

Preston Little Theatre Company Limited

Report of the Trustees
& extract from the Charity Accounts

30th June 2024

PRESTON LITTLE THEATRE COMPANY LIMITED
A COMPANY LIMITED BY GUARANTEE

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FOR THE YEAR ENDED 30TH JUNE 2024

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PRESTON LITTLE THEATRE COMPANY LIMITED
A COMPANY LIMITED BY GUARANTEE

COMPANY INFORMATION
FOR THE YEAR ENDED 30TH JUNE 2024

TRUSTEES:

Mr P C Armitt
Mr P Bracewell
Mr J Bracewell
Mr J Calvert
Mrs R E Carter
Mrs J Dawson
Mrs R Fraser
Mr A Green
Mr M Taylor
Mrs W Tagg
Mrs J Tudor
Mr D Yardley
Mrs C J Caine

REGISTERED OFFICE:

Mayfield
Parsonage Lane
Chipping
Preston
Lancashire
PR3 2GJ

CHARITY NUMBER:

1045182

COMPANY NUMBER:

03008235 (England and Wales)

ACCOUNTANTS:

SBCA Chartered Accountants
17 Moor Park Avenue
Preston
Lancashire
PR1 6AS

**PRESTON LITTLE THEATRE COMPANY LIMITED
A COMPANY LIMITED BY GUARANTEE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH JUNE 2024**

The Trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 30th June 2024 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 2022, the Companies Act 2006, the Memorandum & Articles of Association, and Accounting & 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).

CHAIR'S REPORT

The Playhouse has enjoyed a very successful 75th year since its opening in 1949.

In all, there have been some 30 productions on stage ranging from student productions through professional artistes. These have involved drama, musicals, bands, including tribute bands and singers, and not least a flamenco troupe.

The first public event of the season starting September 2023 was to open the theatre on Sunday, 10th September as part of 'Heritage Open Days', England's largest community led festival of history and culture. Around 100 people enjoyed a full tour of the Playhouse. Following this, there was the usual run of drama productions by the resident societies along with a staging of 'Pirates of Penzance' by the Preston Gilbert and Sullivan Society. At Christmas, the Preston Musical Comedy Society presented their production of 'Snow White and the Seven Dwarfs' to thirteen sell out audiences with children, mums, dads, grandparents, and their friends enjoying a very traditional event.

In addition to these productions, we staged fund raising shows which included the Houghton Weavers, the Freckleton Band and a three-night run of one act plays staged by the resident drama groups. The 'one-acts' attracted an audience of over 250 contributing £2,900 to the 'Development Fund'.

As reported last year, the Trustees had set aside £65,000 for a complete refurbishment of the stage lighting. A small team, led by Allan Green, had been established to oversee this initiative and recommend a course of action. The team recommended a lighting configuration and a preferred supplier. This has led to the Trustees appointing a specialist company to provide and install a new lighting system. This work will be undertaken during the course of the summer and should be complete for the opening of the season in September. Having commissioned this project, the team recommended to the Trustees that to maximise the benefit of the new lighting system, the lighting control desk should be replaced. This was approved and a further £15,500 has been set aside from the General Fund to cover the cost.

As also reported last year, we were successful in raising £18,500 to redecorate the auditorium. With further financial support from Preston Drama Club, we were able to extend this work to include the bar and toilet corridor. The project was completed on time and in budget with a formal 'unveiling' after last year's AGM.

We have also welcomed new neighbours during the year. The redundant joinery workshop immediately next door to the Playhouse has been leased and refurbished by Market Street West Social Ltd and is operating as 'Chew's Yard'. This is part of the 'nighttime economy' and offers bar service, food and musical entertainment. At the planning application stage, we raised some concerns with the City Council about noise from the establishment, both from live music and from additional traffic/people outside the theatre. Reassurances were obtained and we look forward to visitors to 'Chew's Yard' realising that there is live theatre right in the heart of Preston.

Two of our Trustees have decided to stand down at this year's AGM. Patrick Bracewell has been involved in the Playhouse for some 60 years and was the first Chair of the charity. We will miss his wise counsel but are delighted that he will continue to be involved as a volunteer and as a Board Member of our landlord. John Calvert will also relinquish his role as Secretary/Finance Officer. I am sure that you will join me in thanking Patrick and John for their significant contribution. Jackie Stopyra has agreed to take on John's role and I am pleased to support her appointment as a Trustee.

Finally, a special thank you to the volunteers without whom the theatre would not be able to operate and to all the public who continue to support the Playhouse through donations and attendance at productions.

Dennis Yardley, Chair

**PRESTON LITTLE THEATRE COMPANY LIMITED
A COMPANY LIMITED BY GUARANTEE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH JUNE 2024**

OUR PURPOSES AND ACTIVITIES

The object of Preston Little Theatre Co Ltd is to advance general education in the theatrical arts by providing a well-equipped theatre where amateur groups can rehearse and present their shows, thereby developing their own talents and the public appreciation of live theatrical performance.

The Playhouse, in its 75th year, has 5 resident amateur societies (known as User Societies) with a combined membership of about 200. Each season they present a wide and varied programme of entertainment in some 15 productions. Our resident societies produce drama, comedy, comic opera, pantomime and musical shows which are generally well received and provide an environment for nurturing young talent.

We seek to provide a wide range of entertainment through User Societies, lettings of the theatre to other users, including opera, dance, drama and musical groups, pageants, and tribute bands. Local colleges and schools present shows featuring young people, including those with physical and educational challenges.

The Players Drama School uses the theatre to run workshops for young children from Reception up to school year 8 on Saturdays during term time with one or two stage productions per season. During the season the put on two showcases where the students perform for an audience. Typically, these shows fill the theatre.

We also stage our own productions managed by a small team working under the title *Playhouse Promotions*. Examples of these shows are referred to in the Chair's report. Monies raised through our own promotions are ringfenced in a Development Fund for future improvement projects at the theatre. These productions raised over £5,400 during the season from September 2023 through June 2024. Our thanks go to the team which leads this work.

Our resident User Societies contributed over £32,600 to the charity's income which along with rental of the theatre to other users including the Players Drama School, and the fundraising referred to above, meant we raised over £51,000 in pursuit of our objective of advancing theatrical arts.

The bar continues to be an important source of income with a net profit of just under £15,500 for the year. This matched to profit for the previous 15 months.

Alongside this income, we benefit with an arrangement with a local business to use our car park during working hours on a Monday through Friday basis. We also receive a contribution from Preston Drama Club and The Broughton Players for use of the workshop space within the theatre grounds. In addition, we were grateful to receive other sundry donations to the value of £1,660. We also received interest of over £1,000 on monies held in the bank accounts.

As reported last year, we decorated the auditorium, toilet corridor and bar during the summer recess. This was funded by donations of almost £16,700 from the public with significant contributions from Preston Drama Club, Grimsargh Players and Broughton Players. We also received a grant of £9,764 from Lancashire County Council.

The overall result for the twelve months up to 30th June shows £16,769 added to our reserves. This has allowed the Trustees to set aside £15,500 in the Designated Fund to supplement the stage lighting project. This will allow the inclusion of a new lighting desk as part of the project. This will bring the lighting system up-to-date and sustain the Playhouse as a well-equipped theatre for the performing arts.

**PRESTON LITTLE THEATRE COMPANY LIMITED
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**REPORT OF THE TRUSTEES (Continued)
FOR THE YEAR ENDED 30TH JUNE 2024**

The Trustees are pleased to report that our audience numbers continue to be strong with some 13,000 theatregoers having enjoyed a visit to live theatre.

We continue to use Ticketsource as the box-office software, with Stripe for credit cards. Under this arrangement, we operate the box office phone service and collect ticket sales income into a 'third party' bank account which shows as a liability on the Balance Sheet. We forward ticket income to the user society or third-party user, less TicketSource and credit card fees, at the conclusion of a production.

Use of on-line ticketing has meant that well over 90% of ticket sales are made by the purchaser with some over the telephone and very few at the theatre box office on the night.

To help our users maximise ticket sales, we post all User Society productions and others where the charity operates the box office, on the Playhouse website (prestonplayhouse.co.uk) and in the publication of 'What's on at the Playhouse'. This is printed twice a season and is mail-dropped to about 10,000 homes in the Preston area.

We also use Facebook and direct email to alert theatregoers to upcoming shows.

As always, we will continue to encourage wider participation, particularly from a younger generation which will be the source of future audiences. Ongoing improvement of the theatre facilities for our users and an improvement in our marketing activity with more of a focus on youth is an important part of this encouragement.

Meanwhile, we are grateful for the efforts of our users and volunteers which enables Preston Little Theatre Co Ltd to be a successful, self-sufficient charity which is not ordinarily reliant on revenue grants from any source. We continue to operate on a not-for-profit basis, allowing us to contain the theatre hire costs which in turn enables our users to maintain ticket prices at affordable levels.

PLANS FOR FUTURE

We plan to continue with raising additional funds for the Development Fund to provide for our continued improvement of facilities at the Playhouse.

We are adopting a new governance structure with a Management Committee of four Trustees managing the day-to-day operation of the theatre. The Board of Trustees will now comprise 14 members meeting a minimum of four times a year. Company Membership will be extended to all registered members of the resident User Societies thus giving all our key volunteers an active say in the affairs of the charity.

RESERVES

We undertake financial planning to be able to underwrite all the Charities ventures and to be able to embark upon projects without fear of incurring a deficit in either the short or long term.

GOVERNANCE

Preston Little Theatre Co Ltd was incorporated on 10th January 1995 under the Companies Act 1985 and is limited by guarantee. It is governed by a Memorandum & Articles of Association.

**PRESTON LITTLE THEATRE COMPANY LIMITED
A COMPANY LIMITED BY GUARANTEE**

**REPORT OF THE TRUSTEES (Continued)
FOR THE YEAR ENDED 30TH JUNE 2024**

TRUSTEES

The directors of the charitable company (the Charity) are its Trustees for the purpose of charity law. The Trustees shown below have held office during the period from 1st July 2023 to the date of this report.

Mr P Armitt		
Mr P Bracewell	Assistant Secretary	
Mr J Bracewell		
Mrs C Caine		Appointed 3 rd September 2023
Mr D Brandwood – Spencer		Resigned 3 rd September 2023
Mr J Calvert	Secretary	
Mrs R E Carter		
Mrs J Dawson		
Mrs R Fraser		
Mr A Green		
Mrs W Tagg		
Mr M Taylor	General Manager	
Mr J Tudor		
Mr D Yardley	Chair	

The Chair, Secretary and Assistant Secretary are elected (re-elected) at the Annual General Meeting. Other Trustees are appointed for a term of three years, with one third being elected (re-elected) at the Annual General Meeting.

CHARITY NUMBER:	1045182
COMPANY NUMBER:	03008235 (England & Wales)
INDEPENDENT EXAMINER:	SBCA Chartered Accountants Preston
CONTACT TRUSTEE:	Mr J Calvert
OFFICE:	Mayfield Parsonage Lane Chipping Preston PR3 2GJ

ON BEHALF OF THE BOARD:

.....
J Calvert CPFA - Director

Dated: 1st September 2024

**PRESTON LITTLE THEATRE COMPANY LIMITED
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**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES (DIRECTORS) OF
PRESTON LITTLE THEATRE CO LIMITED
FOR THE YEAR ENDED 30TH JUNE 2024**

We report on the accounts of Preston Little Theatre Limited for the year ended 30th June 2024 set out on pages seven to fourteen.

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2012 (the 2022 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the 2022 Act,
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2022 Act,
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

1. which gives us reasonable cause to believe that, in any material respect the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 386 of the Companies Act 2006),
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act, or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

SBCA Chartered Accountants
Preston

Dated: 1st September 2024

PRESTON LITTLE THEATRE COMPANY LIMITED
A COMPANY LIMITED BY GUARANTEE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30TH JUNE 2024

		30.06.24			30.06.23
		Undesignated Income	Designated Income	Total	Total
	Notes	£	£	£	£
Incoming Resources	3	93,348	28,150	121,498	94,074
Resources Expended					
Charitable Expenditure		82,119	20,831	102,950	78,690
Administration Expenses		1,779	-	1,779	2,084
Total Expenditure		83,898	20,831	104,729	80,774
Net Incoming / (outgoing) resources	4	9,450	7,319	16,769	13,300
Transfer between funds	6	(15,500)	15,500	-	-
Net movements in funds		(6,050)	22,819	16,769	13,300
Total funds brought forward		150,374	70,043	220,417	207,117
TOTAL FUNDS CARRIED FORWARD		144,324	92,862	237,186	220,417

CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the current and previous years.

TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the profits or losses for the current and previous years.

FUNDS

The funds comprise of an Undesignated Fund for theatre operation and a Designated Fund earmarked specifically for theatre development (both unrestricted).

PRESTON LITTLE THEATRE COMPANY LIMITED
A COMPANY LIMITED BY GUARANTEE

BALANCE SHEET
FOR THE YEAR ENDED 30TH JUNE 2024

	Notes	30.06.24	30.06.23
		£	£
FIXED ASSETS:			
Tangible Assets	7	<u>123,592</u>	<u>125,708</u>
CURRENT ASSETS:			
Stocks	8	1,334	1,220
Debtors and accruals	9	63,305	4,240
Cash at bank and in hand		<u>61,932</u>	<u>109,409</u>
		126,571	114,869
CREDITORS, ACCRUALS, DEPOSITS:			
Amounts falling due within one year	10	<u>(12,977)</u>	<u>(20,160)</u>
NET CURRENT ASSETS:		<u>113,594</u>	<u>94,709</u>
TOTAL ASSETS LESS CURRENT			
LIABILITIES		<u>237,186</u>	<u>220,417</u>
FUNDS	11		
Theatre Operation - unrestricted		144,324	155,417
Designated Funds		<u>92,862</u>	<u>65,000</u>
		<u>237,186</u>	<u>220,417</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006, for the year ended 30th June 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 30th June 2024 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

(a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and constitute the accounts required by the Companies Act 2006 and are for circulation to Members of the Company.

The financial statements were approved by the Board of Trustees on 1st September 2024 and were signed on its behalf by:

.....
Mr J Calvert CPFA - Director

PRESTON LITTLE THEATRE COMPANY LIMITED
A COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2024

1. 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.

Preston Little Theatre Company Limited 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 note(s).

Financial Reporting Standard Number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

Incoming Resources

All incoming resources are included in the statement of financial activities when a charity is entitled to, and virtually certain to receive the income, and the amount can be quantified with reasonable accuracy.

Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Tangible Fixed Assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Furniture & fittings	- 15% on reducing balance
Sound & lighting equipment	- 25% on reducing balance
Improvements to property	- written off over period of lease

Stocks

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Financial instruments

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2. LEGAL STATUS OF TRUST

The Trust is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

PRESTON LITTLE THEATRE COMPANY LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2024

3. INCOMING RESOURCES	30.06.24	30.06.23
	£	£
Theatre Operation		
Bar sales	31,987	32,671
Hire of building & equipment *	47,488	47,787
Rent of car park	4,000	5,000
Other Income		
Box office service	764	76
Donations	6,438	725
PRS recharge	121	-
Publicity recharge	2,550	-
Total Undesignated Income	93,348	86,302
Theatre Development		
Income from fundraising activities **	28,150	7,772
	<u>121,498</u>	<u>94,074</u>
Total Incoming Resources	<u>121,498</u>	<u>94,074</u>

* Income from the hire of the building and equipment was derived as follows:

	£
User societies	32,645
Players Drama School	6,660
Other users	8,183
	<u>47,488</u>

** Income from Fund Raising

	£
Donations	11,905
LCC Grant	9,764
Fund raising shows	5,402
Interest	1,080
	<u>28,150</u>

PRESTON LITTLE THEATRE COMPANY LIMITED
A COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2024

4 NET INCOMING RESOURCES

Net incoming resources are stated after charging:

	30.06.24	30.06.23
	£	£
Depreciation – Owned assets	9,816	11,728
	<u>9,816</u>	<u>11,728</u>

5. CORPORATION 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 these are applied to its charitable objects.

6. FUND TRANSFERS

Funds were transferred to the Designated Fund from the Undesignated Fund to reflect the intended use for stage lighting.

7. TANGIBLE FIXED ASSETS

	Improvements to Property	Sound & lighting equipment	Fixtures & Fittings	Other Assets	Total
	£	£	£	£	£
COST:					
At 1 st July 2023	188,330	5,761	10,255	5,067	209,413
Asset disposal	-	-	-	-	-
Asset additions	-	-	7,700	-	7,700
30 th June 2024	<u>188,330</u>	<u>5,761</u>	<u>17,955</u>	<u>5,067</u>	<u>217,113</u>
DEPRECIATION					
At 1 st July 2023	71,777	4,889	6,434	605	83,705
Charge for year	8,034	131	952	700	9,817
At 30 th June 2024	<u>79,811</u>	<u>5,020</u>	<u>7,386</u>	<u>1,305</u>	<u>93,522</u>
NET BOOK VALUE					
At 30 th June 2024	<u>108,519</u>	<u>740</u>	<u>10,569</u>	<u>3,762</u>	<u>123,592</u>
At 30 th June 2023	<u>116,552</u>	<u>872</u>	<u>3,821</u>	<u>4,462</u>	<u>125,708</u>

PRESTON LITTLE THEATRE COMPANY LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2024

8. STOCKS

	30.06.24	30.06.23
	£	£
Bar Stock	1,334	1,220
	<u>1,334</u>	<u>1,220</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.06.24	30.06.23
	£	£
Trade Debtors	2,355	4,240
Prepayments	60,950	-
	<u>63,305</u>	<u>4,240</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.06.24	30.06.23
	£	£
Trade Creditors	1,369	155
Payroll liabilities	296	239
Creditor provisions	690	1,225
Deferred income	-	13,625
PRS provision	423	-
Advance booking deposits	800	880
Amounts due to third parties*	9,399	4,036
	<u>12,977</u>	<u>20,160</u>

* Ticket takings collected on behalf of theatre
 hirers not yet paid over

PRESTON LITTLE THEATRE COMPANY LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2024

11. FUNDS:

	Total £
Undesignated Funds (Unrestricted)	
Fund balance brought forward as at 1 st July 2023	150,374
Surplus for the year	9,450
Transfers in/(out)	(15,500)
Total Undesignated Funds	<u>144,324</u>
Designated Funds (Unrestricted)	
Fund balance brought forward as at 1 st July 2023	70,043
Surplus for the year	7,319
Transfers in/(out)	15,500
Total Designated Funds	<u>92,862</u>
TOTAL FUNDS	<u>237,186</u>

PRESTON LITTLE THEATRE COMPANY LIMITED
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INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30TH JUNE 2024

	30.06.24		30.06.23
	£	£	£
Incoming Resources:			
Profit on bar	15,478		15,002
Hire of building & equipment	47,488		47,787
Rent of car park	4,000		5,000
Donations received	19,950		1,917
Fund Raising	5,402		6,580
Grants & Legacies	8,164		-
Interest	1,080		42
Box office fees	764		76
		102,326	76,404
Charitable Expenditure:			
Wages	8,260		9,344
Print, post, stationery & phone	1,858		1,914
Repairs & renewals	30,385		10,103
PRS fees	300		-
Rates & water	2,783		3,159
Insurance & licences	8,928		8,037
Leasehold costs	500		1000
Depreciation	9,816		11,728
Light & heat	13,675		8,869
Cleaning materials	2,274		1,979
Car park tickets	1,533		1,446
Fund raising fees	-		-
Publicity	3,461		2,587
Box office	6		11
Credit card	-		737
Charitable donation	-		105
		(83,778)	(61,020)
		18,548	15,384
Administration Costs:			
Accountancy & secretarial	1,779		2,084
Bank charges	-		-
		(1,779)	(2,084)
SURPLUS / (DEFICIT) FOR THE YEAR		16,769	13,300

This does not form part of the statutory financial statements