> |

#### 11. Trustee remuneration and expenses

The trustees received no remuneration or other benefits during the year and no reimbursement of expenses.

# The Upstagers Theatre Charity Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31st October 2020

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#### 12. Tangible fixed assets

|  | Freehold<br>property<br>£ | Fixtures and<br>fittings<br>£ | Total<br>£     |
|--|---------------------------|-------------------------------|----------------|
| <b>Cost</b>                                |                           |                               |                |
| At 1st November 2019 and 31st October 2020 | <u>320,458</u>            | <u>17,153</u>                 | <u>337,611</u> |
| <b>Depreciation</b>                        |                           |                               |                |
| At 1st November 2019 and 31st October 2020 | <u>—</u>                  | <u>17,153</u>                 | <u>17,153</u>  |
| <b>Carrying amount</b>                     |                           |                               |                |
| At 31st October 2020                       | <u>320,458</u>            | <u>—</u>                      | <u>320,458</u> |
| At 31st October 2019                       | <u>320,458</u>            | <u>—</u>                      | <u>320,458</u> |

#### 13. Debtors

|                                | 2020<br>£    | 2019<br>£    |
|--------------------------------|--------------|--------------|
| Prepayments and accrued income | <u>3,831</u> | <u>2,939</u> |

#### 14. Creditors: amounts falling due within one year

|                              | 2020<br>£  | 2019<br>£  |
|------------------------------|------------|------------|
| Accruals and deferred income | <u>600</u> | <u>600</u> |

#### 15. Government grants

The amounts recognised in the financial statements for government grants are as follows:

|   | 2020<br>£     | 2019<br>£ |
|---|---------------|-----------|
| Recognised in income from donations and legacies: |               |           |
| Government grants income                          | <u>10,000</u> | <u>—</u>  |

# The Upstagers Theatre Charity Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31st October 2020

#### 16. Analysis of charitable funds

##### Unrestricted funds

|               | At<br>1st November<br>2019<br>£ | Income<br>£ | Expenditure<br>£ | At<br>31st October<br>2020<br>£ |
|---------------|---------------------------------|-------------|------------------|---------------------------------|
| General funds | 73,583                          | 47,572      | (27,106)         | 94,049                          |

|               | At<br>1st November<br>2018<br>£ | Income<br>£ | Expenditure<br>£ | At<br>31st October<br>2019<br>£ |
|---------------|---------------------------------|-------------|------------------|---------------------------------|
| General funds | 77,115                          | 33,856      | (37,388)         | 73,583                          |

##### Restricted funds

|                  | At<br>1st November<br>2019<br>£ | Income<br>£ | Expenditure<br>£ | At<br>31st October<br>2020<br>£ |
|------------------|---------------------------------|-------------|------------------|---------------------------------|
| Restricted funds | 264,252                         | —           | —                | 264,252                         |

|                  | At<br>1st November<br>2018<br>£ | Income<br>£ | Expenditure<br>£ | At<br>31st October<br>2019<br>£ |
|------------------|---------------------------------|-------------|------------------|---------------------------------|
| Restricted funds | 264,252                         | —           | —                | 264,252                         |

#### 17. Analysis of net assets between funds

|                            | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2020<br>£ |
|----------------------------|----------------------------|--------------------------|--------------------------|
| Tangible fixed assets      | 56,206                     | 264,252                  | 320,458                  |
| Current assets             | 38,443                     | —                        | 38,443                   |
| Creditors less than 1 year | (600)                      | —                        | (600)                    |
| <b>Net assets</b>          | <b>94,049</b>              | <b>264,252</b>           | <b>358,301</b>           |

|                            | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2019<br>£ |
|----------------------------|----------------------------|--------------------------|--------------------------|
| Tangible fixed assets      | 56,206                     | 264,252                  | 320,458                  |
| Current assets             | 17,977                     | —                        | 17,977                   |
| Creditors less than 1 year | (600)                      | —                        | (600)                    |
| <b>Net assets</b>          | <b>73,583</b>              | <b>264,252</b>           | <b>337,835</b>           |

# **The Upstagers Theatre Charity Limited**

**Company Limited by Guarantee**

**Management Information**

**Year ended 31st October 2020**

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**The following pages do not form part of the financial statements.**

# The Upstagers Theatre Charity Limited

## Company Limited by Guarantee

### Detailed Statement of Financial Activities

Year ended 31st October 2020

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|   | 2020<br>£     | 2019<br>£      |
|---|---------------|----------------|
| <b>Income and endowments</b>                |               |                |
| <b>Donations and legacies</b>               |               |                |
| Donations                                   | 37,545        | 33,816         |
| Government grant income                     | 10,000        | —              |
|   | <u>47,545</u> | <u>33,816</u>  |
| <br><b>Investment income</b>                |               |                |
| Bank interest receivable                    | 27            | 40             |
|   | <u>27</u>     | <u>40</u>      |
| <br><b>Total income</b>                     | <u>47,572</u> | <u>33,856</u>  |
| <br><b>Expenditure</b>                      |               |                |
| <b>Expenditure on charitable activities</b> |               |                |
| Rent  | 3,842         | 3,831          |
| Rates and water                             | 1,503         | 1,473          |
| Light and heat                              | 305           | 1,070          |
| Repairs and maintenance                     | 1,165         | 1,241          |
| Insurance                                   | 3,816         | 3,556          |
| Other establishment                         | 1,160         | 1,160          |
| Legal and professional fees                 | 600           | 600            |
| Telephone                                   | 790           | 757            |
| Other office costs                          | 25            | —              |
| Donations                                   | 13,900        | 23,700         |
|   | <u>27,106</u> | <u>37,388</u>  |
| <br><b>Total expenditure</b>                | <u>27,106</u> | <u>37,388</u>  |
| <br><b>Net income/(expenditure)</b>         | <u>20,466</u> | <u>(3,532)</u> |

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# The Upstagers Theatre Charity Limited

Company Limited by Guarantee

## Notes to the Detailed Statement of Financial Activities

Year ended 31st October 2020

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|   | 2020<br>£     | 2019<br>£     |
|---|---------------|---------------|
| <b>Expenditure on charitable activities</b> |               |               |
| <b>Charitable expenditure</b>               |               |               |
| <i>Activities undertaken directly</i>       |               |               |
| Rent  | 3,842         | 3,831         |
| Rates and water                             | 1,503         | 1,473         |
| Light and heat                              | 305           | 1,070         |
| Repairs and maintenance                     | 1,165         | 1,241         |
| Insurance                                   | 3,816         | 3,556         |
| Cleaning                                    | 1,160         | 1,160         |
| Telephone                                   | 790           | 757           |
| Sundry expenses                             | 25            | —             |
| Donations                                   | 13,900        | 23,700        |
|   | <u>26,506</u> | <u>36,788</u> |
| <b>Governance costs</b>                     |               |               |
| Accountancy fees                            | 600           | 600           |
|   | <u>600</u>    | <u>600</u>    |
| <b>Expenditure on charitable activities</b> | <u>27,106</u> | <u>37,388</u> |

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