

# BURNLEY YOUTH THEATRE

England & Wales · Charity number 1054763

## Details

|                |                                                         |
|----------------|---------------------------------------------------------|
| Other names    | BYT                                                     |
| Status         | Registered                                              |
| Legal form     | Charitable company                                      |
| Company number | <a href="#">03178207</a>                                |
| Registered     | 1996-04-22                                              |
| Register       | <a href="#">View on the Charity Commission register</a> |

## Contact

|         |                                                                                |
|---------|--------------------------------------------------------------------------------|
| Address | Burnley Youth Theatre<br>Queens Park Road<br>Burnley<br>BB10 3LB               |
| Phone   | 01282 427767                                                                   |
| Email   | <a href="mailto:info@burnleyyouththeatre.org">info@burnleyyouththeatre.org</a> |
| Website | <a href="http://www.burnleyyouththeatre.org">www.burnleyyouththeatre.org</a>   |

## Activities

**Objects:** THE CHARITY'S OBJECTS ('OBJECTS') ARE SPECIFICALLY RESTRICTED TO THE FOLLOWING: TO ACT AS A RESOURCE FOR YOUNG PEOPLE AND CHILDREN LIVING IN LANCASHIRE BY PROVIDING ADVICE AND ASSISTANCE AND ORGANISING PROGRAMMES OF ACTIVITY, TRAINING AND EDUCATION AS A MEANS OF: A) ADVANCING IN LIFE AND HELPING YOUNG PEOPLE AND CHILDREN, IMPROVING THEIR HEALTH AND OVERALL WELL-BEING BY DEVELOPING THEIR SKILLS, CAPACITIES AND CAPABILITIES TO ENABLE THEM TO PARTICIPATE IN SOCIETY AS INDEPENDENT, MATURE AND RESPONSIBLE INDIVIDUALS. B) ADVANCING EDUCATION AND TRAINING IN ALL ASPECTS OF ARTS AND CULTURE. C) PROVIDING RECREATIONAL AND LEISURE TIME ACTIVITY IN THE INTERESTS OF SOCIAL WELFARE FOR PEOPLE LIVING IN THE AREA OF BENEFIT WHO HAVE NEED BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABILITY, POVERTY OR SOCIAL AND ECONOMIC CIRCUMSTANCES WITH A VIEW TO IMPROVING THE CONDITIONS OF LIFE OF SUCH PERSONS.

**Activities:** We deliver a range of drama and arts activities for children and young people aged 0 to 25 years old both in our purpose built venue Burnley Arts Centre and also in the community and schools of Burnley and East Lancashire.

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, People With Disabilities

## Geography

- **Area of benefit:** BOROUGH OF BURNLEY
- Lancashire

## Finances

| Period end | Income   | Expenditure | Assets     | Employees |
|------------|----------|-------------|------------|-----------|
| 2025-03-31 | £460,340 | £431,877    | -          | -         |
| 2024-03-31 | £541,632 | £515,600    | £1,408,682 | 14        |
| 2023-03-31 | £501,612 | £433,210    | £1,384,128 | 12        |
| 2022-03-31 | £392,621 | £385,184    | -          | -         |
| 2021-03-31 | £382,122 | £375,733    | -          | -         |

## Trustees

| Name                  | Role | Appointed  |
|-----------------------|------|------------|
| Afrasiab Anwar        |      | 2018-10-30 |
| Anthony Preston       |      | 2020-04-08 |
| Gareth Davies         |      | 2025-03-17 |
| Joseph Shaw           |      | 2021-09-21 |
| KELLY ALLEN           |      | 2013-09-20 |
| Lisa Dixon            |      | 2019-12-14 |
| Mukhtar Ahmed Mirza   |      | 2024-11-26 |
| Peter Kenyon          |      |            |
| RACHEL JANE LIVERMORE |      | 2016-05-19 |
| SARA MARTIN           |      | 2013-09-20 |
| STEPHEN LESLIE COOK   |      |            |
| Vicky Holliday        |      | 2025-05-05 |

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# Accounts

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Company registration number: 03178207

Charity registration number: 1054763



# Burnley Youth Theatre

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2025

KM  
1st Floor, Block C  
The Wharf  
Manchester Road  
Burnley  
Lancashire  
BB11 1JG

# **Burnley Youth Theatre**

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## **Burnley Youth Theatre**

### **Reference and Administrative Details**

|                                    |                                                                                                                                                                                          |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>                    | Mrs K Allen<br>Mr A Anwar<br>Mr S L Cook<br>Mr G Davies<br>Mrs L Dixon<br>Mrs V A Holliday<br>Mr P Kenyon<br>Mrs R J Livermore<br>Mrs S Martin<br>M A Mirza<br>Mr A Preston<br>Mr J Shaw |
| <b>Secretary</b>                   | Mr D H R Allen                                                                                                                                                                           |
| <b>Charity Registration Number</b> | 1054763                                                                                                                                                                                  |
| <b>Company Registration Number</b> | 03178207                                                                                                                                                                                 |
| <b>Registered Office</b>           | The charity is incorporated in England and Wales.<br>Quarry Theatre<br>Queens Park Road<br>Burnley<br>Lancashire<br>BB10 3LB                                                             |
| <b>Principal Office</b>            | Quarry Theatre<br>Queens Park Road<br>Burnley<br>Lancashire<br>BB10 3LB                                                                                                                  |
| <b>Independent Examiner</b>        | KM<br>1st Floor, Block C<br>The Wharf<br>Manchester Road<br>Burnley<br>Lancashire<br>BB11 1JG                                                                                            |
| <b>Bankers</b>                     | Unity Trust Bank PLC<br>4 Oozells Square<br>Birmingham<br>B1 2HB                                                                                                                         |

# **Burnley Youth Theatre**

## **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2025.

### **Trustees**

Mrs K Allen

Mr A Anwar

Mrs D L Ashby (resigned 9th May 2025)

Mr S L Cook

Mr G Davies (appointed 17th March 2025)

Mrs L Dixon

Mrs V A Holliday (resigned 15th August 2024)

Mr P Kenyon

Mrs R J Livermore

Mrs S Martin

Mr M A Mirza (appointed 26th November 2024)

Mr A Preston

Mr J Shaw

Trustees appointed after the year end

Mrs V A Holliday (appointed 5th May 2025)

### **SUMMARY REVIEW BY THE CHAIR**

At the start of the financial year our Artistic Director and CEO Karen Metcalfe announced she would be leaving the organisation in September 2024. This gave us ample time to plan for recruitment for her replacement, put in place essential handover arrangements and allocate other interim management duties and responsibilities. Our first recruitment process took place before the summer but was unsuccessful. This meant that we needed to put in place temporary leadership arrangements until a second recruitment process could be concluded. Vicky Holliday stepped down as a Trustee and took on this interim role from September.

As part of leadership interim arrangements we took the opportunity to reconfigure our senior team with enhanced roles of Head of Programmes and Artistic Producer making these permanent going forward, resulting in a strengthened management structure. During the year we also welcomed a new Marketing person and made important changes in our Front of House and Operations support. In January 2025 we successfully recruited and welcomed David Allen as our new Artistic Director and CEO.

Our financial situation continued to remain healthy showing strong performance in securing grants and commissions including; continuation funding from the Eric and Margaret Kinder Trust, extension funding from The Henry Smith Foundation, increased funding from the Shared Prosperity Fund, alongside a number of other project streams of income. Our income from external hires remained strong but there was some impact on further growth as a result of losing one of our regular hirers. We were able to meet our Reserves target and reviewed our banking arrangements to make best returns on interest and to spread investments across a number of providers.

Earned income pressures remained around income from workshop activities, ticket sales and general fundraising and donations. Pressures also remained in the education sector with a notable downturn in schools bookings for the Christmas production.

## **Burnley Youth Theatre**

### **Trustees' Report**

Artistic achievements are detailed in other parts of this report but some highlights include; growth around our early years activities, Home Education/Alternative provision, a successful schools tour by our Byte Back young company of a new commission, 'Jack and the Beanstalk,' which was well received, growth and interest in our online offer including events such as those around 'World Book Day,' environmental and outdoor arts related activity featuring strongly across a number of our programmes, extending activities and opportunities for young people in technical and backstage skills. Great reviews were once again received for our Edinburgh Fringe production.

We had some changes in our Board of Trustees and undertook some targeted recruitment welcoming two new Board members. These new recruits will strengthen our Board in respect of community links and community fundraising and operational experience, supporting the executive team. Our Trustees also completed comprehensive refresher training around safeguarding.

We continued to take forward our investment in the upgrading of our facilities securing further funding from the LCC Better Care Fund to refurbish the toilets in the 'Moiria Preston Building' and investment from Burnley Borough Council for the Sensory Room. This space, once completed, will offer both creative programming openings and new commercial opportunities. We set aside some of our own funding for further improvements to the 'MP' building to complete its refurbishment including the creation of a new entrance area, reception and kitchen. This will complete investments in the 'MP' Building making it more attractive to future hirers and for it to function as a more independent facility. In addition we continued to invest in our outdoor areas which have been further upgraded.

At year end we began preparations and requirements for Arts Council National Portfolio extension funding with future budget planning, modelling a number of financial scenarios.

Anthony Preston, Chair of Trustees



## Burnley Youth Theatre

### Trustees' Report



The full cast of 'Alice In Wonderland,' our Christmas 2024 production

# **Burnley Youth Theatre**

## **Trustees' Report**

### **OBJECTS, VISION, MISSION AND VALUES**

#### **Our Objects**

The Charity's objects are specifically restricted to the following:

To act as a resource for young people and children living in Lancashire by providing advice and assistance and organising programmes of activity, training and education as a means of:

A) Advancing in life and helping young people and children, improving their health and overall well-being by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals.

B) Advancing education and training in all aspects of arts and culture

C) Providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of such persons

#### **Our Vision**

Our vision is that all children and young people will access high quality arts and culture.

#### **Our Mission**

Our mission is to creatively inspire children and young people to take their next steps.

#### **Our Values**

We value:

- artistic quality and integrity in all the work that we do
- giving opportunities to children, young people and families no matter what their background
- the education, training and development of children and young people
- the aspirations of children and young people and support them to realise their potential
- the views of young people and always strive to give them a voice
- learning and are committed to continuous improvement which responds positively to change and encourages dynamic and innovative solutions
- embrace and celebrate equality, diversity and inclusion, and
- best practice in the treatment and safeguarding of young people, staff and volunteers in a safe environment.

#### **Public Benefit**

We understand the guidance provided by the Charity Commission in regards to providing Public Benefit and believe that we continue to provide high quality arts activities for all children and young people across Lancashire. Our programme of work is diverse and takes place in multiple locations, both on site at our venue and in community venues and schools, along with new avenues of engagement through digital spaces. Our pricing decisions are based on covering our costs and making our work as accessible as possible to all people. Where cost is a barrier for engagement we support participants through our financial bursary scheme. We believe that our work not only impacts on the children and young people taking part but also on the families, teachers and audiences who engage with, view and experience the diversity of our offer.

Burnley Youth Theatre

Trustees' Report



# **Burnley Youth Theatre**

## **Trustees' Report**

### **ARTISTIC REVIEW**

*"We're so grateful to BYT. They've given [participant] a new lease of life. The staff are so welcoming and we can really see the difference it's made. Their confidence has come on leaps and bounds"*

Parent, Youth Theatre participant

### **Inclusive Youth Theatre, Workshops and Productions**

Despite a period of organisational change Burnley Youth Theatre's staff and freelance team rose to the challenge. We delivered an increase in the number of sessions over the previous year.

We provided a dynamic range of creative theatre workshops for young people funded by *Arts Council England* and *The Eric and Margaret Kinder Charitable Trust*. We delivered exciting creative workshops for all ages and produced high quality productions with children and young people. We continued our specialist workshops including Creative Families (for under 5s and their parents / carers) and Connect (for children and young people with disabilities).

The now established 'alternative youth theatre' programme with outdoor storytelling sessions 'Wild Wonders,' targeted developmental sessions for home educated young people and creative sessions for young families remained popular and is now a core strand of activity.

We ran a full programme of youth theatre productions including two devised productions 'Arcana' and 'The Fortune Teller's Secret', two scripted productions 'The Secret Garden', 'Great Expectations.' The Christmas production, 'Alice In Wonderland', ran for twelve shows- including two special performances for local schools - for friends and family and members of the public. Our young company First Byte Theatre devised their own show working with an experienced professional theatre director over a full year, culminating in taking an original piece of theatre 'Everything, Something, Nothing', which dealt with hard-hitting issues to the Edinburgh Fringe Festival in August 2024.

## Burnley Youth Theatre

### Trustees' Report



*'Everything, Something, Nothing'*

The 'First Byte' company perform their Edinburgh Fringe Show

#### OUTREACH

"I felt the project was amazing because I've never got an opportunity like this and had fun"

I, Aged 12, Participant Shared Prosperity Fund Project

Our work in communities outside of our building remains a core purpose. We are committed to making arts & culture accessible to young people and their families from all backgrounds. Burnley Youth Theatre's outreach programme strives to reach those young people and families who may not usually access the arts; supporting them to participate in creative activities and improve their well-being, build confidence, develop transferable skills, deepen community bonds and widen their social network.

During 2024/25 we continued to focus on project based engagement with partners who support; children and young people with learning disabilities and access needs; families who do not currently access arts engagement; children, young people and families and the Global Majority; targeted youth community engagement; and targeted schools engagement, with a specific focus on alternative provision and special educational needs.

Through this strand of work, in 2024/25 we engaged 1,202 children, young people and families. Of those participants 13% chose to disclose a disability, 44% were from the Global Majority, and 86% had an address reported within the lowest 20 percentile of socio economic deprivation.

## Burnley Youth Theatre

### Trustees' Report

*The Henry Smith Foundation* continues to be central to our work in this area by supporting us with a grant from their 'Improving Lives' fund. This has enabled us to work on fruitful, longer-term projects with committed partners such as *New Neighbours Together* and *Downtown Burnley*. We ran a total of 221 outreach sessions throughout the year.

Highlights of the year included strengthening partnerships with the South West Burnley network by programming professional theatre and outreach sessions for their '*Diversity Week*.' In addition, we built new partnerships with Lancaster University to deliver '*Home Is Where The Art Is*,' a multi-arts based creative response to Burnley Youth Theatre's archive.



Schools Linking Project workshop with local primary school children

# **Burnley Youth Theatre**

## **Trustees' Report**

### **EDUCATION**

“A really enjoyable experience for myself and our students. We have all looked forward to being at BYT with the students enjoying ‘rubbing shoulders’ with students from other schools”

Mr B, Teacher, High School Diversity Project

This year we engaged with over 4,000 pupils in schools in Burnley and the surrounding area. Our education programme offers a creative approach to learning in educational settings including primary, secondary, special education and alternative provision schools. We provide programmes planned and delivered by trained arts professionals which support the curriculum and wider learning objectives complimenting school topics and themes, tackling specific attainment targets or supporting the needs of identified student groups.

We also tour performances with educational themes from our professional young company- Byteback- in schools. The highlight of Byteback's year was *'Jack and The Beanstalk,'* accompanied by a facilitated workshop, which dealt with themes related to climate change and environmental responsibility for pupils in primary schools. Commissioned by BYT the play was written, directed and performed by early stage professionals who have come through the Youth Theatre programme.

Burnley Youth Theatre is a key partner in delivering the Schools Linking project; going from strength to strength and engaging more schools each year. We welcomed 30 schools to our venue as part of the project with the addition of 4 nursery schools where we have developed and expanded our early years offer. In addition to this, we have delivered workshops featuring online safety, the environment and Shakespeare.

### **TALENT DEVELOPMENT**

In addition to the opportunities Burnley Youth Theatre gives to young people to participate in arts and culture, we aim to further their development by providing opportunities to learn vocational skills. We provide work experience, volunteer, trainee and early-stage career opportunities. Many of those that benefit from these opportunities come through our youth theatre programme. Equally as important, many come to us through our connections with local schools and through our outreach work. We enabled:

- 71 volunteers to develop skills in workshop delivery, theatre production, technical theatre, stage management, costume, front of house, marketing and fundraising
- 9 Youth Board volunteers aged 11-18 to gain skills in leadership, consultation, idea generation and teamwork
- 7 trainees aged 16-25 who took part in paid placements including Workshop Leader, Front of House, Marketing and Technician
- 10 young people to be part of our First Byte Theatre Company - a year long opportunity for young people to train as performers / theatre makers and create an original production which they performed at the Edinburgh Fringe Festival in August 2024
- 3 young actors to develop their performance skills through our in house professional theatre company Byteback Theatre
- 41 freelance practitioners to gain paid work through our strands of activity; inclusive theatre, outreach, education and marketing
- Opportunities for training alongside the staff team, in areas such as access, diversity and safeguarding.

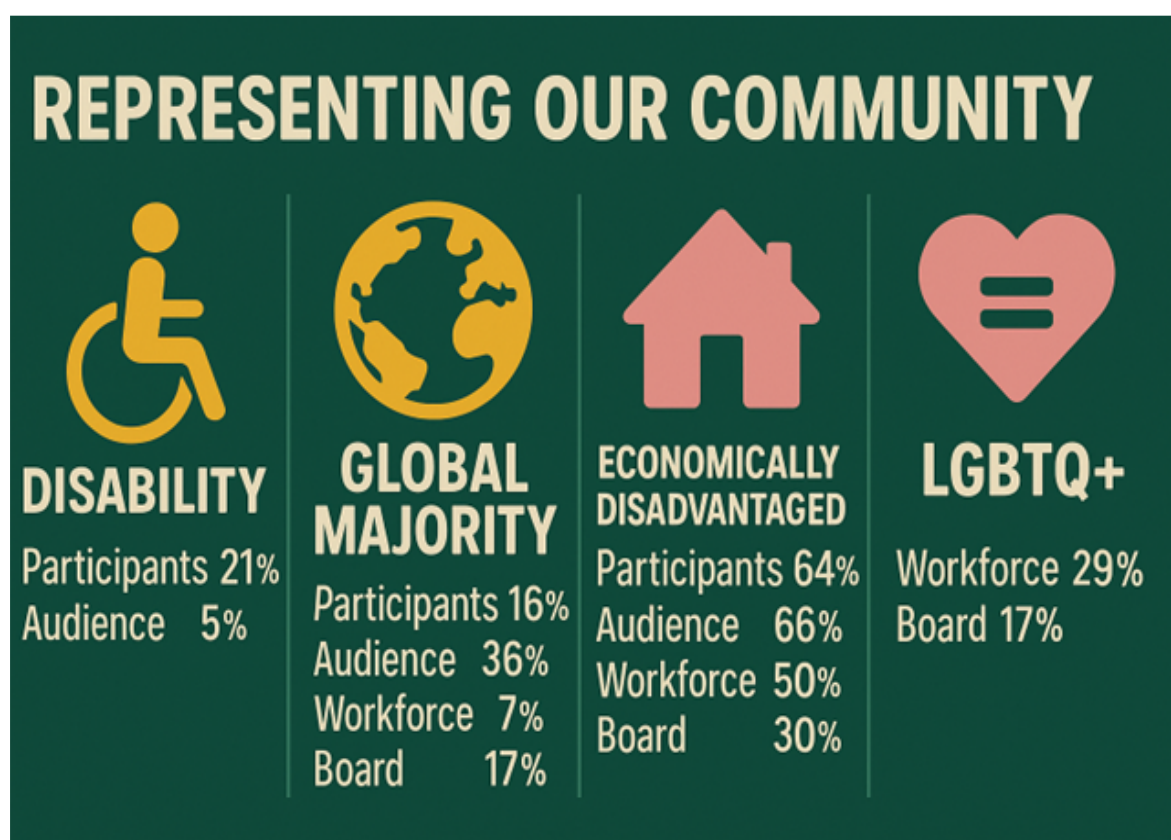
### **PROFESSIONAL PRODUCTIONS**

Our nearest cities, with substantial cultural provision, are over 25 miles away. For many local families this journey and the costs associated with attending large theatres, is not part of their routine or budget. Therefore Burnley Youth Theatre has a key role in providing access to quality professional productions. In 2024/25 we programmed a mix of shows catering to young families teen audiences.

## Burnley Youth Theatre

### Trustees' Report

- *Inevitable* by Mortal Fools
- *Three Bears* by Kitchen Zoo
- *You Are The Sun* By Hurly Burly
- *The Greatest Robot Ever* by Knotted Hawk
- *Who the F\*\*k is Shakespeare* by 20 Stories High
- *Jack Frost's Snow Time Adventure* by Theatre Porto
- *Little Red Riding Hood* by Byteback Theatre (BYT's professional young company)



### REPRESENTING OUR COMMUNITY

We continued to make arts and culture accessible for all by opening the building with free activities targeting young families with Creative Families Days and Open Days.

With the support of *Dan's Trust* we were able to continue our 'Step In Financial Bursary Programme,' which supports children and young people to 'step in' to our organisation and is aimed at those who may not normally be able to attend. 217 young people were supported with financial assistance to access workshops and performances.

# **Burnley Youth Theatre**

## **Trustees' Report**

### **THEMATIC STRANDS**

#### **Equality, Diversity and Inclusion**

Equality, diversity and inclusion is critical to our ambition for creating excellent art with and for children and young people and their families, and in reaching all families within the geographical area we serve and beyond. We are committed to creating a culture in which diversity and equality of opportunity are central. This includes participants we engage with, the audiences that we serve and professionals we work with. Discrimination in any form is not tolerated by Burnley Youth Theatre, and we believe that unless we proactively seek to positively include all members of the community we serve we will not extend our reach nor create great work.

Through our Equality and Diversity policy we set out five commitments for our approach to improving equality, diversity and inclusion within our organisation, and through our action plan set out clear targets across our programme delivery and staffing. Reporting on our progress in this area is a standard agenda item for our Board of Trustees and developing our understanding of each protected characteristic group features within our annual training plan for staff, volunteers and freelancers.

To improve access this year we have:

- Continued to offer our specialist workshops for disabled and LGBTQ+ participants
- Secured funding to engage 5 diverse young people per year in a paid arts placement to break down barriers that might be stopping them from accessing work
- Launched our new toilets which include 5 individual public gender neutral toilets (which include a disabled toilet and family toilet) and 2 backstage gender neutral toilets (which include dressing room facilities for cast members who are non binary / gender neutral)
- Continued our 'Step In' programme to support more people to access our workshops and productions
- Created a sensory room where children and young people with SEND can engage with us



A 'Wild Wonders' session in BYT's Storyteller's Wood

# **Burnley Youth Theatre**

## **Trustees' Report**

### **Environmental Responsibility**

Burnley Youth Theatre remains committed to addressing climate change. We have an active environmental policy which underpins decisions on key service providers, capital decisions and day-to-day operations. For example, we have partially converted our theatre lighting from traditional bulbs to more environmentally sustainable LED. As funding becomes available we will complete this.

Environmental responsibility is a key theme in our creative output. The 'Wild Wonders' sessions which take place in our wooded outdoor area teach young people about sustainability and care for nature. Our most recently commissioned professional theatre show 'Jack and the Beanstalk' which toured primary schools, addresses climate change and the behaviours we can all learn to protect the planet.

### **DIGITAL**

As with the sector in general, the demand for digital access to activities has decreased over time as audiences and participants have returned to venues following COVID - which was a key driver in organisations expanding their digital offer.

Reduced school trip budgets coupled with increasing associated travel costs has led to a new increased demand for digital access. We have had great success with digital storytelling events online; Aligning with World Book Day meant over 7,800 primary school children saw a Creative Team staff member bring 'Speak Up!' by Nathan Bryon to life online.

Burnley Youth Theatre continues to develop its digital offer. Our website, blog and social media sites continue to be effective tools for reaching new participants and partners.

The Operations & Marketing Team undertook a rigorous process to appoint a Customer Relationship Management (CRM) software provider. The objective is to improve operational and marketing efficiency with existing participants, audiences and partners. However, the project did not go as planned and we are re-visiting this in the coming year.

## Burnley Youth Theatre

### Trustees' Report



Promotional Image for 'World Book Day' digital storytelling event

# **Burnley Youth Theatre**

## **Trustees' Report**

### **FINANCIAL REVIEW**

#### **Investment Policy**

At the year end our free reserves were held in Charifund Investment Units, which are administered by M&G Charities, a 1-year fixed rate bond account with Dudley Building Society (which matured in April 2025) and a 95-day access savings account with Hampshire Trust Bank.

#### **Reserves Policy**

At the year-end, free reserves amounted to £134,061 which was 12 weeks of turnover in order that we can continue our activities in the short term, maintaining staff levels and ensuring that our costs can be met should external fundraising fluctuate throughout the year.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing Document**

Burnley Youth Theatre is a company limited by guarantee and a registered charity. We are governed by our Memorandum and Articles of Association dated 28th March 2012.

#### **Organisational Structure**

The Board of Trustees administer the organisation. They include the Chairperson, the Vice-Chairperson and the Finance Director. We also have a designated Trustee Safeguarding Lead. The Company Secretary may be a Trustee or a member of staff. The Board of Trustees appoint these roles at each Annual General Meeting.

The CEO/Artistic Director is appointed by the Board of Trustees to deliver the approved aims and objectives as detailed within the organisation's strategic documents; the business plan, audience development plan, equality and diversity action plan and environmental action plan. They have delegated authority for decision making within the parameters of the approved annual budget.

The CEO/Artistic Director reports to and meets with the Board of Trustees on a quarterly basis and with the Finance Working Group monthly.

#### **Recruitment and appointment of new Trustees**

Trustees are recruited to our organisation based on skills, experience and knowledge. The Board of Trustees conduct a regular skills audit, identifying strengths and weaknesses within The Board. Open recruitment occurs to fill identified gaps for Trustee vacancies.

Trustees are appointed at the Annual General Meeting (AGM). Trustees may appoint a person willing to act as an additional trustee before an AGM is held; however, their continuation as a trustee must be ratified at the next AGM. As detailed within our Memorandum and Articles of Association, one third of the Trustees must retire at each AGM but may seek re-election by members of the charitable company attending the meeting (in-person and by proxy). No person under the age of 18 may be appointed as a trustee.

#### **Induction of new Trustees**

All new Trustees receive a thorough and structured induction with the CEO/Artistic Director and Chairperson:

- They are made aware of their legal responsibilities as a Charity Trustee and Company Director and are given access to a range of useful resources, such as the Charity Commission new Trustee guidance
- They are introduced to our organisation and given information on our organisational priorities, including our business plan and associated action plans, and the papers from the last two Board meetings
- They are invited to visit our activities and events, meeting with our staff team, freelance practitioners and participants to understand and experience our work first hand, and
- They are offered a Trustee Mentor and invited to attend training relevant to their role.

# **Burnley Youth Theatre**

## **Trustees' Report**

### **Related parties**

Burnley Youth Theatre receives essential funding from Arts Council England and Burnley Borough Council. However the charity is independent of these funding bodies and they do not play a role in the governance of the organisation.

### **Risk management**

The Trustees have a duty to identify and review the risks to which Burnley Youth Theatre is exposed and to ensure appropriate controls are in place to mitigate those risks. We conduct quarterly risk reviews that identify potential risks to the continuing operation of the organisation and which is reported to The Board.

The CEO/Artistic Director works with the Finance Working Group to ensure that appropriate controls are identified and put in place to provide reasonable assurance against the risks occurring.

### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 24 September 2025 and signed on its behalf by:



.....  
Mr A Preston  
Trustee

## **Burnley Youth Theatre**

### **Statement of Responsibilities**

The trustees (who are also the directors of Burnley Youth Theatre for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 24 September 2025 and signed on its behalf by:

.....  
Mr A Preston  
Trustee

## **Burnley Youth Theatre**

### **Independent Examiner's Report to the trustees of Burnley Youth Theatre ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

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

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts 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 your 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**

Since Burnley Youth Theatre's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Charity Independent Examiners, which is one of the listed bodies.

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

1. accounting records were not kept in respect of Burnley Youth Theatre as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

.....  
Mark Heaton FCCA FCIE DChA  
KM  
1st Floor, Block C  
The Wharf  
Manchester Road  
Burnley  
Lancashire  
BB11 1JG

24 September 2025

## Burnley Youth Theatre

### Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

|                                   | Note | Unrestricted<br>£     | Restricted<br>£         | Total<br>2025<br>£      | Unrestricted<br>£     | Restricted<br>£         | Total<br>2024<br>£      |
|-----------------------------------|------|-----------------------|-------------------------|-------------------------|-----------------------|-------------------------|-------------------------|
| <b>Income from:</b>               |      |                       |                         |                         |                       |                         |                         |
| Charitable activities             | 3    | 326,899               | 108,876                 | 435,775                 | 464,226               | 55,048                  | 519,274                 |
| Investment income                 | 4    | 8,336                 | -                       | 8,336                   | 5,102                 | -                       | 5,102                   |
| Other income                      | 5    | 16,229                | -                       | 16,229                  | 17,256                | -                       | 17,256                  |
| Total income                      |      | <u>351,464</u>        | <u>108,876</u>          | <u>460,340</u>          | <u>486,584</u>        | <u>55,048</u>           | <u>541,632</u>          |
| <b>Expenditure on:</b>            |      |                       |                         |                         |                       |                         |                         |
| Charitable activities             | 6    | <u>(333,918)</u>      | <u>(149,398)</u>        | <u>(483,316)</u>        | <u>(482,310)</u>      | <u>(33,290)</u>         | <u>(515,600)</u>        |
| Total expenditure                 |      | <u>(333,918)</u>      | <u>(149,398)</u>        | <u>(483,316)</u>        | <u>(482,310)</u>      | <u>(33,290)</u>         | <u>(515,600)</u>        |
| Gains/losses on investment assets |      | <u>2,396</u>          | <u>-</u>                | <u>2,396</u>            | <u>(1,478)</u>        | <u>-</u>                | <u>(1,478)</u>          |
| Net income/(expenditure)          |      | 19,942                | (40,522)                | (20,580)                | 2,796                 | 21,758                  | 24,554                  |
| Transfers between funds           |      | <u>57</u>             | <u>(57)</u>             | <u>-</u>                | <u>-</u>              | <u>-</u>                | <u>-</u>                |
| Net movement in funds             |      | 19,999                | (40,579)                | (20,580)                | 2,796                 | 21,758                  | 24,554                  |
| <b>Reconciliation of funds</b>    |      |                       |                         |                         |                       |                         |                         |
| Total funds brought forward       |      | <u>169,968</u>        | <u>1,238,714</u>        | <u>1,408,682</u>        | <u>167,172</u>        | <u>1,216,956</u>        | <u>1,384,128</u>        |
| Total funds carried forward       | 15   | <u><u>189,967</u></u> | <u><u>1,198,135</u></u> | <u><u>1,388,102</u></u> | <u><u>169,968</u></u> | <u><u>1,238,714</u></u> | <u><u>1,408,682</u></u> |

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2024 is shown in note 15.

The notes on pages 21 to 31 form an integral part of these financial statements.

**Burnley Youth Theatre**  
**(Registration number: 03178207)**  
**Balance Sheet as at 31 March 2025**

|                                                       | Note | 2025<br>£        | 2024<br>£        |
|-------------------------------------------------------|------|------------------|------------------|
| <b>Fixed assets</b>                                   |      |                  |                  |
| Tangible assets                                       | 11   | 1,218,165        | 1,262,937        |
| Investments                                           | 12   | <u>41,806</u>    | <u>79,410</u>    |
|                                                       |      | <u>1,259,971</u> | <u>1,342,347</u> |
| <b>Current assets</b>                                 |      |                  |                  |
| Debtors                                               | 13   | 59,044           | 52,711           |
| Cash at bank and in hand                              |      | <u>143,269</u>   | <u>70,712</u>    |
|                                                       |      | 202,313          | 123,423          |
| <b>Creditors: Amounts falling due within one year</b> | 14   | <u>(74,182)</u>  | <u>(57,088)</u>  |
| <b>Net current assets</b>                             |      | <u>128,131</u>   | <u>66,335</u>    |
| <b>Net assets</b>                                     |      | <u>1,388,102</u> | <u>1,408,682</u> |
| <b>Funds of the charity:</b>                          |      |                  |                  |
| <b>Restricted income funds</b>                        |      |                  |                  |
| Restricted funds                                      |      | 1,198,135        | 1,238,714        |
| <b>Unrestricted income funds</b>                      |      |                  |                  |
| Unrestricted funds                                    |      | <u>189,967</u>   | <u>169,968</u>   |
| <b>Total funds</b>                                    | 15   | <u>1,388,102</u> | <u>1,408,682</u> |

For the financial year ending 31 March 2025 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 charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 19 to 31 were approved by the trustees, and authorised for issue on 24 September 2025 and signed on their behalf by:

.....  
Mr A Preston  
Trustee

The notes on pages 21 to 31 form an integral part of these financial statements.

# **Burnley Youth Theatre**

## **Notes to the Financial Statements for the Year Ended 31 March 2025**

### **1 Charity status**

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Quarry Theatre  
Queens Park Road  
Burnley  
Lancashire  
BB10 3LB

These financial statements were authorised for issue by the trustees on 24 September 2025.

### **2 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

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

#### **Statement of compliance**

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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### **Basis of preparation**

Burnley Youth Theatre 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 notes.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### **Income**

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

#### **Deferred income**

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received.

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2025**

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

#### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including independent examination, strategic management and trustees meetings and reimbursed expenses.

#### **Taxation**

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

#### **Tangible fixed assets**

Individual fixed assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| <b>Asset class</b>      | <b>Depreciation method and rate</b>      |
|-------------------------|------------------------------------------|
| Long leasehold          | 2% and 10% per annum straight line basis |
| Furniture and equipment | 10% per annum straight line basis        |

#### **Fixed asset investments**

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

#### **Trade debtors**

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2025**

#### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

## Burnley Youth Theatre

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 3 Income from charitable activities

|                                                           | Unrestricted<br>General<br>£ | Restricted<br>£ | Total<br>2025<br>£ | Total<br>2024<br>£ |
|-----------------------------------------------------------|------------------------------|-----------------|--------------------|--------------------|
| Operation of theatre                                      | 173,750                      | 108,876         | 282,626            | 374,073            |
| Artistic Programme Commissions                            | 39,750                       | -               | 39,750             | 22,035             |
| BYT Artistic Programme                                    | 69,224                       | -               | 69,224             | 67,543             |
| Fundraising                                               | 6,070                        | -               | 6,070              | 9,178              |
| Business Development                                      | 38,105                       | -               | 38,105             | 46,445             |
|                                                           | <u>326,899</u>               | <u>108,876</u>  | <u>435,775</u>     | <u>519,274</u>     |
| Grants received, included in the above, are as follows:   |                              |                 |                    |                    |
| Arts Council England                                      | 130,000                      | -               | 130,000            | 130,000            |
| Burnley Borough Council                                   | 3,000                        | -               | 3,000              | 3,000              |
| Garfield Weston                                           | 18,750                       | -               | 18,750             | 22,500             |
| The Eric and Margaret Kinder Charitable Trust             | 20,000                       | -               | 20,000             | 20,000             |
| Dan's Trust                                               | 1,500                        | -               | 1,500              | 4,000              |
| Moirra Preston Trust                                      | -                            | -               | -                  | 1,000              |
| Burnley Rotary Club                                       | 500                          | -               | 500                | 500                |
| Granada Foundation                                        | -                            | -               | -                  | 2,000              |
| Henry Smith Charity                                       | -                            | 57,722          | 57,722             | 59,168             |
| Stocks Massey Bequest                                     | -                            | 1,000           | 1,000              | -                  |
| Lancashire County Council                                 | -                            | -               | -                  | 17,013             |
| The National Lottery Heritage Fund                        | -                            | -               | -                  | 32,084             |
| Christal Foundation                                       | -                            | -               | -                  | 150                |
| Cliviger Parish Fund                                      | -                            | -               | -                  | 12,610             |
| Burnley, Pendle, Rossendale CVS                           | -                            | -               | -                  | 10,000             |
| The Ken Dodd Charitable Foundation                        | -                            | -               | -                  | 5,000              |
| Arts Council England - Capital                            | -                            | -               | -                  | 55,048             |
| Burnley Borough Council - Sensory                         | -                            | 619             | 619                | -                  |
| Burnley Borough Council Programme Grant                   | -                            | 2,000           | 2,000              | -                  |
| Community Foundation for Lancashire                       | -                            | 3,530           | 3,530              | -                  |
| The Fort Vale Foundation                                  | -                            | 4,000           | 4,000              | -                  |
| Burnley, Pendle, Rossendale CVS                           | -                            | 20,000          | 20,000             | -                  |
| Small Grants (less than £5,000)                           | -                            | 4,413           | 4,413              | -                  |
| Cliviger Parish Fund                                      | -                            | 6,630           | 6,630              | -                  |
| Community Foundation for Lancashire - Christal Foundation | -                            | 3,725           | 3,725              | -                  |
| Lancashire County Council                                 | -                            | 5,237           | 5,237              | -                  |
|                                                           | <u>173,750</u>               | <u>108,876</u>  | <u>282,626</u>     | <u>374,073</u>     |

## Burnley Youth Theatre

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 4 Investment income

|                                      | Unrestricted |              |              |
|--------------------------------------|--------------|--------------|--------------|
|                                      | General      | Total        | Total        |
|                                      | £            | 2025         | 2024         |
|                                      |              | £            | £            |
| Dividends receivable                 | 4,558        | 4,558        | 4,690        |
| Interest receivable on bank deposits | 3,778        | 3,778        | 412          |
|                                      | <u>8,336</u> | <u>8,336</u> | <u>5,102</u> |

#### 5 Other income

|                      | Unrestricted  |               |               |
|----------------------|---------------|---------------|---------------|
|                      | General       | Total         | Total         |
|                      | £             | 2025          | 2024          |
|                      |               | £             | £             |
| Employment Allowance | 5,000         | 5,000         | 5,000         |
| Theatre tax relief   | 11,229        | 11,229        | 12,256        |
|                      | <u>16,229</u> | <u>16,229</u> | <u>17,256</u> |

#### 6 Expenditure on charitable activities

|                         |      | Unrestricted  |                |                |                |                |
|-------------------------|------|---------------|----------------|----------------|----------------|----------------|
|                         |      | Designated    | General        | Restricted     | Total          | Total          |
|                         | Note | £             | £              | £              | 2025           | 2024           |
|                         |      |               |                |                | £              | £              |
| Operation of theatre    |      | -             | 157,967        | 24,020         | 181,987        | 222,176        |
| Staff costs             | 8    | -             | 130,039        | 84,799         | 214,838        | 227,796        |
| Depreciation            |      | 10,942        | -              | 40,579         | 51,521         | 43,855         |
| Allocated support costs |      | -             | 34,970         | -              | 34,970         | 21,773         |
|                         |      | <u>10,942</u> | <u>322,976</u> | <u>149,398</u> | <u>483,316</u> | <u>515,600</u> |

#### 7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

During the year, Mrs V A Holliday stepped down as a trustee in order to act as interim CEO. This was during the period of the previous CEO leaving (Mrs K Metcalfe) and the recruitment and appointment of the new CEO (Mr D Allen). Following the appointment of Mr D Allen, Mrs V A Holliday was reappointed as a trustee.

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2025**

#### **8 Staff costs**

The aggregate payroll costs were as follows:

|                                          | <b>2025</b>    | <b>2024</b>    |
|------------------------------------------|----------------|----------------|
|                                          | <b>£</b>       | <b>£</b>       |
| <b>Staff costs during the year were:</b> |                |                |
| Wages and salaries                       | 196,628        | 208,906        |
| Social security costs                    | 15,438         | 15,282         |
| Pension costs                            | 2,712          | 3,579          |
| Other staff costs                        | 60             | 29             |
|                                          | <u>214,838</u> | <u>227,796</u> |

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

|         | <b>2025</b> | <b>2024</b> |
|---------|-------------|-------------|
|         | <b>No</b>   | <b>No</b>   |
| Theatre | <u>14</u>   | <u>14</u>   |

No employee received emoluments of more than £60,000 during the year.

#### **9 Independent examiner's remuneration**

|                                         | <b>2025</b>  | <b>2024</b>  |
|-----------------------------------------|--------------|--------------|
|                                         | <b>£</b>     | <b>£</b>     |
| Examination of the financial statements | 2,190        | 2,100        |
| Other services                          | 330          | 489          |
| Payroll fees                            | 1,020        | 960          |
|                                         | <u>3,540</u> | <u>3,549</u> |

#### **10 Taxation**

The charity is a registered charity and is therefore exempt from taxation.

# Burnley Youth Theatre

## Notes to the Financial Statements for the Year Ended 31 March 2025

### 11 Tangible fixed assets

|                       | Leasehold<br>property<br>£ | Furniture and<br>equipment<br>£ | Total<br>£ |
|-----------------------|----------------------------|---------------------------------|------------|
| <b>Cost</b>           |                            |                                 |            |
| At 1 April 2024       | 1,733,228                  | 220,831                         | 1,954,059  |
| Additions             | -                          | 6,749                           | 6,749      |
| At 31 March 2025      | 1,733,228                  | 227,580                         | 1,960,808  |
| <b>Depreciation</b>   |                            |                                 |            |
| At 1 April 2024       | 567,158                    | 123,964                         | 691,122    |
| Charge for the year   | 40,941                     | 10,580                          | 51,521     |
| At 31 March 2025      | 608,099                    | 134,544                         | 742,643    |
| <b>Net book value</b> |                            |                                 |            |
| At 31 March 2025      | 1,125,129                  | 93,036                          | 1,218,165  |
| At 31 March 2024      | 1,166,070                  | 96,867                          | 1,262,937  |

### 12 Fixed asset investments

|                          | 2025<br>£                           | 2024<br>£          |
|--------------------------|-------------------------------------|--------------------|
| Investments              | 41,806                              | 79,410             |
|                          | <b>Listed<br/>investments<br/>£</b> | <b>Total<br/>£</b> |
| <b>Cost or Valuation</b> |                                     |                    |
| At 1 April 2024          | 79,410                              | 79,410             |
| Revaluation              | 2,396                               | 2,396              |
| Disposals                | (40,000)                            | (40,000)           |
| At 31 March 2025         | 41,806                              | 41,806             |
| <b>Net book value</b>    |                                     |                    |
| At 31 March 2025         | 41,806                              | 41,806             |
| At 31 March 2024         | 79,410                              | 79,410             |

# Burnley Youth Theatre

## Notes to the Financial Statements for the Year Ended 31 March 2025

### 13 Debtors

|                | 2025<br>£     | 2024<br>£     |
|----------------|---------------|---------------|
| Trade debtors  | 5,685         | 15,465        |
| Prepayments    | 15,634        | 1,596         |
| Accrued income | 37,725        | 35,650        |
|                | <u>59,044</u> | <u>52,711</u> |

### 14 Creditors

|                 | 2025<br>£     | 2024<br>£     |
|-----------------|---------------|---------------|
| Trade creditors | 10,287        | 80            |
| Other creditors | -             | 890           |
| Accruals        | 9,238         | 14,182        |
| Deferred income | 54,657        | 41,936        |
|                 | <u>74,182</u> | <u>57,088</u> |

|                                        | 2025<br>£     | 2024<br>£     |
|----------------------------------------|---------------|---------------|
| <b>Deferred income</b>                 |               |               |
| Deferred income at 1 April 2024        | 41,936        | 57,257        |
| Resources deferred in the period       | (41,936)      | (57,257)      |
| Amounts released from previous periods | 54,657        | 41,936        |
| Deferred income at 31 March 2025       | <u>54,657</u> | <u>41,936</u> |

# Burnley Youth Theatre

## Notes to the Financial Statements for the Year Ended 31 March 2025

### 15 Funds

|                                                                 | Balance<br>at 1 April<br>2024<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Balance<br>at 31<br>March<br>2025<br>£ |
|-----------------------------------------------------------------|------------------------------------|----------------------------|----------------------------|----------------|--------------------------------------------|----------------------------------------|
| <b>Unrestricted</b>                                             |                                    |                            |                            |                |                                            |                                        |
| <i>General</i>                                                  |                                    |                            |                            |                |                                            |                                        |
| Operation of theatre                                            | 111,233                            | 351,464                    | (322,976)                  | (8,056)        | 2,396                                      | 134,061                                |
| <i>Designated</i>                                               |                                    |                            |                            |                |                                            |                                        |
| Organisational development                                      | 34,512                             | -                          | (495)                      | 8,113          | -                                          | 42,130                                 |
| Rooms to Do                                                     | 15,306                             | -                          | (1,530)                    | -              | -                                          | 13,776                                 |
| Arts Council England Capital<br>- Match Funding                 | 8,917                              | -                          | (8,917)                    | -              | -                                          | -                                      |
|                                                                 | <u>58,735</u>                      | <u>-</u>                   | <u>(10,942)</u>            | <u>8,113</u>   | <u>-</u>                                   | <u>55,906</u>                          |
| <b>Total unrestricted</b>                                       | <u>169,968</u>                     | <u>351,464</u>             | <u>(333,918)</u>           | <u>57</u>      | <u>2,396</u>                               | <u>189,967</u>                         |
| <b>Restricted</b>                                               |                                    |                            |                            |                |                                            |                                        |
| Leasehold buildings -<br>restricted                             | 1,096,076                          | -                          | (33,284)                   | -              | -                                          | 1,062,792                              |
| Henry Smith Charity                                             | -                                  | 57,722                     | (57,722)                   | -              | -                                          | -                                      |
| Stocks Massey Bequest                                           | -                                  | 1,000                      | (1,000)                    | -              | -                                          | -                                      |
| Cliviger Parish Fund                                            | -                                  | 6,630                      | (6,630)                    | -              | -                                          | -                                      |
| Lancashire County Council                                       | -                                  | 5,237                      | (4,974)                    | (263)          | -                                          | -                                      |
| Community Foundation for<br>Lancashire - Christal<br>Foundation | -                                  | 3,725                      | (3,800)                    | 75             | -                                          | -                                      |
| Arts Council England -<br>Capital                               | 142,638                            | -                          | (7,295)                    | -              | -                                          | 135,343                                |
| Burnley Borough Council -<br>Sensory                            | -                                  | 619                        | (619)                      | -              | -                                          | -                                      |
| Burnley Borough Council<br>Programme Grant                      | -                                  | 2,000                      | (2,000)                    | -              | -                                          | -                                      |
| Community Foundation for<br>Lancashire                          | -                                  | 3,530                      | (3,530)                    | -              | -                                          | -                                      |
| The Fort Vale Foundation                                        | -                                  | 4,000                      | (4,000)                    | -              | -                                          | -                                      |
| Burnley, Pendle, Rossendale<br>CVS                              | -                                  | 20,000                     | (20,131)                   | 131            | -                                          | -                                      |
| Small Grants (less than<br>£5,000)                              | -                                  | 4,413                      | (4,413)                    | -              | -                                          | -                                      |
|                                                                 | <u>1,238,714</u>                   | <u>108,876</u>             | <u>(149,398)</u>           | <u>(57)</u>    | <u>-</u>                                   | <u>1,198,135</u>                       |
| <b>Total funds</b>                                              | <u>1,408,682</u>                   | <u>460,340</u>             | <u>(483,316)</u>           | <u>-</u>       | <u>2,396</u>                               | <u>1,388,102</u>                       |

## Burnley Youth Theatre

### Notes to the Financial Statements for the Year Ended 31 March 2025

|                                                 | Balance<br>at 1 April<br>2023<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Balance<br>at 31<br>March<br>2024<br>£ |
|-------------------------------------------------|------------------------------------|----------------------------|----------------------------|----------------|--------------------------------------------|----------------------------------------|
| <b>Unrestricted</b>                             |                                    |                            |                            |                |                                            |                                        |
| <i>General</i>                                  |                                    |                            |                            |                |                                            |                                        |
| Operation of theatre                            | 114,764                            | 486,584                    | (453,654)                  | (34,983)       | (1,478)                                    | 111,233                                |
| <i>Designated</i>                               |                                    |                            |                            |                |                                            |                                        |
| Organisational development                      | 52,408                             | -                          | (28,656)                   | 10,760         | -                                          | 34,512                                 |
| Rooms to Do                                     | -                                  | -                          | -                          | 15,306         | -                                          | 15,306                                 |
| Arts Council England Capital<br>- Match Funding | -                                  | -                          | -                          | 8,917          | -                                          | 8,917                                  |
|                                                 | <u>52,408</u>                      | <u>-</u>                   | <u>(28,656)</u>            | <u>34,983</u>  | <u>-</u>                                   | <u>58,735</u>                          |
| <b>Total unrestricted</b>                       | <u>167,172</u>                     | <u>486,584</u>             | <u>(482,310)</u>           | <u>-</u>       | <u>(1,478)</u>                             | <u>169,968</u>                         |
| <b>Restricted</b>                               |                                    |                            |                            |                |                                            |                                        |
| Leasehold buildings -<br>restricted             | 1,129,366                          | -                          | (33,290)                   | -              | -                                          | 1,096,076                              |
| Arts Council England                            | <u>87,590</u>                      | <u>55,048</u>              | <u>-</u>                   | <u>-</u>       | <u>-</u>                                   | <u>142,638</u>                         |
|                                                 | <u>1,216,956</u>                   | <u>55,048</u>              | <u>(33,290)</u>            | <u>-</u>       | <u>-</u>                                   | <u>1,238,714</u>                       |
| <b>Total funds</b>                              | <u>1,384,128</u>                   | <u>541,632</u>             | <u>(515,600)</u>           | <u>-</u>       | <u>(1,478)</u>                             | <u>1,408,682</u>                       |

#### 16 Analysis of net assets between funds

|                         | Unrestricted    |                 |                  | Total funds<br>at 2025<br>£ |
|-------------------------|-----------------|-----------------|------------------|-----------------------------|
|                         | General<br>£    | Designated<br>£ | Restricted<br>£  |                             |
| Tangible fixed assets   | -               | 20,030          | 1,198,135        | 1,218,165                   |
| Fixed asset investments | 41,806          | -               | -                | 41,806                      |
| Current assets          | 166,437         | 35,876          | -                | 202,313                     |
| Current liabilities     | <u>(74,182)</u> | <u>-</u>        | <u>-</u>         | <u>(74,182)</u>             |
| Total net assets        | <u>134,061</u>  | <u>55,906</u>   | <u>1,198,135</u> | <u>1,388,102</u>            |
|                         | Unrestricted    |                 |                  | Total funds<br>at 2024<br>£ |
|                         | General<br>£    | Designated<br>£ | Restricted<br>£  |                             |
| Tangible fixed assets   | -               | 24,223          | 1,238,714        | 1,262,937                   |
| Fixed asset investments | 79,410          | -               | -                | 79,410                      |
| Current assets          | 88,911          | 34,512          | -                | 123,423                     |
| Current liabilities     | <u>(57,088)</u> | <u>-</u>        | <u>-</u>         | <u>(57,088)</u>             |
| Total net assets        | <u>111,233</u>  | <u>58,735</u>   | <u>1,238,714</u> | <u>1,408,682</u>            |

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2025**

#### **17 Related party transactions**

There were no related party transactions in the year.

#### **18 Mortgage**

On 28th June 2005, The Arts Council of England obtained a legal charge over the land, and buildings erected there on, known as Burnley Youth Theatre, Queens Park Road, Burnley, amounting to £365,000.

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# Accounts

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Company registration number: 03178207

Charity registration number: 1054763

# Burnley Youth Theatre

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2024

KM  
1st Floor, Block C  
The Wharf  
Manchester Road  
Burnley  
Lancashire  
BB11 1JG

## **Burnley Youth Theatre**

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## **Burnley Youth Theatre**

### **Reference and Administrative Details**

|                                    |                                         |
|------------------------------------|-----------------------------------------|
| <b>Trustees</b>                    | Mrs K Allen                             |
|                                    | Mr A Anwar                              |
|                                    | Mr S L Cook                             |
|                                    | Mrs L Dixon                             |
|                                    | Mr P Kenyon                             |
|                                    | Mrs R J Livermore                       |
|                                    | Mrs S Martin                            |
|                                    | Mr A Preston                            |
|                                    | Mr J Shaw                               |
|                                    |                                         |
| <b>Secretary</b>                   | Mrs K Metcalfe                          |
| <b>Charity Registration Number</b> | 1054763                                 |
| <b>Company Registration Number</b> | 03178207                                |
| <b>Registered Office</b>           | The charity is incorporated in England. |
|                                    | Quarry Theatre                          |
|                                    | Queens Park Road                        |
|                                    | Burnley                                 |
|                                    | Lancashire                              |
| <b>Principal Office</b>            | BB10 3LB                                |
|                                    | Quarry Theatre                          |
|                                    | Queens Park Road                        |
|                                    | Burnley                                 |
|                                    | Lancashire                              |
| <b>Independent Examiner</b>        | BB10 3LB                                |
|                                    | KM                                      |
|                                    | 1st Floor, Block C                      |
|                                    | The Wharf                               |
|                                    | Manchester Road                         |
| <b>Bankers</b>                     | Burnley                                 |
|                                    | Lancashire                              |
|                                    | BB11 1JG                                |
|                                    | Unity Trust Bank PLC                    |
|                                    | 4 Oozells Square                        |
|                                    | Birmingham                              |
|                                    | B1 2HB                                  |

## **Burnley Youth Theatre**

### **Trustees' Report**

#### **Trustees**

Mrs K Allen

Mr A Anwar

Mrs D Ashby (resigned 9th May 2024)

Mrs H Clarke (resigned 22nd November 2023)

Mr S L Cook

Mrs L Dixon

Mr J Goulding (resigned 22nd November 2023)

Mrs V A Holliday (resigned 15th August 2024)

Mr A Javid (resigned 22nd November 2023)

Mr P Kenyon

Mrs R J Livermore

Mrs S Martin

Mr A Preston

Mr J Shaw

#### **SUMMARY REVIEW BY THE CHAIR**

The year was defined by the organisation celebrating its 50th Anniversary in 2023 with a special programme of events and activities called Reflections and Revelations. A significant grant from the National Lottery Heritage Fund, together with a successful public fundraising campaign, ensured proposed plans were fully realised. A number of lasting impacts and legacies have resulted, not least of which was the digitalisation of our archive materials and permanent public exhibition with touch screen access.

The 50th year activities ran in parallel with major capital improvements and developments reaching fruition. These physical enhancements contributed to further mark the special year. The most visible of these was the reconfiguration and upgrade of the toilet facilities. An additional grant from Lancashire County Council meant we were able to extend these to include the backstage shower room and toilets. The upgrade of our theatre lighting not only extended what we can do, but also contributed to our environmental objectives. The creation of a new outdoor area, Storyteller's Wood - an outdoor classroom and sculpture trail - has opened up new programming opportunities and will be joined by the investment made in a new Sensory Space in the Moira Preston Building. Towards the end of the year, following the exit of a long term hirer, we took the opportunity to refresh the remainder of the Moira Preston building, which was reaching 10 years of usage, so was in need of some TLC. Planning is in place to complete this with an upgrade of the toilets, if we are able to secure the external funding.

Whilst we enjoyed a highly successful year, it wasn't without its challenges. The extra activities around the 50th year stretched the capacity of the staff team. Whilst these activities produced extra, and new audiences and participants, there remained some resistance to take up of our Youth Theatre activities and in some areas of our education and community outreach work. In the latter this was reflected in a significant downturn on expected commissions and projected income from these. We are witnessing a trend of greater difficulty in accessing grants from trusts and foundations, directly and through our partners. The cost of living crisis is also clearly having continued impact. We also need to plan for the loss of one of our long term hirers, though the year saw our best performance to date for hire income.

## **Burnley Youth Theatre**

### **Trustees' Report**

The artistic successes are highlighted in other parts of this annual report and there is much to celebrate. A number of new activities have been launched, especially as a result of the development of our outdoor spaces, and there is an intention to do more to expand these and maximise this unique asset. Another area of expansion is our early years work and this will be further boosted when our new sensory space is completed.

We continued to benefit from a committed Board of Trustees and equally committed staff team, but we again saw a number of staff changes during the year. Our financial position and resilience continues to strengthen, despite some of the challenges mentioned.

A new Interim Artistic Director/CEO was appointed, Vicki Holliday, who resigned as a trustee in order to take the role on a temporary basis. A key priority for us now will be to ensure that we successfully recruit for the permanent Artistic Director/CEO role to take us forwards.

Anthony Preston, Chair of Trustees

## **Burnley Youth Theatre**

### **Trustees' Report**

#### **OBJECTS, VISION, MISSION AND VALUES**

##### **Our Objects**

The Charity's objects are specifically restricted to the following:

To act as a resource for young people and children living in Lancashire by providing advice and assistance and organising programmes of activity, training and education as a means of:

A) Advancing in life and helping young people and children, improving their health and overall well-being by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals.

B) Advancing education and training in all aspects of arts and culture.

C) Providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of such persons

##### **Our Vision**

Our vision is that all children and young people will access high quality arts and culture.

##### **Our Mission**

Our mission is to creatively inspire children and young people to take their next steps.

##### **Our Values**

We value:

- artistic quality and integrity in all the work that we do
- giving opportunities to children, young people and families no matter what their background
- the education, training and development of children and young people
- the aspirations of children and young people and support them to realise their potential
- the views of young people and always strive to give them a voice
- learning and are committed to continuous improvement which responds positively to change and encourages dynamic and innovative solutions
- embrace and celebrate equality, diversity and inclusion, and
- best practice in the treatment and safeguarding of young people, staff and volunteers in a safe environment.

##### **Public Benefit**

We understand the guidance provided by the Charity Commission in regards to providing Public Benefit and believe that we continue to provide high quality arts activities for all children and young people across Lancashire. Our programme of work is diverse and takes place in multiple locations, both on site at our venue and in community venues and schools, along with new avenues of engagement through digital spaces. Our pricing decisions are based on covering our costs and making our work as accessible as possible to all people. Where cost is a barrier for engagement we support participants through our financial bursary scheme. We believe that our work not only impacts on the children and young people taking part but also on the families, teachers and audiences who engage with, view and experience the diversity of our offer.

## Burnley Youth Theatre

### Trustees' Report

#### ARTISTIC REVIEW

##### Inclusive Youth Theatre, Workshops and Productions

Supported by Arts Council England and The Eric and Margaret Kinder Charitable Trust, we delivered exciting creative workshops with a focus on drama across all ages and produced high quality productions with children and young people. We continued our specialist workshops including Creative Families (for under 5s and their parents / carers) and Connect (for children and young people with disabilities). We launched our Alternative Youth Theatre programme and tested out new sessions including Wild Wonders (outdoor storytelling sessions for under 5s), HomeEd Youth Theatre and Family Arts sessions and Creative Childminders. We engaged with 616 children and young people ages 0 -18 through our workshop and production programmes and welcomed new young people into the organisation through more community engagement, Creative Families Days and Open Days.

With the support of Dan's Trust we were able to continue our Step In Financial Bursary Programme which supports children and young people to 'step in' to our organisation and is aimed at those who may not normally be able to attend. By providing financial support for workshop spaces, transport, and other access provision we were able to support 90 access grants for local children and young people to engage in our sessions.

We ran a full programme of youth theatre productions including three devised productions 73 Stories, The Wild Ones and Without Power, two scripted productions The Sorcerer's Apprentice and The Tempest and our big Christmas production Peter Pan which ran for twelve shows and had an audience of 1466 from local schools, friends and family and members of the public. Our young company FirstByte Theatre worked together with a professional director for a full year, culminating in taking an original piece of theatre Decay to the Edinburgh Fringe Festival in August 2023.

Quotes captured, which demonstrate our impact in this area are:

*"BYT is so much more than just a show, it's an experience, a chance to learn and grow as a person. A place to get away from everything - a place where you can just be you. (BYT Participant)*

*"Our child has additional needs and this is the first half term ever we've been able to leave him at a class. He absolutely loved it and gave us some much needed respite." (Parent)*

*"My child has found their happy place at BYT - a place to be himself and feel at home. Apparently when you are here, you can do or be anything you want" (Parent)*

##### Outreach

As an organisation we are committed to making our artistic offer accessible to everyone and our outreach programme strives to reach those young people and families who may not usually access the arts; supporting them to participate in creative activities and in doing so improve their well-being, build confidence, develop transferable skills, deepen community cohesion and widen their social network.

During 2023/24 we continued to focus on long term engagement with partners who support; children and young people with learning disabilities and access needs; families who do not currently access arts engagement; children, young people and families from Black, Asian and Minority Ethnic communities; targeted youth community engagement; and targeted schools engagement, with a specific focus on alternative provision and special educational needs.

Through this strand of work, in 2023/24, we engaged 1,683 children, young people and families. Of those participants 15% chose to disclose a disability, 54% were from Black, Asian and Minority Ethnic communities, and 79% had an address reported within the lowest 20 percentile of socio economic deprivation.

## **Burnley Youth Theatre**

### **Trustees' Report**

Our Outreach team were supported through funds from The Henry Smith Charity during the year. Key partners in the delivery of our programme included New Neighbours Together, Gannow Community Centre, Unity Hope House, Downtown Burnley, The YES Hub, Unity College, The Rose School and Holly Grove Primary School.

Quotes which demonstrate our impact in this area are:

*"It's an amazing project which helps bring people together, make new friends and have new experiences. It has improved my mental wellbeing and I feel part of a community."* (Participant, Family Outreach Project)

*'Daniel has learnt new vocabulary and developed his English by taking part in different role-play activities.'* (Teacher, ESOL project)

*'I was so pleased to see my son attend something, it was clearly something he enjoyed and was important to him'* (Parent, Employability project)

*BYT's commitment to nurturing creativity and fostering inclusivity has had a profound impact on our pupils, notably in areas such as increased confidence and attention and enhanced creative expression* (Teacher, Disability project)

#### **Education**

We have an exciting education programme that offers a creative approach to learning for all pupils in primary, secondary, special education and alternative provision schools. We provide bespoke packages planned and delivered by trained arts professionals to support the school curriculum and wider learning objectives complimenting school topics and themes, tackling specific attainment targets or supporting the needs of identified student groups.

During 2023/24, we worked with 52 schools including primary, secondary, special schools and pupil referral units both in Burnley and across Lancashire, engaging 3913 children and young people. Sessions covered topics such as Anti Social Behaviour, Celebrating Me, Shakespeare, Little Red Riding Hood, Dyslexia Awareness and World Book Day alongside the delivery of continuing professional development sessions for teachers.

We are proud of our approach to developing bespoke sessions for schools and have developed a new education offer to share with schools new to us in 2024/25.

Quotes which demonstrates our impact in this area is:

*"Thank you so much for the workshop this morning, the feedback from the staff and children is amazing! They loved how active it was/ the story you read/ but also your honesty about your own dyslexia. Thank you so much!"* Headteacher Huncoat Primary School, Dyslexia project

*"My child's confidence has grown massively with things like this"* Parent feedback, Celebrating Me project

*"I feel like there has been an extreme improvement in everyone who has been at Drama Academy and I have enjoyed having Charly from Burnley Youth Theatre running the sessions"* Year 7 student, Blessed Trinity After School Club.

#### **Talent Development**

We are passionate about the role that we play in giving opportunities to young people and young adults to develop their skills, both for a career in the arts and more generally. We recognise that our organisation is perfectly positioned to be a first encounter to the world of work and as such we offer multiple opportunities for engagement. In 2023/24 our talent development strand enabled:

- 43 youth and 25 adult volunteers to develop skills in workshop delivery, theatre production, technical theatre, stage management, costume, front of house, marketing and fundraising

## Burnley Youth Theatre

### Trustees' Report

- 16 Youth Board volunteers aged 11 - 18 to gain skills in leadership, consultation, idea generation and teamwork
- 8 trainees aged 16-25 who took part in paid placements including Workshop Leader, Front of House, Marketing and Technician
- 12 young people to be part of our FirstByte Theatre Company - a year long opportunity for young people to train as performers / theatre makers and create an original production which they performed at the Edinburgh Fringe Festival in August 2023
- 3 young actors to develop their skills of performance development through our in house professional theatre company Byteback Theatre who toured 36 performances of Big Bad Wolf to 3787 primary school children and public audiences across Lancashire
- 32 freelance practitioners (under the age of 34) to gain paid work through our strands of activity; inclusive theatre, outreach, education and marketing
- Opportunities for training alongside the staff team, in areas such as access, diversity and safeguarding.

Quotes which demonstrate our impact in this area is:

*"The trainee programme has boosted my confidence and ignited a passion for working with the local community. It's been a stepping stone for me, sparking an interest of working within other elements of the arts that I wouldn't have discovered without the programme."* (Trainee Workshop Leader)

*"I thoroughly enjoyed my time as a Marketing Trainee at Burnley Youth Theatre and felt supported by such an incredible team. It has given me invaluable experience and transferable skills that I can take forward with me as I work towards my future career goals"* (Trainee Marketing Assistant)

### Professional Productions

Being able to host high-quality professional children and young people's theatre is really important to us. Our nearest cities, with large cultural provision, are over 25 miles away. For many local families this journey and the costs associated with attending large theatres, is not part of their routine or budget. Throughout 2023/24 we were pleased to present the following performances, at affordable prices, to 891 children, young people and their families:

- Flux by Mortal Fools
- The Dancing Elephant by RiRi's Dance Academy
- Carried by the Wind by Goofus Theatre
- WOW Said the Owl by Little Angel Theatre
- Big Bad Wolf by Byteback Theatre
- Dogs Don't Do Ballet by Little Angel Theatre

Quotes captured, which demonstrate our impact in this area are:

*"All staff and children thoroughly enjoyed the performance and thought the workshops beforehand were brilliant. They commented on how well organised it all was and how brilliant the performance was. They are eager to come back again!"* Headteacher, WOW Said the Owl

*"High quality, fantastic value for money"* Audience Member, Big Bad Wolf

*"Enjoyed seeing my child engaged and entertained watching their first piece of theatre"* Audience Member, Dogs Don't Do Ballet

## **Burnley Youth Theatre**

### **Trustees' Report**

#### **50th Year**

We continued our 50th anniversary celebrations during 2023/24, marking 50 years of the organisation's history and impact we have had on local children, young people and families in Burnley. This year we have delivered:

- 73 Stories production which used our 50 years of archive to inspire two new productions which celebrated the history of BYT
- Our Place - Digital round table about the building and site and how it has changed and developed over the past 50 years
- Schools Art Project - Willow weaving sculptures of characters from past shows Burnley Youth Theatre had performed including The Lion, The Witch and The Wardrobe, The Wizard of Oz, Peter Pan and Alice in Wonderland
- Heritage Trail - a trail using sculptures made during the above school art project in our grounds with QR code to learn more about our archived shows
- Sharing Stories - a community engagement project which worked with diverse communities across the town to share stories of BYT's past and the impact on the town and hear people's stories of their journey to and time in Burnley
- 50th Anniversary Ball - an evening of celebration, food and performance to celebrate BYT with alumni from the past 50 years travelling from all over the world to attend
- TIE schools tour - honouring BYT's history of creating theatre for social change in schools, Toxic was a piece performed to high school students by our young people about Toxic Masculinity and social media influence
- An exhibition of our archive including 2 digital screens which hold our digital archive and can be accessed in a fun way by all ages

We engaged with 1,548 participants, 3,716 audience, 12,912 visitors to our in house and community exhibitions and had 16,663 online views of content created for the project.

*"It was like a time machine through the history of BYT"* (73 Stories Audience Member)

*"I have learnt to explore and discover new things with confidence and how to work as a team to discover amazing things about the Youth Theatre"* Participant, Young Archivists

*"Being on stage isn't just useful for becoming an actor. BYT gave me confidence which has transferred to all areas"* (50th Anniversary Ball Attendee and Ex-participant / trainee doctor)

#### **THEMATIC STRANDS**

##### **Equality, Diversity and Inclusion**

Equality, diversity and inclusion is critical to our ambition for creating excellent art with and for children and young people and their families, and in reaching all families within the geographical area we serve and beyond. We are committed to creating a culture in which diversity and equality of opportunity are central. This includes participants we engage with, the audiences that we serve and professionals we work with. Discrimination in any form is not tolerated by Burnley Youth Theatre, and we believe that unless we proactively seek to positively include all members of the community we serve we will not extend our reach nor create great work.

Through our Equality and Diversity policy we set out five commitments for our approach to improving equality, diversity and inclusion within our organisation, and through our action plan set out clear targets across our programme delivery and staffing. Reporting on our progress in this area is a standard agenda item for our Board of Trustees and developing our understanding of each protected characteristic group features within our annual training plan for staff, volunteers and freelancers.

## **Burnley Youth Theatre**

### **Trustees' Report**

To improve access this year we have:

- continued to offer our specialist workshops for disabled and LGBTQ+ participants
- secured funding to engage 5 diverse young people per year in a paid arts placement to break down barriers that might be stopping them from accessing work
- launched our new toilets which include 5 individual public gender neutral toilets (which include a disabled toilet and family toilet) and 2 backstage gender neutral toilets (which include dressing room facilities for cast members who are non binary / gender neutral)
- continued our Step In Programme to support more people to access our workshops and productions
- created a sensory room where children and young people with SEND can engage with us.

#### **Environment**

During 2023/24 we continued to engage with the role we play in influencing behaviour and turning the tide on our environmental impact. We recognise there is a global climate crisis and as an organisation we have a vital role to play in changing how we operate, reducing our carbon footprint and influencing the actions of others. We believe that we have a responsibility to care for and protect the environment in which we operate through delivering our work in an environmentally sustainable and ethical manner. We are fully committed to improving environmental performance across all of our activities, and will encourage our stakeholders and members of the wider community to join us in this effort.

Through the review and development of our Environment Policy and Action Plan, this year we have:

- embedded an Environmental Champion on the staff team who promotes this area during decision making and programming
- had a Board and staff sub group who have met to plan strategically support our plans
- made plans based on the biodiversity report we commissioned in 2022/23
- launched our new outdoor area Storyteller's Wood which includes an outdoor learning and creative space The Den and a heritage trail of willow sculptures
- Begun trialling outdoor activity and engagement in nature, climate and environmental projects including Wild Wonders (outdoor storytelling for under 5s)

#### **Digital**

During 2023/24, we built on the digital improvements we had put in place the year before. We made full use of our upgraded LED theatre lighting, continued to use digital devices in workshops for script reading, writing and editing and produced a Podcast as part of our 50th Anniversary programme. We also launched 2 digital touch screens in our foyer space which hold our digital archive of photographs, programmes, posters and other archive materials and these archives can also be found online through local historic websites.

We extended our digital media platforms to engage deeper with our current audiences and build new followers including launching our own TikTok channel. We had 70,277 online views (a growth of 43,034 from the previous year) of our digital content across all our social media platforms. Across the year, our online audiences grew to 180 YouTube subscribers, 1,494 Instagram followers, 233 TikTok followers and 4,957 Facebook followers. We also held a mass storytelling zoom as part of our digital creative programme which engaged 5,420 primary school children from across the North West on World Book Day.

#### **FINANCIAL REVIEW**

##### **Investment Policy**

At the year end our free reserves were held in Charifund Investment Units, which are administered by M&G Charities. In 2024/25 we have placed further free reserves between a 1-year fixed rate bond account with Dudley Building Society and a 95-day access savings account with Hampshire Trust Bank.

## **Burnley Youth Theatre**

### **Trustees' Report**

#### **Reserves Policy**

At the year-end free reserves amounted to £111,233. The Board of Trustees stipulate that the reserves should be at least 12 weeks of turnover in order that we can continue our activities in the short term, maintaining staff levels and ensuring that our costs can be met. At the year end our free reserves were held within Charifund Investment Units and a Scottish Widows saving account.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing Document**

Burnley Youth Theatre is a company limited by guarantee and a registered charity. We are governed by our Memorandum and Articles of Association dated 28th March 2012.

##### **Organisational Structure**

The Board of Trustees administer the organisation. They include the Chairperson, the Vice-Chairperson and the Finance Director. The Company Secretary may be a Trustee or a member of staff. The Board of Trustees appoint these roles at each Annual General Meeting.

The CEO/Artistic Director is appointed by the Board of Trustees to deliver the approved aims and objectives as detailed within the organisation's strategic documents; the business plan, audience development plan, equality and diversity action plan and environmental action plan. They have delegated authority for decision making within the parameters of the approved annual budget.

The CEO/Artistic Director reports to and meets with the Board of Trustees on a quarterly basis and with the Finance Working Group monthly.

##### **Recruitment and appointment of new Trustees**

Trustees are recruited to our organisation based on skills, experience and knowledge. The Board of Trustees conduct a regular skills audit, identifying strengths and weaknesses within the board. Open recruitment occurs to fill identified gaps for Trustee vacancies.

Trustees are appointed at the Annual General Meeting (AGM). Trustees may appoint a person willing to act as an additional trustee before an AGM is held; however, their continuation as a trustee must be ratified at the next AGM. As detailed within our Memorandum and Articles of Association, one third of the Trustees must retire at each AGM but may seek re-election by members of the charitable company attending the meeting (in-person and by proxy). No person under the age of 18 may be appointed as a trustee.

##### **Induction of new Trustees**

All new Trustees receive a thorough and structured induction with the CEO/Artistic Director and Chairperson:

- They are made aware of their legal responsibilities as a Charity Trustee and Company Director and are given access to a range of useful resources, such as the Charity Commission new Trustee guidance
- They are introduced to our organisation and given information on our organisational priorities, including our business plan and associated action plans, and the papers from the last two board meetings
- They are invited to visit our activities and events, meeting with our staff team, freelance practitioners and participants to understand and experience our work first hand, and
- They are offered a Trustee Mentor and invited to attend training relevant to their role.

##### **Related parties**

Burnley Youth Theatre receives essential funding from Arts Council England and Burnley Borough Council. However the charity is independent of these funding bodies and they do not play a role in the governance of the organisation.

## **Burnley Youth Theatre**

### **Trustees' Report**

#### **Risk management**

The Trustees have a duty to identify and review the risks to which Burnley Youth Theatre is exposed and to ensure appropriate controls are in place to mitigate those risks. We conduct an annual risk review that identifies any potential risks to the continuing operation of the organisation which is reported to the board alongside the annual business plan.

The CEO/Artistic Director works with the Finance Working Group to ensure that appropriate controls are identified and put in place to provide reasonable assurance against the risks occurring.

#### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 26 November 2024 and signed on its behalf by:



.....  
Mr A Preston  
Trustee

## **Burnley Youth Theatre**

### **Independent Examiner's Report to the trustees of Burnley Youth Theatre ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

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

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts 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 your 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**

Since Burnley Youth Theatre's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Charity Independent Examiners, which is one of the listed bodies.

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

1. accounting records were not kept in respect of Burnley Youth Theatre as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

.....  
Mark Heaton FCCA FCIE DChA  
KM  
1st Floor, Block C  
The Wharf  
Manchester Road  
Burnley  
Lancashire  
BB11 1JG

26 November 2024

## Burnley Youth Theatre

### Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

|                                   | Note | Unrestricted<br>£ | Restricted<br>£ | Total<br>2024<br>£ | Unrestricted<br>£ | Restricted<br>£ | Total<br>2023<br>£ |
|-----------------------------------|------|-------------------|-----------------|--------------------|-------------------|-----------------|--------------------|
| <b>Income from:</b>               |      |                   |                 |                    |                   |                 |                    |
| Charitable activities             | 3    | 464,226           | 55,048          | 519,274            | 390,914           | 87,590          | 478,504            |
| Investment income                 | 4    | 5,102             | -               | 5,102              | 4,607             | -               | 4,607              |
| Other income                      | 5    | 17,256            | -               | 17,256             | 18,502            | -               | 18,502             |
| Total income                      |      | 486,584           | 55,048          | 541,632            | 414,023           | 87,590          | 501,613            |
| <b>Expenditure on:</b>            |      |                   |                 |                    |                   |                 |                    |
| Charitable activities             | 6    | (471,745)         | -               | (471,745)          | (399,920)         | -               | (399,920)          |
| Other expenditure                 |      | (10,565)          | (33,290)        | (43,855)           | -                 | (33,290)        | (33,290)           |
| Total expenditure                 |      | (482,310)         | (33,290)        | (515,600)          | (399,920)         | (33,290)        | (433,210)          |
| Gains/losses on investment assets |      | (1,478)           | -               | (1,478)            | (5,265)           | -               | (5,265)            |
| Net income                        |      | 2,796             | 21,758          | 24,554             | 8,838             | 54,300          | 63,138             |
| Net movement in funds             |      | 2,796             | 21,758          | 24,554             | 8,838             | 54,300          | 63,138             |
| <b>Reconciliation of funds</b>    |      |                   |                 |                    |                   |                 |                    |
| Total funds brought forward       |      | 167,172           | 1,216,956       | 1,384,128          | 158,334           | 1,162,656       | 1,320,990          |
| Total funds carried forward       | 15   | 169,968           | 1,238,714       | 1,408,682          | 167,172           | 1,216,956       | 1,384,128          |

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2023 is shown in note 15.

The notes on pages 16 to 25 form an integral part of these financial statements.

**Burnley Youth Theatre**  
**(Registration number: 03178207)**  
**Balance Sheet as at 31 March 2024**

|                                                       | Note | 2024<br>£               | 2023<br>£               |
|-------------------------------------------------------|------|-------------------------|-------------------------|
| <b>Fixed assets</b>                                   |      |                         |                         |
| Tangible assets                                       | 11   | 1,262,937               | 1,216,956               |
| Investments                                           | 12   | <u>79,410</u>           | <u>80,887</u>           |
|                                                       |      | <u>1,342,347</u>        | <u>1,297,843</u>        |
| <b>Current assets</b>                                 |      |                         |                         |
| Debtors                                               | 13   | 52,711                  | 43,786                  |
| Cash at bank and in hand                              |      | <u>70,712</u>           | <u>108,637</u>          |
|                                                       |      | 123,423                 | 152,423                 |
| <b>Creditors: Amounts falling due within one year</b> | 14   | <u>(57,088)</u>         | <u>(66,138)</u>         |
| <b>Net current assets</b>                             |      | <u>66,335</u>           | <u>86,285</u>           |
| <b>Net assets</b>                                     |      | <u><u>1,408,682</u></u> | <u><u>1,384,128</u></u> |
| <b>Funds of the charity:</b>                          |      |                         |                         |
| <b>Restricted income funds</b>                        |      |                         |                         |
| Restricted funds                                      |      | 1,238,714               | 1,216,956               |
| <b>Unrestricted income funds</b>                      |      |                         |                         |
| Unrestricted funds                                    |      | <u>169,968</u>          | <u>167,172</u>          |
| <b>Total funds</b>                                    | 15   | <u><u>1,408,682</u></u> | <u><u>1,384,128</u></u> |

For the financial year ending 31 March 2024 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 charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 13 to 25 were approved by the trustees, and authorised for issue on 26 November 2024 and signed on their behalf by:



.....  
Mr A Preston  
Trustee

The notes on pages 16 to 25 form an integral part of these financial statements.

## Burnley Youth Theatre

### Statement of Cash Flows for the Year Ended 31 March 2024

|                                                      | Note | 2024<br>£            | 2023<br>£             |
|------------------------------------------------------|------|----------------------|-----------------------|
| <b>Cash flows from operating activities</b>          |      |                      |                       |
| Net cash income                                      |      | 24,554               | 63,138                |
| <b>Adjustments to cash flows from non-cash items</b> |      |                      |                       |
| Depreciation                                         |      | 43,855               | 33,290                |
| Investment income                                    | 4    | (5,102)              | (4,607)               |
| Revaluation of investment                            |      | <u>1,478</u>         | <u>5,265</u>          |
|                                                      |      | 64,785               | 97,086                |
| <b>Working capital adjustments</b>                   |      |                      |                       |
| (Increase)/decrease in debtors                       | 13   | (8,925)              | 9,169                 |
| Increase/(decrease) in creditors                     | 14   | 6,270                | (17,933)              |
| (Decrease)/increase in deferred income               |      | <u>(15,321)</u>      | <u>20,989</u>         |
| Net cash flows from operating activities             |      | <u>46,809</u>        | <u>109,311</u>        |
| <b>Cash flows from investing activities</b>          |      |                      |                       |
| Interest receivable and similar income               | 4    | 412                  | 53                    |
| Purchase of tangible fixed assets                    | 11   | (89,836)             | (87,590)              |
| Income from dividends                                | 4    | <u>4,690</u>         | <u>4,554</u>          |
| Net cash flows from investing activities             |      | <u>(84,734)</u>      | <u>(82,983)</u>       |
| Net (decrease)/increase in cash and cash equivalents |      | (37,925)             | 26,328                |
| Cash and cash equivalents at 1 April                 |      | <u>108,637</u>       | <u>82,309</u>         |
| Cash and cash equivalents at 31 March                |      | <u><u>70,712</u></u> | <u><u>108,637</u></u> |

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 16 to 25 form an integral part of these financial statements.

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2024**

#### **1 Charity status**

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Quarry Theatre  
Queens Park Road  
Burnley  
Lancashire  
BB10 3LB

These financial statements were authorised for issue by the trustees on 26 November 2024.

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

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

##### **Statement of compliance**

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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

Burnley Youth Theatre 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 notes.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### **Income**

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

##### **Deferred income**

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received.

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2024**

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

#### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including independent examination, strategic management and trustees meetings and reimbursed expenses.

#### **Taxation**

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

#### **Tangible fixed assets**

Individual fixed assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| <b>Asset class</b>      | <b>Depreciation method and rate</b> |
|-------------------------|-------------------------------------|
| Long leasehold          | 2% per annum straight line basis    |
| Furniture and equipment | 10% per annum straight line basis   |

#### **Fixed asset investments**

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

#### **Trade debtors**

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2024**

#### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

## Burnley Youth Theatre

### Notes to the Financial Statements for the Year Ended 31 March 2024

#### 3 Income from charitable activities

|                                                         | Unrestricted   |                 | Total<br>2024  | Total<br>2023  |
|---------------------------------------------------------|----------------|-----------------|----------------|----------------|
|                                                         | General<br>£   | Restricted<br>£ | £              | £              |
| Operation of theatre                                    | 319,025        | 55,048          | 374,073        | 306,016        |
| Artistic Programme Commissions                          | 22,035         | -               | 22,035         | 62,631         |
| BYT Artistic Programme                                  | 67,543         | -               | 67,543         | 59,888         |
| Fundraising                                             | 9,178          | -               | 9,178          | 7,928          |
| Business Development                                    | 46,445         | -               | 46,445         | 42,041         |
|                                                         | <u>464,226</u> | <u>55,048</u>   | <u>519,274</u> | <u>478,504</u> |
| Grants received, included in the above, are as follows: |                |                 |                |                |
| Arts Council England                                    | 130,000        | -               | 130,000        | 64,531         |
| Burnley Borough Council                                 | 3,000          | -               | 3,000          | 3,000          |
| Garfield Weston                                         | 22,500         | -               | 22,500         | 22,500         |
| The Eric and Margaret Kinder Charitable Trust           | 20,000         | -               | 20,000         | 20,000         |
| Dan's Trust                                             | 4,000          | -               | 4,000          | 4,000          |
| Creative and Cultural Skills                            | -              | -               | -              | 2,170          |
| Moiria Preston Trust                                    | 1,000          | -               | 1,000          | -              |
| Burnley Rotary Club                                     | 500            | -               | 500            | -              |
| Granada Foundation                                      | 2,000          | -               | 2,000          | -              |
| Henry Smith Charity                                     | 59,168         | -               | 59,168         | 45,000         |
| Stocks Massey Bequest                                   | -              | -               | -              | 2,000          |
| Lancashire County Council                               | 17,013         | -               | 17,013         | 4,000          |
| The National Lottery Heritage Fund                      | 32,084         | -               | 32,084         | 32,084         |
| National Lottery Community Fund                         | -              | -               | -              | 3,170          |
| Christal Foundation                                     | 150            | -               | 150            | 7,461          |
| M&S Small Grants                                        | -              | -               | -              | 1,000          |
| Cliviger Parish Fund                                    | 12,610         | -               | 12,610         | 6,510          |
| Tesco Community Grant                                   | -              | -               | -              | 1,000          |
| Burnley, Pendle, Rossendale CVS                         | 10,000         | -               | 10,000         | -              |
| The Ken Dodd Charitable Foundation                      | 5,000          | -               | 5,000          | -              |
| Arts Council England - Capital                          | -              | 55,048          | 55,048         | 87,590         |
|                                                         | <u>319,025</u> | <u>55,048</u>   | <u>374,073</u> | <u>306,016</u> |

## Burnley Youth Theatre

### Notes to the Financial Statements for the Year Ended 31 March 2024

#### 4 Investment income

|                                      | Unrestricted |              |              |
|--------------------------------------|--------------|--------------|--------------|
|                                      | General      | Total        | Total        |
|                                      | £            | 2024         | 2023         |
|                                      |              | £            | £            |
| Dividends receivable                 | 4,690        | 4,690        | 4,554        |
| Interest receivable on bank deposits | 412          | 412          | 53           |
|                                      | <u>5,102</u> | <u>5,102</u> | <u>4,607</u> |

#### 5 Other income

|                      | Unrestricted  |               |               |
|----------------------|---------------|---------------|---------------|
|                      | General       | Total         | Total         |
|                      | £             | 2024          | 2023          |
|                      |               | £             | £             |
| Employment Allowance | 5,000         | 5,000         | 5,000         |
| Theatre tax relief   | 12,256        | 12,256        | 13,502        |
|                      | <u>17,256</u> | <u>17,256</u> | <u>18,502</u> |

#### 6 Expenditure on charitable activities

|                         |      | Unrestricted  |                |                |                |
|-------------------------|------|---------------|----------------|----------------|----------------|
|                         |      | Designated    | General        | Total          | Total          |
|                         | Note | £             | £              | 2024           | 2023           |
|                         |      |               |                | £              | £              |
| Operation of theatre    |      | 28,656        | 193,520        | 222,176        | 175,335        |
| Staff costs             | 8    | -             | 227,796        | 227,796        | 194,549        |
| Allocated support costs |      | <u>-</u>      | <u>21,773</u>  | <u>21,773</u>  | <u>30,036</u>  |
|                         |      | <u>28,656</u> | <u>443,089</u> | <u>471,745</u> | <u>399,920</u> |

#### 7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2024**

#### **8 Staff costs**

The aggregate payroll costs were as follows:

|                                          | <b>2024</b>    | <b>2023</b>    |
|------------------------------------------|----------------|----------------|
|                                          | <b>£</b>       | <b>£</b>       |
| <b>Staff costs during the year were:</b> |                |                |
| Wages and salaries                       | 208,906        | 178,605        |
| Social security costs                    | 15,282         | 12,737         |
| Pension costs                            | 3,579          | 3,097          |
| Other staff costs                        | 29             | 110            |
|                                          | <u>227,796</u> | <u>194,549</u> |

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

|         | <b>2024</b> | <b>2023</b> |
|---------|-------------|-------------|
|         | <b>No</b>   | <b>No</b>   |
| Theatre | <u>14</u>   | <u>12</u>   |

No employee received emoluments of more than £60,000 during the year.

#### **9 Independent examiner's remuneration**

|                                         | <b>2024</b>  | <b>2023</b>  |
|-----------------------------------------|--------------|--------------|
|                                         | <b>£</b>     | <b>£</b>     |
| Examination of the financial statements | 2,100        | 2,320        |
| Other services                          | 489          | 387          |
| Payroll fees                            | 960          | 900          |
|                                         | <u>3,549</u> | <u>3,607</u> |

#### **10 Taxation**

The charity is a registered charity and is therefore exempt from taxation.

## Burnley Youth Theatre

### Notes to the Financial Statements for the Year Ended 31 March 2024

#### 11 Tangible fixed assets

|                       | Land and<br>buildings<br>£ | Furniture and<br>equipment<br>£ | Total<br>£       |
|-----------------------|----------------------------|---------------------------------|------------------|
| <b>Cost</b>           |                            |                                 |                  |
| At 1 April 2023       | 1,693,203                  | 171,020                         | 1,864,223        |
| Additions             | <u>40,025</u>              | <u>49,811</u>                   | <u>89,836</u>    |
| At 31 March 2024      | <u>1,733,228</u>           | <u>220,831</u>                  | <u>1,954,059</u> |
| <b>Depreciation</b>   |                            |                                 |                  |
| At 1 April 2023       | 527,287                    | 119,980                         | 647,267          |
| Charge for the year   | <u>39,871</u>              | <u>3,984</u>                    | <u>43,855</u>    |
| At 31 March 2024      | <u>567,158</u>             | <u>123,964</u>                  | <u>691,122</u>   |
| <b>Net book value</b> |                            |                                 |                  |
| At 31 March 2024      | <u>1,166,070</u>           | <u>96,867</u>                   | <u>1,262,937</u> |
| At 31 March 2023      | <u>1,165,916</u>           | <u>51,040</u>                   | <u>1,216,956</u> |

Included within the net book value of land and buildings above is £Nil (2023 - £Nil) in respect of freehold land and buildings and £1,166,070 (2023 - £1,165,916) in respect of leaseholds.

#### 12 Fixed asset investments

|                          | 2024<br>£                  | 2023<br>£      |
|--------------------------|----------------------------|----------------|
| Investments              | <u>79,410</u>              | <u>80,887</u>  |
|                          | Listed<br>investments<br>£ | Total<br>£     |
| <b>Cost or Valuation</b> |                            |                |
| At 1 April 2023          | 80,888                     | 80,888         |
| Revaluation              | <u>(1,478)</u>             | <u>(1,478)</u> |
| At 31 March 2024         | <u>79,410</u>              | <u>79,410</u>  |
| <b>Net book value</b>    |                            |                |
| At 31 March 2024         | <u>79,410</u>              | <u>79,410</u>  |
| At 31 March 2023         | <u>80,888</u>              | <u>80,888</u>  |

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2024**

#### **13 Debtors**

|                | <b>2024</b>   | <b>2023</b>   |
|----------------|---------------|---------------|
|                | <b>£</b>      | <b>£</b>      |
| Trade debtors  | 15,465        | 17,610        |
| Prepayments    | 1,596         | 7,241         |
| Accrued income | <u>35,650</u> | <u>18,935</u> |
|                | <u>52,711</u> | <u>43,786</u> |

#### **14 Creditors**

|                 | <b>2024</b>   | <b>2023</b>   |
|-----------------|---------------|---------------|
|                 | <b>£</b>      | <b>£</b>      |
| Trade creditors | 80            | -             |
| Other creditors | 890           | 2,300         |
| Accruals        | 14,182        | 6,581         |
| Deferred income | <u>41,936</u> | <u>57,257</u> |
|                 | <u>57,088</u> | <u>66,138</u> |

## Burnley Youth Theatre

### Notes to the Financial Statements for the Year Ended 31 March 2024

#### 15 Funds

|                                                 | Balance<br>at 1 April<br>2023<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£  | Other<br>recognised<br>gains/(losses)<br>£ | Balance<br>at 31<br>March<br>2024<br>£ |
|-------------------------------------------------|------------------------------------|----------------------------|----------------------------|-----------------|--------------------------------------------|----------------------------------------|
| <b>Unrestricted</b>                             |                                    |                            |                            |                 |                                            |                                        |
| <i>General</i>                                  |                                    |                            |                            |                 |                                            |                                        |
| Operation of theatre                            | 114,764                            | 486,584                    | (453,654)                  | (34,983)        | (1,478)                                    | 111,233                                |
| <i>Designated</i>                               |                                    |                            |                            |                 |                                            |                                        |
| Organisational development                      | 52,408                             | -                          | (28,656)                   | 10,760          | -                                          | 34,512                                 |
| Rooms to Do                                     | -                                  | -                          | -                          | 15,306          | -                                          | 15,306                                 |
| Arts Council England Capital<br>- Match Funding | -                                  | -                          | -                          | 8,917           | -                                          | 8,917                                  |
|                                                 | <u>52,408</u>                      | <u>-</u>                   | <u>(28,656)</u>            | <u>34,983</u>   | <u>-</u>                                   | <u>58,735</u>                          |
| <b>Total unrestricted</b>                       | <u>167,172</u>                     | <u>486,584</u>             | <u>(482,310)</u>           | <u>-</u>        | <u>(1,478)</u>                             | <u>169,968</u>                         |
| <b>Restricted</b>                               |                                    |                            |                            |                 |                                            |                                        |
| Leasehold buildings -<br>restricted             | 1,129,366                          | -                          | (33,290)                   | -               | -                                          | 1,096,076                              |
| Arts Council England -<br>Capital               | <u>87,590</u>                      | <u>55,048</u>              | <u>-</u>                   | <u>-</u>        | <u>-</u>                                   | <u>142,638</u>                         |
|                                                 | <u>1,216,956</u>                   | <u>55,048</u>              | <u>(33,290)</u>            | <u>-</u>        | <u>-</u>                                   | <u>1,238,714</u>                       |
| <b>Total funds</b>                              | <u><u>1,384,128</u></u>            | <u><u>541,632</u></u>      | <u><u>(515,600)</u></u>    | <u><u>-</u></u> | <u><u>(1,478)</u></u>                      | <u><u>1,408,682</u></u>                |

## Burnley Youth Theatre

### Notes to the Financial Statements for the Year Ended 31 March 2024

|                                     | Balance<br>at 1 April<br>2022<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Balance<br>at 31<br>March<br>2023<br>£ |
|-------------------------------------|------------------------------------|----------------------------|----------------------------|----------------|--------------------------------------------|----------------------------------------|
| <b>Unrestricted</b>                 |                                    |                            |                            |                |                                            |                                        |
| <i>General</i>                      |                                    |                            |                            |                |                                            |                                        |
| Operation of theatre                | 90,386                             | 414,023                    | (399,920)                  | 15,540         | (5,265)                                    | 114,764                                |
| <i>Designated</i>                   |                                    |                            |                            |                |                                            |                                        |
| Organisational development          | 67,948                             | -                          | -                          | (15,540)       | -                                          | 52,408                                 |
| <b>Total unrestricted</b>           | <u>158,334</u>                     | <u>414,023</u>             | <u>(399,920)</u>           | <u>-</u>       | <u>(5,265)</u>                             | <u>167,172</u>                         |
| <b>Restricted</b>                   |                                    |                            |                            |                |                                            |                                        |
| Leasehold buildings -<br>restricted | 1,162,656                          | -                          | (33,290)                   | -              | -                                          | 1,129,366                              |
| Arts Council England                | -                                  | 87,590                     | -                          | -              | -                                          | 87,590                                 |
|                                     | <u>1,162,656</u>                   | <u>87,590</u>              | <u>(33,290)</u>            | <u>-</u>       | <u>-</u>                                   | <u>1,216,956</u>                       |
| <b>Total funds</b>                  | <u>1,320,990</u>                   | <u>501,613</u>             | <u>(433,210)</u>           | <u>-</u>       | <u>(5,265)</u>                             | <u>1,384,128</u>                       |

#### 16 Analysis of net assets between funds

|                         | Unrestricted<br>General<br>£ | Restricted<br>£  | Total funds<br>£ |
|-------------------------|------------------------------|------------------|------------------|
| <b>2024</b>             |                              |                  |                  |
| Tangible fixed assets   | 24,223                       | 1,238,714        | 1,262,937        |
| Fixed asset investments | 79,410                       | -                | 79,410           |
| Current assets          | 123,423                      | -                | 123,423          |
| Current liabilities     | (57,088)                     | -                | (57,088)         |
| Total net assets        | <u>169,968</u>               | <u>1,238,714</u> | <u>1,408,682</u> |
|                         |                              |                  |                  |
|                         | Unrestricted<br>General<br>£ | Restricted<br>£  | Total funds<br>£ |
| <b>2023</b>             |                              |                  |                  |
| Tangible fixed assets   | -                            | 1,216,956        | 1,216,956        |
| Fixed asset investments | 80,887                       | -                | 80,887           |
| Current assets          | 152,423                      | -                | 152,423          |
| Current liabilities     | (66,138)                     | -                | (66,138)         |
| Total net assets        | <u>167,172</u>               | <u>1,216,956</u> | <u>1,384,128</u> |

#### 17 Mortgage

On 28th June 2005, The Arts Council of England obtained a legal charge over the land, and buildings erected there on, known as Burnley Youth Theatre, Queens Park Road, Burnley, amounting to £365,000.

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# Accounts

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Company registration number: 03178207

Charity registration number: 1054763

# Burnley Youth Theatre

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2023

KM  
1st Floor, Block C  
The Wharf  
Manchester Road  
Burnley  
Lancashire  
BB11 1JG

# **Burnley Youth Theatre**

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## **Burnley Youth Theatre**

### **Reference and Administrative Details**

|                                    |                                                                                         |
|------------------------------------|-----------------------------------------------------------------------------------------|
| <b>Trustees</b>                    | Mrs K Allen                                                                             |
|                                    | Mr A Anwar                                                                              |
|                                    | Mrs D Ashby                                                                             |
|                                    | Mrs H Clarke                                                                            |
|                                    | Mr S L Cook                                                                             |
|                                    | Mrs L Dixon                                                                             |
|                                    | Mr J Goulding                                                                           |
|                                    | Mrs V A Holliday                                                                        |
|                                    | Mr A Javid                                                                              |
|                                    | Mr P Kenyon                                                                             |
|                                    | Mrs R J Livermore                                                                       |
|                                    | Mrs S Martin                                                                            |
|                                    | Mr A Preston                                                                            |
| <b>Secretary</b>                   | Mr J Shaw                                                                               |
|                                    | Mrs K Metcalfe                                                                          |
| <b>Charity Registration Number</b> | 1054763                                                                                 |
| <b>Company Registration Number</b> | 03178207                                                                                |
| <b>Registered Office</b>           | The charity is incorporated in England.                                                 |
|                                    | Quarry Theatre<br>Queens Park Road<br>Burnley<br>Lancashire<br>BB10 3LB                 |
| <b>Principal Office</b>            | Quarry Theatre<br>Queens Park Road<br>Burnley<br>Lancashire<br>BB10 3LB                 |
|                                    |                                                                                         |
| <b>Independent Examiner</b>        | KM                                                                                      |
|                                    | 1st Floor, Block C<br>The Wharf<br>Manchester Road<br>Burnley<br>Lancashire<br>BB11 1JG |
| <b>Bankers</b>                     | Unity Trust Bank PLC                                                                    |
|                                    | 4 Oozells Square<br>Birmingham<br>B1 2HB                                                |

## **Burnley Youth Theatre**

### **Strategic Report for the Year Ended 31 March 2023**

#### **SUMMARY REVIEW BY THE CHAIR**

##### **REVIEW OF 2022 - 23**

We finally returned to some normality following lockdowns and the pandemic. Despite the upheaval and challenges of the previous year, we had a year of renewed confidence and vigour, with a full programme of activities, and a number of new projects and initiatives. Our strong financial position meant we were also able to build our reserves to the required level.

Planning for our 50th year Anniversary got underway and we were able to fulfil our aspirations for an exciting year of celebrations and new activities following our successful major application to the Heritage Lottery Fund. As we reached the year end this was further bolstered by a successful public campaign to raise match funding through the Lancashire crowdfunding initiative.

We had other major achievements to celebrate too - with news of our successful application to the Arts Council Capital Scheme, resulting in new investments to upgrade our digital and technical equipment in the theatre space, upgrade our toilet facilities, creation of a new sensory space and an outdoor classroom. We were thrilled to receive the news of our renewed National Portfolio status with the Arts Council and with a 100% uplift to give the organisation more capacity to deliver our extensive programme. In addition, we were successful in getting a further multi-year grant from the Henry Smith Foundation, securing funding for our Outreach Programme and continued our relationships with The Eric and Margaret Kinder Charitable Trust and The Garfield Weston Foundation.

Our strong financial position meant we were also able to invest in a number of much needed improvements including our website, re-branding and a data management system and make some small financial rewards in acknowledgment of our committed staff.

On the back of new investments, our focus on environmental improvements featured more strongly in our planning, with our new LED/DMX theatre lighting and opportunities to develop our unique outdoor assets and we also commissioned a Biodiversity Report of our site.

Some key aspects of our Artistic Programme were able to get back on track, including our Christmas production and planning for our return to the Edinburgh Fringe Festival. The previous years time for reflection and learning also resulted in changes to our Core Youth Theatre offer and the Education and Outreach programmes also began to return to anticipated levels of activity. We also secured a new major hirer with the Garrick Theatre making BYT their permanent home.

We said farewell to a number of long-standing staff members and welcomed a number of new ones. New roles were also created as part of the 50th year programme. We ensured strong interim management arrangements to cover maternity leave of our Artistic Director/ CEO for part of the year, with no detrimental effect on delivery and provided increased development opportunities for a number of our staff. Our freelance Finance Manager left us part way through the year, but we partnered with Burnley Leisure Trust to provide us with this continued service. Membership of our Board of Trustees remained stable, ensuring good governance, albeit continuing predominantly in a virtual way.

Anthony Preston, Chair of Trustees

## **Burnley Youth Theatre**

### **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2023.

#### **Objectives and activities**

#### **OBJECTS, VISION, MISSION AND VALUES**

##### **Our Objects**

The Charity's objects are specifically restricted to the following:

To act as a resource for young people and children living in Lancashire by providing advice and assistance and organising programmes of activity, training and education as a means of:

A) Advancing in life and helping young people and children, improving their health and overall well-being by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals.

B) Advancing education and training in all aspects of arts and culture.

C) Providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of such persons

##### **Our Vision**

Our vision is that all children and young people will access high quality arts and culture.

##### **Our Mission**

Our mission is to creatively inspire children and young people to take their next steps.

##### **Our Values**

We value:

- artistic quality and integrity in all the work that we do
- giving opportunities to children, young people and families no matter what their background
- the education, training and development of children and young people
- the aspirations of children and young people and support them to realise their potential
- the views of young people and always strive to give them a voice
- learning and are committed to continuous improvement which responds positively to change and encourages dynamic and innovative solutions
- embrace and celebrate equality, diversity and inclusion, and
- best practice in the treatment and safeguarding of young people, staff and volunteers in a safe environment.

# **Burnley Youth Theatre**

## **Trustees' Report**

### **Public Benefit**

We understand the guidance provided by the Charity Commission in regards to providing Public Benefit and believe that we continue to provide high quality arts activities for all children and young people across Lancashire. Our programme of work is diverse and takes place in multiple locations, both on site at our venue and in community venues and schools, along with new avenues of engagement through digital spaces. Our pricing decisions are based on covering our costs and making our work as accessible as possible to all people. Where cost is a barrier for engagement we support participants through our financial bursary scheme. We believe that our work not only impacts on the children and young people taking part but also on the families, teachers and audiences who engage with, view and experience the diversity of our offer.

### **ARTISTIC REVIEW**

#### **Inclusive Youth Theatre, Workshops and Productions**

2022-23 was our first full year of uninterrupted in person activity post Covid. Supported by The Eric and Margaret Kinder Charitable Trust, we delivered exciting creative workshops with a focus on drama across all ages and produced high quality productions with children and young people. We continued our specialist workshops including; After The Rain, for young people who identify as LGBTQAI+; Theatre for Change, for young people who are driven by social action; and Connect, for children and young people with disabilities. We engaged with 678 children and young people ages 0 -18 (up to 25 for young people with disabilities) through our workshop and production programmes and welcomed new young people into the organisation.

With the support of Dan's Trust we were able to continue our Step In Financial Bursary Programme which supports children and young people to 'step in' to our organisation; those who may not normally be able to attend. By providing financial support for workshop spaces, transport, and other access provision we were able to support 98 access grants for local children and young people to engage in our sessions.

We were able to welcome full audiences back into the theatre during this year and run a full programme of youth theatre productions. These included two devised productions Under The Stars and Dusk, two scripted productions Charlie and The Chocolate Factory and The Strange Case of Dr Jekyll and Mr Hyde and our big Christmas production The Wizard of Oz which ran for twelve shows and had an audience of 1452 from local schools, friends and family and members of the public. Our young company FirstByte Theatre worked together with a professional director for a full year, culminating in taking an original piece of theatre All That's Left to the Edinburgh Fringe Festival in August 2022.

Quotes captured, which demonstrate our impact in this area are:

*"My little Alfie absolutely loves coming every week and loves the workshop leader too. Highly recommend anyone with children with a disability to take their child along."* (Parent/Carer of Connect Participant)

*"Well what can I say.....an excellent production. Cast were superb and it's so encouraging to see young people so confident in their performance. Well done to all involved."* (Audience Member, The Strange Case of Dr Jekyll and Mr Hyde)

*"It really brought to life how amazing the theatre is for the community and the opportunities you're creating for everyone in the area.. Amazing work!"* (Audience Member, The Wizard of Oz)

### **Outreach**

As an organisation we are committed to making our artistic offer accessible to everyone and our outreach programme strives to reach those young people and families who may not usually access the arts; supporting them to participate in creative activities and in doing so improve their well-being, build confidence, develop transferable skills, deepen community cohesion and widen their social network.

## **Burnley Youth Theatre**

### **Trustees' Report**

During 2022/23 we continued to focus on long term engagement with partners who support; children and young people with learning disabilities and access needs; families who do not currently access arts engagement; children, young people and families from Black, Asian and Minority Ethnic communities; targeted youth community engagement; and targeted schools engagement, with a specific focus on alternative provision and special educational needs.

Through this strand of work, in 2022/23, we engaged 1009 children, young people and families. Of those participants 10% chose to disclose a disability, 48% were from Black, Asian and Minority Ethnic communities, and 79% had an address reported within the lowest 20 percentile of socio economic deprivation.

Our Outreach team were supported through funds from The Henry Smith Charity during the year. Key partners in the delivery of our programme included Burnley Borough Council, Participation Works, Gannow Community Centre, Burnley Heights, New Neighbours Together, West End Community Centre, Coal Clough Academy, Ridgewood Community High School, The Rose School and Holly Grove Primary School.

Quotes which demonstrate our impact in this area is:

*"It's fantastic to see the young people coming out of their comfort zone and getting better connected with their local area..."* Project Worker from Gannow Big Local project

*"My daughter has learnt so much from this project and has made friends with people she wouldn't have socialised with before. They can't wait to join Burnley Youth Theatre"* Parent from One Connect project

*"Hearing the pupils talk about their mental health and what is important to them is important for us as a school to understand and [this project] gives them a safe space to do this"* Teacher from One Connect project

#### **Education**

We have an exciting education programme that offers a creative approach to learning for all pupils in primary, secondary, special education and alternative provision schools. We provide bespoke packages planned and delivered by trained arts professionals to support the school curriculum and wider learning objectives, complimenting school topics and themes, tackling specific attainment targets or supporting the needs of identified student groups.

During 2022/23, we worked with over 40 schools including primary, secondary, special schools and pupil referral units both in Burnley and across Lancashire, engaging 3457 children and young people. Sessions covered topics such as Anti Bullying, the Environment, Wizard of Oz, Hansel and Gretel, National Poetry Day alongside the delivery of continuing professional development sessions for teachers.

We are proud of our approach to developing bespoke sessions for schools and have developed a new education pack with case studies to share with schools new to us in 2023/24.

Quote which demonstrates our impact in this area is:

*"What a fantastic project! It has been great to see such creativity whilst delivering an incredibly strong message. The children were engaged, enthusiastic and having fun!"* Parent attending It's Good To Go Green event

#### **Talent Development**

We are passionate about the role that we play in giving opportunities to young people and young adults to develop their skills, both for a career in the arts and more generally. We recognise that our organisation is perfectly positioned to be a first encounter to the world of work and as such we offer multiple opportunities for engagement. In 22/23 our talent development strand enabled:

## Burnley Youth Theatre

### Trustees' Report

- 53 volunteers to develop skills in workshop delivery, theatre production, technical theatre, stage management, costume, front of house, marketing and fundraising
- 10 Youth Board volunteers aged 11 – 18 (up to 25 for LDD) to gain skills in leadership, consultation, idea generation and teamwork
- 4 young practitioners to work as Trainee Workshop Leaders for a term, three of whom continued as freelance Workshop Leaders after their placement ended
- 11 young people to be part of our FirstByte Theatre Company - a year long opportunity for young people to train as performers / theatre makers and create an original production which they performed at the Edinburgh Fringe Festival in August 2022
- 2 young actors to develop their skills of performance development through our in house professional theatre company Byteback Theatre who toured 10 performances of Hansel and Gretel to 1534 primary school children across Lancashire
- 33 freelance practitioners (under the age of 34) to gain paid work through our strands of activity; inclusive theatre, outreach, education and marketing
- Opportunities for training alongside the staff team, in areas such as access, diversity and safeguarding.

Quotes which demonstrate our impact in this area is:

*"Completing BYT's trainee practitioner placement not only gave me the skills and experience to develop as a facilitator, but also the confidence to lead workshops. Since then, I have gone on to not only lead workshops at BYT but also with other institutions such as the National Youth Theatre. Without BYT's placement, I wouldn't have had a way to train and develop my skills as a facilitator and I wouldn't be where I am now."* Trainee workshop leader

*"Wow! The pop up show worked so perfectly for us! All the children loved it and brought the magic of the theatre to our school"* Teacher, Hansel and Gretel Schools Tour

#### Professional Productions

Being able to host high-quality professional children and young people's theatre is really important to us. Our nearest cities, with large cultural provision, are over 25 miles away. For many local families this journey and the costs associated with attending large theatres, is not part of their routine or budget. Throughout 2022/23 we were pleased to present the following performances, at affordable prices, to 359 children, young people and their families:

- Reynard and the Fox by The Fabularium
- Errol's Garden by Golden Toad Theatre
- Twinkle Twinkle by Touched Theatre
- Lily and The Heron by Goofus Theatre
- Alfie's First Fight by Oliver Sykes

Quotes captured, which demonstrate our impact in this area are:

*"My children loved it!"* Audience Member, Twinkle Twinkle

*"This will be our children's main treat of the summer... It was lovely to see them so engaged throughout the show. Thank you"* - Audience Member, Reynard and the Fox

*"My children loved the music, singing and fun and loved the theme of planting a garden. They loved the wrap around activity and want to buy more seeds now to plant in our garden."* Audience Member, Errol's Garden

# Burnley Youth Theatre

## Trustees' Report

### 50th Year

We began our 50th anniversary celebrations in the first few months of 2023. These will continue for the rest of the year and mark 50 years of the organisation's history and impact we have had on local children, young people and families in Burnley. This year we have delivered:

- Our People - Digital round table with previous Artistic Directors from different decades
- Musical Theatre week - engaging with past productions with a focus on Bugsy Malone
- Big Birthday weekend - events for all ages including a Drag Bingo night, Birthday Bop children's party and Karaoke night
- Exhibition in our foyer space showcasing our archive including interactive digital screens
- Young Archivists - a group of young volunteers who have been delving into our vast archive of photographs, programmes, DVDs and newspaper articles
- Oral History / Podcasts with BYT Alumni

Quotes captured, which demonstrate our impact in this area are:

*"I love young archivists, it's been amazing to discover more about the history of BYT."* Participant, Young Archivists.

*"Our child has additional needs and this is the first half term ever we've been able to leave him at a class. He absolutely loved it and gave us some much needed respite."* Parent, Musical Theatre Week

*"It was amazing to do some street theatre at the canal festival. I really feel I improved my confidence and performance skills."* Participant, Carnival Week

### THEMATIC STRANDS

#### Equality, Diversity and Inclusion

Equality, diversity and inclusion is critical to our ambition for creating excellent art with and for children and young people and their families, and in reaching all families within the geographical area we serve and beyond. We are committed to creating a culture in which diversity and equality of opportunity are central. This includes participants we engage with, the audiences that we serve and professionals we work with. Discrimination in any form is not tolerated by Burnley Youth Theatre, and we believe that unless we proactively seek to positively include all members of the community we serve we will not extend our reach nor create great work.

Through our Equality and Diversity policy we set out five commitments for our approach to improving equality, diversity and inclusion within our organisation, and through our action plan set out clear targets across our programme delivery and staffing. Reporting on our progress in this area is a standard agenda item for our Board of Trustees and developing our understanding of each protected characteristic group features within our annual training plan for staff, volunteers and freelancers.

To improve access this year we have:

- continued to offer our specialist workshops for disabled and LGBTQ+ participants
- secured funding to engage 5 diverse young people per year in a paid arts placement to break down barriers that might be stopping them from accessing work
- renovated our foyer space to include 5 individual gender neutral toilets (which include a disabled toilet and family toilet)
- continued our Step In Programme to support more people to access our workshops and productions
- carried out an access audit with our staff, board and Youth Board to see where future improvements could be made and what funding might be available.

## **Burnley Youth Theatre**

### **Trustees' Report**

#### **Environment**

During 2022/23 we spent time reflecting on the role we play in influencing behaviour and turning the tide on our environmental impact. We recognise there is a global climate crisis and as an organisation we have a vital role to play in changing how we operate, reducing our carbon footprint and influencing the actions of others. We believe that we have a responsibility to care for and protect the environment in which we operate through delivering our work in an environmentally sustainable and ethical manner. We are fully committed to improving environmental performance across all of our activities, and will encourage our stakeholders and members of the wider community to join us in this effort.

Through the review and development of our Environment Policy and Action Plan, this year we have:

- identified an Environmental Champion on the staff team who promotes this area during decision making and programming
- set up a Board and staff sub group to plan strategically support our plans
- successfully installed new theatre lighting with a new DMX/LED structure
- carried out a biodiversity report
- put plans and structures in place to redevelop our outdoor spaces which will lead to more outdoor activity and engagement in nature, climate and environmental projects.

#### **Digital**

2022/23 continued our journey of digital improvements for the organisation. We upgraded our theatre lighting, embedded using digital devices during workshops and rehearsals and used digital media to engage more with our audiences. We had 27243 online views of our digital content across all our social media platforms. Across the year, our online audiences grew to 160 YouTube subscribers, 1311 Instagram followers and 4549 Facebook followers.

We have funding in place for 2023/24 to install a sensory room with digital capabilities, have two touchscreen units for the public to explore our archive, have our archive displayed digitally through local archive websites and deliver more digital activity such as mass storytelling workshops with schools.

#### **FINANCIAL REVIEW**

##### **Investment Policy**

We have chosen to invest our free reserves into Charifund Investment Units, which are administered by M&G Charities.

##### **Reserves Policy**

At the year-end free reserves amounted to £114,764. The Board of Trustees stipulate that the reserves should be at least 12 weeks of turnover (22/23 = £93,001) in order that we can continue our activities in the short term, maintaining staff levels and ensuring that our costs can be met. The free reserves are held within Charifund Investment Units and the Scottish Widows savings account.

# **Burnley Youth Theatre**

## **Trustees' Report**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing Document**

Burnley Youth Theatre is a company limited by guarantee and a registered charity. We are governed by our Memorandum and Articles of Association dated 28th March 2012.

#### **Organisational Structure**

The Board of Trustees administer the organisation. They include the Chairperson, the Vice-Chairperson and the Finance Director. The Company Secretary may be a Trustee or a member of staff. The Board of Trustees appoint these roles at each Annual General Meeting.

The CEO/Artistic Director is appointed by the Board of Trustees to deliver the approved aims and objectives as detailed within the organisation's strategic documents; the business plan, audience development plan, equality and diversity action plan and environmental action plan. They have delegated authority for decision making within the parameters of the approved annual budget.

The CEO/Artistic Director reports to and meets with the Board of Trustees on a quarterly basis and with the Finance Working Group monthly.

#### **Recruitment and appointment of new Trustees**

Trustees are recruited to our organisation based on skills, experience and knowledge. The Board of Trustees conduct a regular skills audit, identifying strengths and weaknesses within the board. Open recruitment occurs to fill identified gaps for Trustee vacancies.

Trustees are appointed at the Annual General Meeting (AGM). Trustees may appoint a person willing to act as an additional trustee before an AGM is held; however, their continuation as a trustee must be ratified at the next AGM. As detailed within our Memorandum and Articles of Association, one third of the Trustees must retire at each AGM but may seek re-election by members of the charitable company attending the meeting (in-person and by proxy). No person under the age of 18 may be appointed as a trustee.

#### **Induction of new Trustees**

All new Trustees receive a thorough and structured induction with the CEO/Artistic Director and Chairperson:

- They are made aware of their legal responsibilities as a Charity Trustee and Company Director and are given access to a range of useful resources, such as the Charity Commission new Trustee guidance
- They are introduced to our organisation and given information on our organisational priorities, including our business plan and associated action plans, and the papers from the last two board meetings
- They are invited to visit our activities and events, meeting with our staff team, freelance practitioners and participants to understand and experience our work first hand, and
- They are offered a Trustee Mentor and invited to attend training relevant to their role.

## **Burnley Youth Theatre**

### **Trustees' Report**

#### **Related parties**

Burnley Youth Theatre receives essential funding from Arts Council England and Burnley Borough Council. However the charity is independent of these funding bodies and they do not play a role in the governance of the organisation.

#### **Risk management**

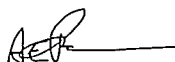
The Trustees have a duty to identify and review the risks to which Burnley Youth Theatre is exposed and to ensure appropriate controls are in place to mitigate those risks. We conduct an annual risk review that identifies any potential risks to the continuing operation of the organisation which is reported to the board alongside the annual business plan.

The CEO/Artistic Director works with the Finance Working Group to ensure that appropriate controls are identified and put in place to provide reasonable assurance against the risks occurring.

#### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 23 November 2023 and signed on its behalf by:



.....  
Mr A Preston  
Trustee

## **Burnley Youth Theatre**

### **Independent Examiner's Report to the trustees of Burnley Youth Theatre ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

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

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts 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 your 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**

Since Burnley Youth Theatre's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Charity Independent Examiners, which is one of the listed bodies.

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

1. accounting records were not kept in respect of Burnley Youth Theatre as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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



.....  
Mark Heaton FCCA FCIE DChA  
KM  
1st Floor, Block C  
The Wharf  
Manchester Road  
Burnley  
Lancashire  
BB11 1JG

23 November 2023

## Burnley Youth Theatre

### Statement of Financial Activities for the Year Ended 31 March 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

|                                   | Note | Unrestricted<br>£ | Restricted<br>£ | Total<br>2023<br>£ | Unrestricted<br>£ | Restricted<br>£ | Total<br>2022<br>£ |
|-----------------------------------|------|-------------------|-----------------|--------------------|-------------------|-----------------|--------------------|
| <b>Income from:</b>               |      |                   |                 |                    |                   |                 |                    |
| Charitable activities             | 3    | 390,914           | 87,590          | 478,504            | 226,114           | 143,165         | 369,279            |
| Investment income                 | 4    | 4,607             | -               | 4,607              | 3,812             | -               | 3,812              |
| Other income                      | 5    | 18,502            | -               | 18,502             | 19,530            | -               | 19,530             |
| Total income                      |      | 414,023           | 87,590          | 501,613            | 249,456           | 143,165         | 392,621            |
| <b>Expenditure on:</b>            |      |                   |                 |                    |                   |                 |                    |
| Charitable activities             | 6    | (399,920)         | (33,290)        | (433,210)          | (208,735)         | (176,449)       | (385,184)          |
| Total expenditure                 |      | (399,920)         | (33,290)        | (433,210)          | (208,735)         | (176,449)       | (385,184)          |
| Gains/losses on investment assets |      | (5,265)           | -               | (5,265)            | 5,202             | -               | 5,202              |
| Net income/(expenditure)          |      | 8,838             | 54,300          | 63,138             | 45,923            | (33,284)        | 12,639             |
| Net movement in funds             |      | 8,838             | 54,300          | 63,138             | 45,923            | (33,284)        | 12,639             |
| <b>Reconciliation of funds</b>    |      |                   |                 |                    |                   |                 |                    |
| Total funds brought forward       |      | 158,334           | 1,162,656       | 1,320,990          | 112,411           | 1,195,940       | 1,308,351          |
| Total funds carried forward       | 15   | 167,172           | 1,216,956       | 1,384,128          | 158,334           | 1,162,656       | 1,320,990          |

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 is shown in note 15.

The notes on pages 15 to 24 form an integral part of these financial statements.

**Burnley Youth Theatre**  
**(Registration number: 03178207)**  
**Balance Sheet as at 31 March 2023**

|                                                       | Note | 2023<br>£        | 2022<br>£        |
|-------------------------------------------------------|------|------------------|------------------|
| <b>Fixed assets</b>                                   |      |                  |                  |
| Tangible assets                                       | 11   | 1,216,956        | 1,162,656        |
| Investments                                           | 12   | <u>80,887</u>    | <u>86,152</u>    |
|                                                       |      | <u>1,297,843</u> | <u>1,248,808</u> |
| <b>Current assets</b>                                 |      |                  |                  |
| Debtors                                               | 13   | 43,786           | 52,955           |
| Cash at bank and in hand                              |      | <u>108,637</u>   | <u>82,309</u>    |
|                                                       |      | 152,423          | 135,264          |
| <b>Creditors: Amounts falling due within one year</b> | 14   | <u>(66,138)</u>  | <u>(63,082)</u>  |
| <b>Net current assets</b>                             |      | <u>86,285</u>    | <u>72,182</u>    |
| <b>Net assets</b>                                     |      | <u>1,384,128</u> | <u>1,320,990</u> |
| <b>Funds of the charity:</b>                          |      |                  |                  |
| <b>Restricted income funds</b>                        |      |                  |                  |
| Restricted funds                                      |      | 1,216,956        | 1,162,656        |
| <b>Unrestricted income funds</b>                      |      |                  |                  |
| Unrestricted funds                                    |      | <u>167,172</u>   | <u>158,334</u>   |
| <b>Total funds</b>                                    | 15   | <u>1,384,128</u> | <u>1,320,990</u> |

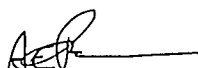
For the financial year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

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

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 12 to 24 were approved by the trustees, and authorised for issue on 23 November 2023 and signed on their behalf by:



.....  
Mr A Preston  
Trustee

The notes on pages 15 to 24 form an integral part of these financial statements.

# Burnley Youth Theatre

## Statement of Cash Flows for the Year Ended 31 March 2023

|                                                      | Note | 2023<br>£       | 2022<br>£       |
|------------------------------------------------------|------|-----------------|-----------------|
| <b>Cash flows from operating activities</b>          |      |                 |                 |
| Net cash income                                      |      | 63,138          | 12,639          |
| <b>Adjustments to cash flows from non-cash items</b> |      |                 |                 |
| Depreciation                                         |      | 33,290          | 33,284          |
| Investment income                                    | 4    | (4,607)         | (3,812)         |
| Revaluation of investment                            |      | 5,265           | (5,202)         |
|                                                      |      | <u>97,086</u>   | <u>36,909</u>   |
| <b>Working capital adjustments</b>                   |      |                 |                 |
| Decrease in debtors                                  | 13   | 9,169           | 8,021           |
| Decrease in creditors                                | 14   | (17,933)        | (8,756)         |
| Increase/(decrease) in deferred income               |      | 20,989          | (29,205)        |
| Net cash flows from operating activities             |      | <u>109,311</u>  | <u>6,969</u>    |
| <b>Cash flows from investing activities</b>          |      |                 |                 |
| Interest receivable and similar income               | 4    | 53              | 45              |
| Purchase of tangible fixed assets                    | 11   | (87,590)        | -               |
| Purchase of investments                              | 12   | -               | (21,433)        |
| Income from dividends                                | 4    | 4,554           | 3,767           |
| Net cash flows from investing activities             |      | <u>(82,983)</u> | <u>(17,621)</u> |
| Net increase/(decrease) in cash and cash equivalents |      | 26,328          | (10,652)        |
| Cash and cash equivalents at 1 April                 |      | 82,309          | 92,961          |
| Cash and cash equivalents at 31 March                |      | <u>108,637</u>  | <u>82,309</u>   |

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 15 to 24 form an integral part of these financial statements.

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2023**

#### **1 Charity status**

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Quarry Theatre  
Queens Park Road  
Burnley  
Lancashire  
BB10 3LB

These financial statements were authorised for issue by the trustees on 23 November 2023.

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

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

##### **Statement of compliance**

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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

Burnley Youth Theatre 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 notes.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### **Income**

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

##### **Deferred income**

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received.

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2023**

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

#### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including independent examination, strategic management and trustees meetings and reimbursed expenses.

#### **Taxation**

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

#### **Tangible fixed assets**

Individual fixed assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| <b>Asset class</b>      | <b>Depreciation method and rate</b> |
|-------------------------|-------------------------------------|
| Long leasehold          | 2% per annum straight line basis    |
| Furniture and equipment | 10% per annum straight line basis   |

#### **Fixed asset investments**

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

#### **Trade debtors**

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2023**

#### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

## Burnley Youth Theatre

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 3 Income from charitable activities

|                                                         | Unrestricted   |                 | Total<br>2023  | Total<br>2022  |
|---------------------------------------------------------|----------------|-----------------|----------------|----------------|
|                                                         | General<br>£   | Restricted<br>£ | £              | £              |
| Operation of theatre                                    | 218,426        | 87,590          | 306,016        | 253,229        |
| Artistic Programme Commissions                          | 62,631         | -               | 62,631         | 44,918         |
| BYT Artistic Programme                                  | 59,888         | -               | 59,888         | 34,497         |
| Fundraising                                             | 7,928          | -               | 7,928          | 4,567          |
| Business Development                                    | 42,041         | -               | 42,041         | 32,068         |
|                                                         | <u>390,914</u> | <u>87,590</u>   | <u>478,504</u> | <u>369,279</u> |
| Grants received, included in the above, are as follows: |                |                 |                |                |
| Other grants receivable                                 | -              | -               | -              | 7,533          |
| Art Council England                                     | 64,531         | -               | 64,531         | 64,531         |
| Burnley Borough Council                                 | 3,000          | -               | 3,000          | 3,000          |
| Garfield Weston                                         | 22,500         | -               | 22,500         | 15,000         |
| Eric and Margaret Kinder Trust                          | 20,000         | -               | 20,000         | 20,000         |
| Creative and Cultural Skills                            | 2,170          | -               | 2,170          | -              |
| Lancashire County Council                               | 4,000          | -               | 4,000          | -              |
| Henry Smith Charity                                     | 45,000         | -               | 45,000         | 62,536         |
| Stocks Massey Bequest                                   | 2,000          | -               | 2,000          | 1,000          |
| Artistic Programme grants                               | 55,225         | -               | 55,225         | 20,849         |
| Cultural Recovery Fund                                  | -              | -               | -              | 58,780         |
| Arts Council England - Capital                          | -              | 87,590          | 87,590         | -              |
|                                                         | <u>218,426</u> | <u>87,590</u>   | <u>306,016</u> | <u>253,229</u> |

#### 4 Investment income

|                                      | Unrestricted | Total<br>2023 | Total<br>2022 |
|--------------------------------------|--------------|---------------|---------------|
|                                      | General<br>£ | £             | £             |
| Dividends receivable                 | 4,554        | 4,554         | 3,767         |
| Interest receivable on bank deposits | 53           | 53            | 45            |
|                                      | <u>4,607</u> | <u>4,607</u>  | <u>3,812</u>  |

## Burnley Youth Theatre

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 5 Other income

|                                          | Unrestricted  | Total         | Total         |
|------------------------------------------|---------------|---------------|---------------|
|                                          | General       | 2023          | 2022          |
|                                          | £             | £             | £             |
| Employment Allowance                     | 5,000         | 5,000         | 4,000         |
| Theatre tax relief                       | 13,502        | 13,502        | 4,863         |
| Burnley Borough Council - Covid 19 grant | -             | -             | 10,667        |
|                                          | <u>18,502</u> | <u>18,502</u> | <u>19,530</u> |

#### 6 Expenditure on charitable activities

|                         |      | Unrestricted   |               | Total          | Total          |
|-------------------------|------|----------------|---------------|----------------|----------------|
|                         | Note | General        | Restricted    | 2023           | 2022           |
|                         |      | £              | £             | £              | £              |
| Operation of theatre    |      | 175,335        | 33,290        | 208,625        | 191,987        |
| Staff costs             | 8    | 194,549        | -             | 194,549        | 159,904        |
| Allocated support costs |      | 30,036         | -             | 30,036         | 33,293         |
|                         |      | <u>399,920</u> | <u>33,290</u> | <u>433,210</u> | <u>385,184</u> |

#### 7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2023**

#### **8 Staff costs**

The aggregate payroll costs were as follows:

|                                          | <b>2023</b>    | <b>2022</b>    |
|------------------------------------------|----------------|----------------|
|                                          | <b>£</b>       | <b>£</b>       |
| <b>Staff costs during the year were:</b> |                |                |
| Wages and salaries                       | 178,605        | 146,377        |
| Social security costs                    | 12,737         | 10,620         |
| Pension costs                            | 3,097          | 2,907          |
| Other staff costs                        | 110            | -              |
|                                          | <u>194,549</u> | <u>159,904</u> |

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

|         | <b>2023</b> | <b>2022</b> |
|---------|-------------|-------------|
|         | <b>No</b>   | <b>No</b>   |
| Theatre | <u>12</u>   | <u>10</u>   |

No employee received emoluments of more than £60,000 during the year.

#### **9 Independent examiner's remuneration**

|                                         | <b>2023</b>  | <b>2022</b>  |
|-----------------------------------------|--------------|--------------|
|                                         | <b>£</b>     | <b>£</b>     |
| Examination of the financial statements | 2,320        | 2,280        |
| Other services                          | 387          | 234          |
| Payroll fees                            | 900          | 855          |
|                                         | <u>3,607</u> | <u>3,369</u> |

#### **10 Taxation**

The charity is a registered charity and is therefore exempt from taxation.

## Burnley Youth Theatre

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 11 Tangible fixed assets

|                       | Land and<br>buildings<br>£ | Furniture and<br>equipment<br>£ | Total<br>£       |
|-----------------------|----------------------------|---------------------------------|------------------|
| <b>Cost</b>           |                            |                                 |                  |
| At 1 April 2022       | 1,656,653                  | 119,980                         | 1,776,633        |
| Additions             | <u>36,550</u>              | <u>51,040</u>                   | <u>87,590</u>    |
| At 31 March 2023      | <u>1,693,203</u>           | <u>171,020</u>                  | <u>1,864,223</u> |
| <b>Depreciation</b>   |                            |                                 |                  |
| At 1 April 2022       | 493,997                    | 119,980                         | 613,977          |
| Charge for the year   | <u>33,290</u>              | <u>-</u>                        | <u>33,290</u>    |
| At 31 March 2023      | <u>527,287</u>             | <u>119,980</u>                  | <u>647,267</u>   |
| <b>Net book value</b> |                            |                                 |                  |
| At 31 March 2023      | <u>1,165,916</u>           | <u>51,040</u>                   | <u>1,216,956</u> |
| At 31 March 2022      | <u>1,162,656</u>           | <u>-</u>                        | <u>1,162,656</u> |

Included within the net book value of land and buildings above is £Nil (2022 - £Nil) in respect of freehold land and buildings and £1,165,916 (2022 - £1,162,656) in respect of leaseholds.

#### 12 Fixed asset investments

|                          | 2023<br>£                           | 2022<br>£          |
|--------------------------|-------------------------------------|--------------------|
| Investments              | <u>80,887</u>                       | <u>86,152</u>      |
|                          | <b>Listed<br/>investments<br/>£</b> | <b>Total<br/>£</b> |
| <b>Cost or Valuation</b> |                                     |                    |
| At 1 April 2022          | 86,152                              | 86,152             |
| Revaluation              | <u>(5,265)</u>                      | <u>(5,265)</u>     |
| At 31 March 2023         | <u>80,887</u>                       | <u>80,887</u>      |
| <b>Net book value</b>    |                                     |                    |
| At 31 March 2023         | <u>80,887</u>                       | <u>80,887</u>      |
| At 31 March 2022         | <u>86,152</u>                       | <u>86,152</u>      |

## Burnley Youth Theatre

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 13 Debtors

|                | 2023<br>£     | 2022<br>£     |
|----------------|---------------|---------------|
| Trade debtors  | 17,610        | 4,187         |
| Prepayments    | 7,241         | 23,281        |
| Accrued income | 18,935        | 25,487        |
|                | <u>43,786</u> | <u>52,955</u> |

#### 14 Creditors

|                 | 2023<br>£     | 2022<br>£     |
|-----------------|---------------|---------------|
| Trade creditors | -             | 1,142         |
| Other creditors | 2,300         | 5,349         |
| Accruals        | 6,581         | 20,323        |
| Deferred income | 57,257        | 36,268        |
|                 | <u>66,138</u> | <u>63,082</u> |

#### 15 Funds

|                                     | Balance<br>at 1 April<br>2022<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Balance<br>at 31<br>March<br>2023<br>£ |
|-------------------------------------|------------------------------------|----------------------------|----------------------------|----------------|--------------------------------------------|----------------------------------------|
| <b>Unrestricted</b>                 |                                    |                            |                            |                |                                            |                                        |
| <i>General</i>                      |                                    |                            |                            |                |                                            |                                        |
| Operation of theatre                | 90,386                             | 414,023                    | (399,920)                  | 15,540         | (5,265)                                    | 114,764                                |
| <i>Designated</i>                   |                                    |                            |                            |                |                                            |                                        |
| Organisational development          | 67,948                             | -                          | -                          | (15,540)       | -                                          | 52,408                                 |
| <b>Total unrestricted</b>           | <u>158,334</u>                     | <u>414,023</u>             | <u>(399,920)</u>           | <u>-</u>       | <u>(5,265)</u>                             | <u>167,172</u>                         |
| <b>Restricted</b>                   |                                    |                            |                            |                |                                            |                                        |
| Leasehold buildings -<br>restricted | 1,162,656                          | -                          | (33,290)                   | -              | -                                          | 1,129,366                              |
| Arts Council England -<br>Capital   | -                                  | 87,590                     | -                          | -              | -                                          | 87,590                                 |
|                                     | <u>1,162,656</u>                   | <u>87,590</u>              | <u>(33,290)</u>            | <u>-</u>       | <u>-</u>                                   | <u>1,216,956</u>                       |
| <b>Total funds</b>                  | <u>1,320,990</u>                   | <u>501,613</u>             | <u>(433,210)</u>           | <u>-</u>       | <u>(5,265)</u>                             | <u>1,384,128</u>                       |

## Burnley Youth Theatre

### Notes to the Financial Statements for the Year Ended 31 March 2023

|                                     | Balance<br>at 1 April<br>2021<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Balance<br>at 31<br>March<br>2022<br>£ |
|-------------------------------------|------------------------------------|----------------------------|----------------------------|----------------|--------------------------------------------|----------------------------------------|
| <b>Unrestricted</b>                 |                                    |                            |                            |                |                                            |                                        |
| <i>General</i>                      |                                    |                            |                            |                |                                            |                                        |
| Operation of theatre                | 90,411                             | 249,456                    | (208,735)                  | (45,948)       | 5,202                                      | 90,386                                 |
| <i>Designated</i>                   |                                    |                            |                            |                |                                            |                                        |
| Organisational development          | <u>22,000</u>                      | <u>-</u>                   | <u>-</u>                   | <u>45,948</u>  | <u>-</u>                                   | <u>67,948</u>                          |
| <b>Total unrestricted</b>           | <u>112,411</u>                     | <u>249,456</u>             | <u>(208,735)</u>           | <u>-</u>       | <u>5,202</u>                               | <u>158,334</u>                         |
| <b>Restricted</b>                   |                                    |                            |                            |                |                                            |                                        |
| Leasehold buildings -<br>restricted | 1,195,940                          | -                          | (33,284)                   | -              | -                                          | 1,162,656                              |
| Henry Smith Charity                 | -                                  | 62,536                     | (62,536)                   | -              | -                                          | -                                      |
| Stocks Massey Bequest               | -                                  | 1,000                      | (1,000)                    | -              | -                                          | -                                      |
| Cultural Recovery Fund              | -                                  | 58,780                     | (58,780)                   | -              | -                                          | -                                      |
| Artistic Programme grants           | <u>-</u>                           | <u>20,849</u>              | <u>(20,849)</u>            | <u>-</u>       | <u>-</u>                                   | <u>-</u>                               |
|                                     | <u>1,195,940</u>                   | <u>143,165</u>             | <u>(176,449)</u>           | <u>-</u>       | <u>-</u>                                   | <u>1,162,656</u>                       |
| <b>Total funds</b>                  | <u>1,308,351</u>                   | <u>392,621</u>             | <u>(385,184)</u>           | <u>-</u>       | <u>5,202</u>                               | <u>1,320,990</u>                       |

#### 16 Analysis of net assets between funds

|                         | Unrestricted<br>General<br>£ | Restricted<br>£  | Total funds<br>£ |
|-------------------------|------------------------------|------------------|------------------|
| <b>2023</b>             |                              |                  |                  |
| Tangible fixed assets   | -                            | 1,216,956        | 1,216,956        |
| Fixed asset investments | 80,887                       | -                | 80,887           |
| Current assets          | 152,423                      | -                | 152,423          |
| Current liabilities     | <u>(66,138)</u>              | <u>-</u>         | <u>(66,138)</u>  |
| Total net assets        | <u>167,172</u>               | <u>1,216,956</u> | <u>1,384,128</u> |
|                         |                              |                  |                  |
|                         | Unrestricted<br>General<br>£ | Restricted<br>£  | Total funds<br>£ |
| <b>2022</b>             |                              |                  |                  |
| Tangible fixed assets   | -                            | 1,162,656        | 1,162,656        |
| Fixed asset investments | 86,152                       | -                | 86,152           |
| Current assets          | 135,264                      | -                | 135,264          |
| Current liabilities     | <u>(63,082)</u>              | <u>-</u>         | <u>(63,082)</u>  |
| Total net assets        | <u>158,334</u>               | <u>1,162,656</u> | <u>1,320,990</u> |

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2023**

#### **17 Mortgage**

On 28th June 2005, The Arts Council of England obtained a legal charge over the land, and buildings erected there on, known as Burnley Youth Theatre, Queens Park Road, Burnley, amounting to £365,000.

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# Accounts

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Company registration number: 03178207

Charity registration number: 1054763

# Burnley Youth Theatre

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2022

KM  
1st Floor, Block C  
The Wharf  
Manchester Road  
Burnley  
Lancashire  
BB11 1JG

# **Burnley Youth Theatre**

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## **Burnley Youth Theatre**

### **Reference and Administrative Details**

|                                    |                                         |
|------------------------------------|-----------------------------------------|
| <b>Trustees</b>                    | Mrs K Allen                             |
|                                    | Mr A Anwar                              |
|                                    | Mrs D Ashby                             |
|                                    | Mr S L Cook                             |
|                                    | Mrs L Dixon                             |
|                                    | Mr P Kenyon                             |
|                                    | Mrs R J Livermore                       |
|                                    | Mrs S Martin                            |
|                                    | Mr A Preston                            |
|                                    | Mr J Shaw                               |
| <b>Secretary</b>                   | Ms L West                               |
| <b>Charity Registration Number</b> | 1054763                                 |
| <b>Company Registration Number</b> | 03178207                                |
| <b>Registered Office</b>           | The charity is incorporated in England. |
|                                    | Quarry Theatre                          |
|                                    | Queens Park Road                        |
|                                    | Burnley                                 |
|                                    | Lancashire                              |
| <b>Principal Office</b>            | BB10 3LB                                |
|                                    | Quarry Theatre                          |
|                                    | Queens Park Road                        |
|                                    | Burnley                                 |
|                                    | Lancashire                              |
| <b>Independent Examiner</b>        | BB10 3LB                                |
|                                    | KM                                      |
|                                    | 1st Floor, Block C                      |
|                                    | The Wharf                               |
|                                    | Manchester Road                         |
| <b>Bankers</b>                     | Burnley                                 |
|                                    | Lancashire                              |
|                                    | BB11 1JG                                |
|                                    | Unity Trust Bank PLC                    |
|                                    | 4 Oozells Square                        |
|                                    | Birmingham                              |
|                                    | B1 2HB                                  |

# **Burnley Youth Theatre**

## **Strategic Report for the Year Ended 31 March 2022**

### **SUMMARY REVIEW BY THE CHAIR**

The year continued to be impacted by the covid pandemic. Despite these uncertainties, the organisation adapted well, continuing to offer a programme throughout. Of particular note was how we were able to transform our organisation to deliver digitally and our on-line offers, developing new relationships and partners, embedding these into our offer, and reaped the rewards of the increased investment we made in our marketing capacity. As we returned to direct face to face delivery we were especially comforted by the upsurge in demand for activities, though some of our programme strands took longer to return to normality than expected, especially our work with schools.

We had a 100% success rate at securing Cultural Recovery Fund grants and business support funding and an additional emergency grant from The Henry Smith Charity, collectively ensuring that our financial stability was not adversely affected and we were able to continue to secure the tenure of all our staff. Project grants and commissions also returned quickly to expected levels, along with continuing to build momentum in attendances, especially through our core youth theatre programme and our focus on increasing income streams through external hirers. We were able to build our reserves to the projected target level and set aside restricted funding for key investment projects and as match for a number of major grants. As we approached the year end we were pleased to hear that we had secured a number of significant sources of funding including a major capital investment from Arts Council England and funding from The National Lottery Heritage Fund to support our 50th Anniversary Programme.

As we welcomed a number of new Trustees to our board, our governance was further strengthened, both in skills and experience, and reflecting our community. Volunteering was also strengthened. Interim arrangements for the maternity cover of our CEO/Artistic Director worked well. We said farewell to one of our long standing arts practitioners, Ollie Daley, who left us to join the engagement team at The Lowry Theatre in Salford.

During the year we developed our environmental policy and action plan as a key focus going forward, including beginning to set out our ambitions to open up our outdoor site and harness its full potential. We also set out exciting developments for a new brand, new website and communications and relationship management system. We have also been working on plans to re-launch our Education offer. Considerable energy was devoted to updating our policies and plans - including a new Staff Handbook and improved terms and conditions.

We look forward to the coming year with renewed vigour, excitement and sense of purpose as we approach our 50th year in 2023, under-pinned by a strong financial base. At the time of this report we received further good news, leveraging three years of funding from The Henry Smith Charity, securing our outreach programme. A critical decision for us will be the outcome of the Arts Council England National Portfolio funding in October 2022.

Anthony Preston, Chair of Trustees

# **Burnley Youth Theatre**

## **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2022.

### **Objectives and activities**

The Charity's objects are specifically restricted to the following:

To act as a resource for young people and children living in Lancashire by providing advice and assistance and organising programmes of activity, training and education as a means of:

A) Advancing in life and helping young people and children, improving their health and overall well-being by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals.

B) Advancing education and training in all aspects of arts and culture.

C) Providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of such persons

### **Our Vision**

Our vision is that all children and young people will access high quality arts and culture.

### **Our Mission**

Our mission is to creatively inspire children and young people to take their next steps.

### **Our Values**

We value:

- artistic quality and integrity in all the work that we do
- giving opportunities to children, young people and families no matter what their background
- the education, training and development of children and young people
- the aspirations of children and young people and support them to realise their potential
- the views of young people and always strive to give them a voice
- learning and are committed to continuous improvement which responds positively to change and encourages dynamic and innovative solutions
- embrace and celebrate equality, diversity and inclusion, and
- best practice in the treatment and safeguarding of young people, staff and volunteers in a safe environment

### **Public Benefit**

We understand the guidance provided by the Charity Commission in regards to providing Public Benefit and believe that we continue to provide high quality arts activities for all children and young people across Lancashire. Our programme of work is diverse and takes place in multiple locations, both on site at our venue and in community venues and schools, along with new avenues of engagement through digital spaces. Our pricing decisions are based on covering our costs and making our work as accessible as possible to all people. Where cost is a barrier for engagement we support participants through our financial bursary scheme. We believe that our work not only impacts on the children and young people taking part but also on the families, teachers and audiences who engage with, view and experience the diversity of our offer.

# **Burnley Youth Theatre**

## **Trustees' Report**

### **CONTEXT OF THE YEAR**

#### **Covid-19**

2021/22 was another difficult and uncertain year due to the Covid-19 pandemic; at times our venue was closed; at other moments we were limited by the number of audiences and participants we could accommodate; we had a reduction in the number of projects and commissions we were able to deliver; and did not deliver our major Christmas production for local schools in our traditional way; as well as there being a physical and emotional impact on staff, freelancers and participants in relation to the pandemic.

With the support from Arts Council England, The Henry Smith Charity and Burnley Borough Council we were able to weather the storm. Their covid support packages enabled us to plan programmes of work with confidence, testing new ways of producing work to showcase to schools and work with partners. Their support also enabled us to retain our full staff team on their pre-pandemic hours and invest in staff training to equip the team with improved knowledge and skills as we continue to work towards a more diverse and inclusive organisation.

We are a resilient organisation and have a strong team of staff, freelancers, partners and loyal participants; throughout the year there were moments to celebrate, new relationships established, existing relationships maintained and we continued to diversify our offer both online and in person. By spring 2022 our core workshops were at full capacity and new sessions were being launched to accommodate demand, we had commissions and projects in the pipeline to begin delivery in 2022/23 and a staff team who were bursting with excitement and commitment for the year ahead.

#### **Staffing**

In November 2021 the CEO/Artistic Director began maternity leave. Prior to their departure they worked closely with the Board of Trustees and staff team to create a solution which empowered the team and would ensure the stability of the organisation over an uncertain period of changing funding streams and covid restrictions. Each member of the team was given 'acting up' responsibilities, our freelance Finance Manager became the Interim CEO and our Chair of Trustees supported the writing of key funding applications.

The team embraced their new responsibilities and during the remainder of 2021/22 were successful in delivering our alternative Christmas productions, building the new brand of the organisation, expanding our core programme sessions to meet growing demand, as well as successfully securing new funding from Arts Council England for capital developments and from The National Lottery Heritage Fund for our 50th Anniversary Programme.

# **Burnley Youth Theatre**

## **Trustees' Report**

### **ARTISTIC REVIEW**

#### **Inclusive Youth Theatre, Workshops and Productions**

After multi lockdowns and delivery online we were unsure how many children and young people would return to Burnley Youth Theatre for our weekly drama sessions. Our Summer and Autumn season capacities were reduced to allow for social distancing, and so it was only with the opening of our Spring 2022 season that we were able to see what impact there could be on our participant numbers. To our delight the majority of our sessions were fully booked, and we programmed additional sessions in order that as few children and young people had to wait to join our community.

During 2021/22 we engaged with 951 children and young people through our inclusive youth theatre programme. We delivered a range of workshops, for ages 0-18 (up to 25 for young adults with disabilities), and continued our specialist workshops including; After The Rain, for young people who identify as LGBTQAI+; Theatre for Change, for young people who are driven by social action; and Connect, for children and young people with disabilities.

With the support of Dan's Trust we were able to continue our Step In Financial Bursary Programme which supports children and young people to 'step in' to our organisation; those who may not normally be able to attend. By providing financial support for workshop spaces, transport, and other access provision we were able to support 67 children and young people to engage in our sessions.

Due to the pandemic we were not able to present the same number of youth theatre productions as in previous years, with two productions cancelled in April 2021. With some disruption we were able to present our adaptation of Into The Forest Grimm, as an outdoor performance, to an audience of 153 people in August 2021. In December 2021 we presented 5 performances of The Lion, The Witch and The Wardrobe to a public audience of 661 people.

Quotes captured, which demonstrate our impact in this area are:

*"Thank you to all the workshop leaders and staff at Burnley Youth Theatre. My child wouldn't be the person they are today without your support and understanding."* (Parent/Carer of Youth Theatre Participant)

*"The world of theatre is so educational and constructive to someone's character, so I know that every time my children are visiting Burnley Youth Theatre they will come back with something new they have learned either about drama or themselves."* (Parent/Carer of Youth Theatre Participant)

#### **Outreach**

As an organisation we are committed to making our artistic offer accessible to everyone and our outreach programme strives to reach those young people and families who may not usually access the arts; supporting them to participate in creative activities and in doing so improve their well-being, build confidence, develop transferable skills, deepen community cohesion and widen their social network.

During 2021/22 we continued to focus on long term engagement with partners who support; children and young people with learning disabilities and access needs; families who do not currently access arts engagement; children, young people and families from Black, Asian and Minority Ethnic communities; targeted youth community engagement; and targeted schools engagement, with a specific focus on alternative provision and special educational needs.

Through this strand of work, in 2021/22, we delivered 303 sessions and engaged 696 children, young people and families. Of those participants 12% chose to disclose a disability, 38% were from Black, Asian and Minority Ethnic communities, and 74% had an address reported within the lowest 20 percentile of socio economic deprivation.

# **Burnley Youth Theatre**

## **Trustees' Report**

Our Outreach team were supported through funds from The Henry Smith Charity during the year. Key partners in the delivery of our programme included Lancashire County Council, Burnley Borough Council, Participation Works, New Neighbours Together, West End Community Centre, Coal Clough Academy and Holly Grove Primary School.

A quote which demonstrates our impact in this area is:

*"Pupils have found social interaction incredibly difficult after being isolated for so long. The work with BYT is really helping them to engage with each other again."* (Teacher, Holly Grove Primary School)

### **Education**

We have an exciting education programme that offers a creative approach to learning for all pupils in primary, secondary, special education and alternative provision schools. We provide bespoke packages planned and delivered by trained arts professionals to support the school curriculum and wider learning objectives, complimenting school topics and themes, tackling specific attainment targets or supporting the needs of identified student groups.

During 2021/22, we worked in 16 school settings including primary, secondary, special schools and pupil referral units both in Burnley and across Lancashire. Working both virtually and face to face, we delivered 116 sessions to 1736 children and young people. Sessions covered topics such as history, PSHE, transitions, World Book Day, National Poetry Day, Chinese New Year along with delivery of continuing professional development sessions for teachers.

We are proud of our approach to developing bespoke sessions for schools and during the year have been developing a new education pack with case studies to share with schools new to us in 2022/23.

A quote which demonstrates our impact in this area is:

*"I just wanted to say a HUGE thank you for the 'National Poetry Day' workshops delivered across EYFS and KS1. The staff and pupils absolutely loved it and said that they were so inspired that they changed their plans for the rest of the week to follow up on the fantastic poems that they had used and created."* (Teacher, Casterton Primary School)

### **Talent Development**

We are passionate about the role that we play in giving opportunities to young people and young adults to develop their skills, both for a career in the arts and more generally. We recognise that our organisation is perfectly positioned to be a first encounter to the world of work and as such we offer multiple opportunities for engagement. In 21/22 our talent development strand enabled:

- 21 volunteers to develop skills in workshop delivery, theatre production, technical theatre, stage management, costume, front of house, marketing and fundraising
- 11 Youth Board volunteers aged 11 - 18 (up to 25 for LDD) to gain skills in leadership, consultation, idea generation, and team work
- 5 young practitioners to work as Trainee Workshop Leaders for a term, two of whom continued as freelance Workshop Leaders after their placement ended
- 1 young person to work with us, part-time, for six months as our Operations Assistant, with support from the Kickstarter programme
- 3 young actors to develop their skills of performance development through our in house professional theatre company Byteback Theatre

## **Burnley Youth Theatre**

### **Trustees' Report**

- 22 freelance practitioners (under the age of 34) paid work through our strands of activity; inclusive theatre, outreach and education
- 1 practitioner to transition to staff employment, taking on the role of Outreach and Education Practitioner (maternity cover)
- 1 member of staff who has progressed through our ranks as a participant, youth board member, freelancer and employee to obtain employment at The Lowry Theatre, Salford, and
- opportunities for training alongside the staff team, in areas such as access, diversity and safeguarding.

A quote which demonstrates our impact in this area is:

*“ Burnley Youth Theatre is an inclusive, supportive and fantastic organisation to work for. Throughout my time working on the team, senior management supported my growth and gave me opportunities for continued professional development.”* (Ollie Daley, Engagement Manager, The Lowry)

### **Byteback Theatre Productions**

Our in-house professional theatre company Byteback Theatre has continued to offer professional training and work experience for young people. Although the company were unable to go to the Edinburgh Fringe Festival this year due to the pandemic, they have adapted and reached new audiences through digital performances to schools, arts venues, community groups and people's homes.

This year's productions include:

- Hansel and Gretel - an alternative Christmas production which toured 8 local schools reaching 830 audience members
- Land of Nod - originally made in 2018, this show which was created and performed by an emerging LGBTQ+ artist, was adapted for Zoom during the pandemic and this year reached a new audience of 80 people
- Mass Storytelling performances for World Book Day - two performances of children's books Greta and the Giants and Six Dots streamed through 106 screens within schools and homes, reaching 2480 audience members.

A quote which demonstrates our impact in this area is:

*"I brought my grandson who is severely autistic to see Land of Nod. He really enjoyed it and actually joined in with the performance. The sensory stimulus was great!"* (Audience Member)

### **Professional Productions**

Being able to host high-quality professional children and young people's theatre is really important to us. Our nearest cities, with large cultural provision, are over 25 miles away. For many local families this journey and the costs associated with attending large theatres, is not part of their routine or budget. Throughout 2021/22 we were pleased to present the following performances, at affordable prices, to 407 children, young people and their families:

- Dust by Half Moon Theatre
- Hare and Moon by Fabularium
- Aleiah's Adventure by Ros Norford
- Best Adventure Ever by Dommy B
- Curious Investigators by One Tenth Human

# **Burnley Youth Theatre**

## **Trustees' Report**

Quotes captured, which demonstrate our impact in this area are:

*“My daughter was really inspired by our visit to see the Hare and Moon at Burnley Youth Theatre and spent the rest of the day putting on performances of her own.”* (Audience Member)

*“My son was well catered for when visiting the theatre. Having ADHD it's hard sometimes to find a place that understands him and his needs. Throughout our visit, the staff made sure not only was my son okay but the whole family was settled and happy. Thank you so much for a stress free visit to theatre.”* (Audience Member)

### **THEMATIC STRANDS**

#### **Equality, Diversity and Inclusion**

Equality, diversity and inclusion is critical to our ambition for creating excellent art with and for children and young people and their families, and in reaching all families within the geographical area we serve and beyond. We are committed to creating a culture in which diversity and equality of opportunity are central. This includes participants we engage with, the audiences that we serve and professionals we work with. Discrimination in any form is not tolerated by Burnley Youth Theatre, and we believe that unless we proactively seek to positively include all members of the community we serve we will not extend our reach nor create great work.

Through our Equality and Diversity policy we set out five commitments for our approach to improving equality, diversity and inclusion within our organisation, and through our action plan set out clear targets across our programme delivery and staffing. Reporting on our progress in this area is a standard agenda item for our Board of Trustees and developing our understanding of each protected characteristic group features within our annual training plan for staff, volunteers and freelancers.

#### **Environment**

During 2021/22 we spent time reflecting on the role we play in influencing behaviour and turning the tide on our environmental impact. We recognise there is a global climate crisis and as an organisation we have a vital role to play in changing how we operate, reducing our carbon footprint and influencing the actions of others. We believe that we have a responsibility to care for and protect the environment in which we operate through delivering our work in an environmentally sustainable and ethical manner. We are fully committed to improving environmental performance across all of our activities, and will encourage our stakeholders and members of the wider community to join us in this effort.

Through the review and development of our Environment Policy and Action Plan we have; identified an Environmental Champion on the staff team, who promotes this area during decision making and programming; successfully fundraised to replace our theatre lighting with a new DMX/LED structure; and are making improvements to our outdoor site to improve its biodiversity.

#### **Digital**

2021/22 continued our journey of digital improvements for the organisation. We relished the opportunity to perform live online, produce and share digital content and host performances from others, increasing the geographical footprint and number of our audiences. Across the year our online audiences grew to 145 YouTube subscribers, 1149 Instagram followers and 4309 Facebook followers.

Within our venue we are improving and upgrading our offer through the successful fundraising with intentions in 22/23 to; upgrade our theatre lighting; invest in immersive theatre technology and purchase a touch screen unit for interactive use throughout our 50th Anniversary Programme and beyond.

# **Burnley Youth Theatre**

## **Trustees' Report**

### **FINANCIAL REVIEW**

#### **Investment Policy**

We have chosen to invest our free reserves into Charifund Investment Units, which are administered by M&G Charities.

#### **Reserves Policy**

At the year-end free reserves amounted to £90,411. The Board of Trustees stipulate that the reserves should be at least £87,000 in order that we can continue our activities in the short term, maintaining staff levels and ensuring that overhead costs can be met. The free reserves are held within Charifund Investment Units and the Scottish Widows savings account.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing Document**

Burnley Youth Theatre is a company limited by guarantee and a registered charity. We are governed by our Memorandum and Articles of Association dated 28th March 2012.

#### **Organisational Structure**

The Board of Trustees administer the organisation. They include the Chairperson, the Vice-Chairperson and the Finance Director. The Company Secretary may be a Trustee or a member of staff. The Board of Trustees appoint these roles at each Annual General Meeting.

The CEO/Artistic Director is appointed by the Board of Trustees to deliver the approved aims and objectives as detailed within the organisation's strategic documents; the business plan, audience development plan, equality and diversity action plan and environmental action plan. They have delegated authority for decision making within the parameters of the approved annual budget.

The CEO/Artistic Director reports to and meets with the Board of Trustees on a quarterly basis and with the Finance Working Group monthly.

#### **Recruitment and appointment of new Trustees**

Trustees are recruited to our organisation based on skills, experience and knowledge. The Board of Trustees conduct a regular skills audit, identifying strengths and weaknesses within the board. Open recruitment occurs to fill identified gaps for Trustee vacancies.

Trustees are appointed at the Annual General Meeting (AGM). Trustees may appoint a person willing to act as an additional trustee before an AGM is held; however, their continuation as a trustee must be ratified at the next AGM. As detailed within our Memorandum and Articles of Association, one third of the Trustees must retire at each AGM but may seek re-election by members of the charitable company attending the meeting (in-person and by proxy). No person under the age of 18 may be appointed as a trustee.

# **Burnley Youth Theatre**

## **Trustees' Report**

### **Induction of new Trustees**

All new Trustees receive a thorough and structured induction with the CEO/Artistic Director and Chairperson:

- They are made aware of their legal responsibilities as a Charity Trustee and Company Director and are given access to a range of useful resources, such as the Charity Commission new Trustee guidance
- They are introduced to our organisation and given information on our organisational priorities, including our business plan and associated action plans, and the papers from the last two board meetings
- They are invited to visit our activities and events, meeting with our staff team, freelance practitioners and participants to understand and experience our work first hand, and
- They are offered a Trustee Mentor and invited to attend training relevant to their role.

### **Related parties**

Burnley Youth Theatre receives essential funding from Arts Council England and Burnley Borough Council. However the charity is independent of these funding bodies and they do not play a role in the governance of the organisation.

### **Risk management**

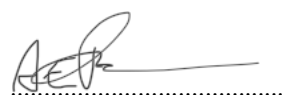
The Trustees have a duty to identify and review the risks to which Burnley Youth Theatre is exposed and to ensure appropriate controls are in place to mitigate those risks. We conduct an annual risk review that identifies any potential risks to the continuing operation of the organisation which is reported to the board alongside the annual business plan.

The CEO/Artistic Director works with the Finance Working Group to ensure that appropriate controls are identified and put in place to provide reasonable assurance against the risks occurring.

### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 27 September 2022 and signed on its behalf by:



Mr A Preston  
Trustee

## **Burnley Youth Theatre**

### **Independent Examiner's Report to the trustees of Burnley Youth Theatre ("the Company")**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

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

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

Having satisfied myself that the accounts of Burnley Youth Theatre 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 your 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**

Since Burnley Youth Theatre's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Charity Independent Examiners, which is one of the listed bodies.

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

1. accounting records were not kept in respect of Burnley Youth Theatre as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

  
.....

Mark Heaton FCCA FCIE DChA  
KM  
1st Floor, Block C  
The Wharf  
Manchester Road  
Burnley  
Lancashire  
BB11 1JG

27 September 2022

## Burnley Youth Theatre

### Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

|                                   | Note | Unrestricted<br>£     | Restricted<br>£         | Total<br>2022<br>£      | Unrestricted<br>£     | Restricted<br>£         | Total<br>2021<br>£      |
|-----------------------------------|------|-----------------------|-------------------------|-------------------------|-----------------------|-------------------------|-------------------------|
| <b>Income from:</b>               |      |                       |                         |                         |                       |                         |                         |
| Charitable activities             | 3    | 226,114               | 143,165                 | 369,279                 | 114,474               | 195,742                 | 310,216                 |
| Investment income                 | 4    | 3,812                 | -                       | 3,812                   | 1,835                 | -                       | 1,835                   |
| Other income                      | 5    | 19,530                | -                       | 19,530                  | 70,071                | -                       | 70,071                  |
| Total income                      |      | <u>249,456</u>        | <u>143,165</u>          | <u>392,621</u>          | <u>186,380</u>        | <u>195,742</u>          | <u>382,122</u>          |
| <b>Expenditure on:</b>            |      |                       |                         |                         |                       |                         |                         |
| Charitable activities             | 6    | <u>(208,735)</u>      | <u>(176,449)</u>        | <u>(385,184)</u>        | <u>(146,707)</u>      | <u>(229,026)</u>        | <u>(375,733)</u>        |
| Total expenditure                 |      | <u>(208,735)</u>      | <u>(176,449)</u>        | <u>(385,184)</u>        | <u>(146,707)</u>      | <u>(229,026)</u>        | <u>(375,733)</u>        |
| Gains/losses on investment assets |      | <u>5,202</u>          | <u>-</u>                | <u>5,202</u>            | <u>9,115</u>          | <u>-</u>                | <u>9,115</u>            |
| Net income/(expenditure)          |      | <u>45,923</u>         | <u>(33,284)</u>         | <u>12,639</u>           | <u>48,788</u>         | <u>(33,284)</u>         | <u>15,504</u>           |
| Net movement in funds             |      | 45,923                | (33,284)                | 12,639                  | 48,788                | (33,284)                | 15,504                  |
| <b>Reconciliation of funds</b>    |      |                       |                         |                         |                       |                         |                         |
| Total funds brought forward       |      | <u>112,411</u>        | <u>1,195,940</u>        | <u>1,308,351</u>        | <u>63,623</u>         | <u>1,229,224</u>        | <u>1,292,847</u>        |
| Total funds carried forward       | 15   | <u><u>158,334</u></u> | <u><u>1,162,656</u></u> | <u><u>1,320,990</u></u> | <u><u>112,411</u></u> | <u><u>1,195,940</u></u> | <u><u>1,308,351</u></u> |

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 is shown in note 15.

The notes on pages 14 to 23 form an integral part of these financial statements.

**Burnley Youth Theatre**  
**(Registration number: 03178207)**  
**Balance Sheet as at 31 March 2022**

|                                                       | Note | 2022<br>£        | 2021<br>£        |
|-------------------------------------------------------|------|------------------|------------------|
| <b>Fixed assets</b>                                   |      |                  |                  |
| Tangible assets                                       | 11   | 1,162,656        | 1,195,940        |
| Investments                                           | 12   | <u>86,152</u>    | <u>59,517</u>    |
|                                                       |      | <u>1,248,808</u> | <u>1,255,457</u> |
| <b>Current assets</b>                                 |      |                  |                  |
| Debtors                                               | 13   | 52,955           | 60,976           |
| Cash at bank and in hand                              |      | <u>82,309</u>    | <u>99,859</u>    |
|                                                       |      | 135,264          | 160,835          |
| <b>Creditors: Amounts falling due within one year</b> | 14   | <u>(63,082)</u>  | <u>(107,941)</u> |
| <b>Net current assets</b>                             |      | <u>72,182</u>    | <u>52,894</u>    |
| <b>Net assets</b>                                     |      | <u>1,320,990</u> | <u>1,308,351</u> |
| <b>Funds of the charity:</b>                          |      |                  |                  |
| <b>Restricted income funds</b>                        |      |                  |                  |
| Restricted funds                                      |      | 1,162,656        | 1,195,940        |
| <b>Unrestricted income funds</b>                      |      |                  |                  |
| Unrestricted funds                                    |      | <u>158,334</u>   | <u>112,411</u>   |
| <b>Total funds</b>                                    | 15   | <u>1,320,990</u> | <u>1,308,351</u> |

For the financial year ending 31 March 2022 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 charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 12 to 23 were approved by the trustees, and authorised for issue on 27 September 2022 and signed on their behalf by:



Mr A Preston  
Trustee

The notes on pages 14 to 23 form an integral part of these financial statements.

# **Burnley Youth Theatre**

## **Notes to the Financial Statements for the Year Ended 31 March 2022**

### **1 Charity status**

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Quarry Theatre  
Queens Park Road  
Burnley  
Lancashire  
BB10 3LB

These financial statements were authorised for issue by the trustees on 27 September 2022.

### **2 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

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

#### **Statement of compliance**

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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### **Basis of preparation**

Burnley Youth Theatre 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 notes.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### **Income**

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

#### **Deferred income**

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received.

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2022**

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

#### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including independent examination, strategic management and trustees meetings and reimbursed expenses.

#### **Taxation**

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

#### **Tangible fixed assets**

Individual fixed assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| <b>Asset class</b>    | <b>Depreciation method and rate</b> |
|-----------------------|-------------------------------------|
| Long leasehold        | 2% on cost                          |
| Fixtures and fittings | 10% on cost                         |

#### **Fixed asset investments**

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

#### **Trade debtors**

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2022**

#### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

## Burnley Youth Theatre

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 3 Income from charitable activities

|                                                                | Unrestricted   |                 | Total<br>2022  | Total<br>2021  |
|----------------------------------------------------------------|----------------|-----------------|----------------|----------------|
|                                                                | General<br>£   | Restricted<br>£ | £              | £              |
| Operation of theatre                                           | 110,064        | 143,165         | 253,229        | 282,440        |
| Artistic Programme Commissions                                 | 44,918         | -               | 44,918         | 20,100         |
| BYT Artistic Programme                                         | 34,497         | -               | 34,497         | 3,139          |
| Fundraising                                                    | 4,567          | -               | 4,567          | 567            |
| Business Development                                           | 32,068         | -               | 32,068         | 3,970          |
|                                                                | <u>226,114</u> | <u>143,165</u>  | <u>369,279</u> | <u>310,216</u> |
| Grants received, included in the above, are as follows:        |                |                 |                |                |
| Henry Smith Charity                                            | -              | 62,536          | 62,536         | 74,557         |
| Stocks Massey                                                  | -              | 1,000           | 1,000          | -              |
| Andrew Lloyd Webber Foundation                                 | -              | -               | -              | 15,000         |
| Burnley Rotary Club                                            | -              | -               | -              | 917            |
| Community Foundation for Lancashire - Youth Social Action Fund | -              | -               | -              | 120            |
| RunAway Challenge Fund                                         | -              | -               | -              | 300            |
| BYT Artistic Programme                                         | (1,860)        | -               | (1,860)        | -              |
| Other grants receivable                                        | 7,533          | -               | 7,533          | 14,800         |
| Art Council England                                            | 64,531         | -               | 64,531         | 69,318         |
| Burnley Borough Council                                        | 3,000          | -               | 3,000          | 3,000          |
| Garfield Weston                                                | 15,000         | -               | 15,000         | -              |
| Eric and Margaret Kinder Trust                                 | 20,000         | -               | 20,000         | -              |
| Lancashire Environmental Fund - Entrust                        | -              | -               | -              | 25,400         |
| Cultural Recovery Fund                                         | -              | 58,780          | 58,780         | 59,448         |
| Artistic Programme grants                                      | -              | 20,849          | 20,849         | -              |
|                                                                | <u>108,204</u> | <u>143,165</u>  | <u>251,369</u> | <u>262,860</u> |

#### 4 Investment income

|                                      | Unrestricted | Total<br>2022 | Total<br>2021 |
|--------------------------------------|--------------|---------------|---------------|
|                                      | General<br>£ | £             | £             |
| Dividends receivable                 | 3,767        | 3,767         | 1,813         |
| Interest receivable on bank deposits | 45           | 45            | 22            |
|                                      | <u>3,812</u> | <u>3,812</u>  | <u>1,835</u>  |

# Burnley Youth Theatre

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 5 Other income

|                                          | Unrestricted  | Total         | Total         |
|------------------------------------------|---------------|---------------|---------------|
|                                          | General       | 2022          | 2021          |
|                                          | £             | £             | £             |
| Employment Allowance                     | 4,000         | 4,000         | 4,000         |
| Theatre tax relief                       | 4,863         | 4,863         | 3,380         |
| Insurance claim                          | -             | -             | 1,929         |
| Burnley Borough Council - Covid 19 grant | 10,667        | 10,667        | 24,120        |
| Furlough income                          | -             | -             | 36,642        |
|                                          | <u>19,530</u> | <u>19,530</u> | <u>70,071</u> |

### 6 Expenditure on charitable activities

|                         | Unrestricted   |                | Total          | Total          |
|-------------------------|----------------|----------------|----------------|----------------|
|                         | General        | Restricted     | 2022           | 2021           |
|                         | £              | £              | £              | £              |
| Operation of theatre    | 158,703        | 33,284         | 191,987        | 210,589        |
| Staff costs             | 16,739         | 143,165        | 159,904        | 136,256        |
| Allocated support costs | <u>33,293</u>  | <u>-</u>       | <u>33,293</u>  | <u>28,888</u>  |
|                         | <u>208,735</u> | <u>176,449</u> | <u>385,184</u> | <u>375,733</u> |

In addition to the expenditure analysed above, there are also governance costs of £3,369 (2021 - £2,939) which relate directly to charitable activities. See note for further details.

### 7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2022**

#### **8 Staff costs**

The aggregate payroll costs were as follows:

|                                          | <b>2022</b>    | <b>2021</b>    |
|------------------------------------------|----------------|----------------|
|                                          | <b>£</b>       | <b>£</b>       |
| <b>Staff costs during the year were:</b> |                |                |
| Wages and salaries                       | 146,377        | 126,068        |
| Social security costs                    | 10,620         | 7,970          |
| Pension costs                            | 2,907          | 2,218          |
|                                          | <u>159,904</u> | <u>136,256</u> |

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

|         | <b>2022</b> | <b>2021</b> |
|---------|-------------|-------------|
|         | <b>No</b>   | <b>No</b>   |
| Theatre | <u>10</u>   | <u>12</u>   |

No employee received emoluments of more than £60,000 during the year.

#### **9 Independent examiner's remuneration**

|                                         | <b>2022</b>  | <b>2021</b>  |
|-----------------------------------------|--------------|--------------|
|                                         | <b>£</b>     | <b>£</b>     |
| Examination of the financial statements | <u>3,369</u> | <u>2,939</u> |

#### **10 Taxation**

The charity is a registered charity and is therefore exempt from taxation.

# Burnley Youth Theatre

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 11 Tangible fixed assets

|                       | Land and<br>buildings<br>£ | Furniture and<br>equipment<br>£ | Total<br>£ |
|-----------------------|----------------------------|---------------------------------|------------|
| <b>Cost</b>           |                            |                                 |            |
| At 1 April 2021       | 1,656,653                  | 119,980                         | 1,776,633  |
| At 31 March 2022      | 1,656,653                  | 119,980                         | 1,776,633  |
| <b>Depreciation</b>   |                            |                                 |            |
| At 1 April 2021       | 460,713                    | 119,980                         | 580,693    |
| Charge for the year   | 33,284                     | -                               | 33,284     |
| At 31 March 2022      | 493,997                    | 119,980                         | 613,977    |
| <b>Net book value</b> |                            |                                 |            |
| At 31 March 2022      | 1,162,656                  | -                               | 1,162,656  |
| At 31 March 2021      | 1,195,940                  | -                               | 1,195,940  |

Included within the net book value of land and buildings above is £Nil (2021 - £Nil) in respect of freehold land and buildings and £1,162,656 (2021 - £1,195,940) in respect of leaseholds.

### 12 Fixed asset investments

|                          | 2022<br>£                           | 2021<br>£          |
|--------------------------|-------------------------------------|--------------------|
| Investments              | 86,152                              | 59,517             |
|                          | <b>Listed<br/>investments<br/>£</b> | <b>Total<br/>£</b> |
| <b>Cost or Valuation</b> |                                     |                    |
| At 1 April 2021          | 59,517                              | 59,517             |
| Revaluation              | 5,202                               | 5,202              |
| Additions                | 21,433                              | 21,433             |
| At 31 March 2022         | 86,152                              | 86,152             |
| <b>Net book value</b>    |                                     |                    |
| At 31 March 2022         | 86,152                              | 86,152             |
| At 31 March 2021         | 59,517                              | 59,517             |

# Burnley Youth Theatre

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 13 Debtors

|                | 2022<br>£     | 2021<br>£     |
|----------------|---------------|---------------|
| Trade debtors  | 4,187         | 2,423         |
| Prepayments    | 23,281        | 17,860        |
| Accrued income | 25,487        | 40,693        |
|                | <u>52,955</u> | <u>60,976</u> |

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

|                 | 2022<br>£     | 2021<br>£      |
|-----------------|---------------|----------------|
| Trade creditors | 6,491         | 31,267         |
| Accruals        | 20,323        | 11,201         |
| Deferred income | 36,268        | 65,473         |
|                 | <u>63,082</u> | <u>107,941</u> |

### 15 Funds

|                                     | Balance<br>at 1 April<br>2021<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Balance<br>at 31<br>March<br>2022<br>£ |
|-------------------------------------|------------------------------------|----------------------------|----------------------------|----------------|--------------------------------------------|----------------------------------------|
| <b>Unrestricted</b>                 |                                    |                            |                            |                |                                            |                                        |
| <i>General</i>                      |                                    |                            |                            |                |                                            |                                        |
| Operation of theatre                | 90,411                             | 249,456                    | (208,735)                  | (45,948)       | 5,202                                      | 90,386                                 |
| <i>Designated</i>                   |                                    |                            |                            |                |                                            |                                        |
| Organisational development          | 22,000                             | -                          | -                          | 45,948         | -                                          | 67,948                                 |
| <b>Total unrestricted</b>           | <u>112,411</u>                     | <u>249,456</u>             | <u>(208,735)</u>           | <u>-</u>       | <u>5,202</u>                               | <u>158,334</u>                         |
| <b>Restricted</b>                   |                                    |                            |                            |                |                                            |                                        |
| Leasehold buildings -<br>restricted | 1,195,940                          | -                          | (33,284)                   | -              | -                                          | 1,162,656                              |
| Henry Smith Charity                 | -                                  | 62,536                     | (62,536)                   | -              | -                                          | -                                      |
| Stocks Massey Bequest               | -                                  | 1,000                      | (1,000)                    | -              | -                                          | -                                      |
| Cultural Recovery Fund              | -                                  | 58,780                     | (58,780)                   | -              | -                                          | -                                      |
| Artistic Programme grants           | -                                  | 20,849                     | (20,849)                   | -              | -                                          | -                                      |
|                                     | <u>1,195,940</u>                   | <u>143,165</u>             | <u>(176,449)</u>           | <u>-</u>       | <u>-</u>                                   | <u>1,162,656</u>                       |
| <b>Total funds</b>                  | <u>1,308,351</u>                   | <u>392,621</u>             | <u>(385,184)</u>           | <u>-</u>       | <u>5,202</u>                               | <u>1,320,990</u>                       |

# Burnley Youth Theatre

## Notes to the Financial Statements for the Year Ended 31 March 2022

|                                                                      | Balance<br>at 1 April<br>2020<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Balance<br>at 31<br>March<br>2021<br>£ |
|----------------------------------------------------------------------|------------------------------------|----------------------------|----------------------------|----------------|--------------------------------------------|----------------------------------------|
| <b>Unrestricted</b>                                                  |                                    |                            |                            |                |                                            |                                        |
| <i>General</i>                                                       |                                    |                            |                            |                |                                            |                                        |
| Operation of theatre                                                 | 63,623                             | 186,380                    | (146,707)                  | (22,000)       | 9,115                                      | 90,411                                 |
| <i>Designated</i>                                                    |                                    |                            |                            |                |                                            |                                        |
| Organisational development                                           | -                                  | -                          | -                          | 22,000         | -                                          | 22,000                                 |
| <b>Total unrestricted</b>                                            | <u>63,623</u>                      | <u>186,380</u>             | <u>(146,707)</u>           | <u>-</u>       | <u>9,115</u>                               | <u>112,411</u>                         |
| <b>Restricted</b>                                                    |                                    |                            |                            |                |                                            |                                        |
| Leasehold buildings -<br>restricted                                  | 1,229,224                          | (33,284)                   | -                          | -              | -                                          | 1,195,940                              |
| Henry Smith Charity                                                  | -                                  | 74,557                     | (74,557)                   | -              | -                                          | -                                      |
| Eric and Margaret Kinder<br>Trust                                    | -                                  | 20,000                     | (20,000)                   | -              | -                                          | -                                      |
| Andrew Lloyd Webber<br>Foundation                                    | -                                  | 15,000                     | (15,000)                   | -              | -                                          | -                                      |
| Burnley Rotary Club                                                  | -                                  | 917                        | (917)                      | -              | -                                          | -                                      |
| Community Foundation for<br>Lancashire - Youth Social<br>Action Fund | -                                  | 120                        | (120)                      | -              | -                                          | -                                      |
|                                                                      | <u>1,229,224</u>                   | <u>77,310</u>              | <u>(110,594)</u>           | <u>-</u>       | <u>-</u>                                   | <u>1,195,940</u>                       |
| <b>Total funds</b>                                                   | <u>1,292,847</u>                   | <u>263,690</u>             | <u>(257,301)</u>           | <u>-</u>       | <u>9,115</u>                               | <u>1,308,351</u>                       |

# Burnley Youth Theatre

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 16 Analysis of net assets between funds

|                         | Unrestricted<br>General<br>£ | Restricted<br>£  | Total funds<br>£ |
|-------------------------|------------------------------|------------------|------------------|
| <b>2022</b>             |                              |                  |                  |
| Tangible fixed assets   | -                            | 1,162,656        | 1,162,656        |
| Fixed asset investments | 86,152                       | -                | 86,152           |
| Current assets          | 135,264                      | -                | 135,264          |
| Current liabilities     | (63,082)                     | -                | (63,082)         |
| Total net assets        | <u>158,334</u>               | <u>1,162,656</u> | <u>1,320,990</u> |
|                         |                              |                  |                  |
|                         | Unrestricted<br>General<br>£ | Restricted<br>£  | Total funds<br>£ |
| <b>2021</b>             |                              |                  |                  |
| Tangible fixed assets   | -                            | 1,195,940        | 1,195,940        |
| Fixed asset investments | 59,517                       | -                | 59,517           |
| Current assets          | 160,835                      | -                | 160,835          |
| Current liabilities     | (107,941)                    | -                | (107,941)        |
| Total net assets        | <u>112,411</u>               | <u>1,195,940</u> | <u>1,308,351</u> |

### 17 Mortgage

On 28th June 2005, The Arts Council of England obtained a legal charge over the land, and buildings erected there on, known as Burnley Youth Theatre, Queens Park Road, Burnley, amounting to £365,000.

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# Accounts

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Company registration number: 03178207

Charity registration number: 1054763

# Burnley Youth Theatre

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2021

KM  
1st Floor, Block C  
The Wharf  
Manchester Road  
Burnley  
Lancashire  
BB11 1JG

# **Burnley Youth Theatre**

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## **Burnley Youth Theatre**

### **Reference and Administrative Details**

|                                    |                                                                                                                                                         |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>                    | Mrs K Allen<br>Mr A Anwar<br>Mrs D Ashby<br>Mr S L Cook<br>Mrs L Dixon<br>Mr P Kenyon<br>Mrs R J Livermore<br>Mrs S Martin<br>Mr A Preston<br>Mr J Shaw |
| <b>Secretary</b>                   | Mrs K Metcalfe                                                                                                                                          |
| <b>Principal Office</b>            | Quarry Theatre<br>Queens Park Road<br>Burnley<br>Lancashire<br>BB10 3LB                                                                                 |
| <b>Registered Office</b>           | Quarry Theatre<br>Queens Park Road<br>Burnley<br>Lancashire<br>BB10 3LB                                                                                 |
| <b>Company Registration Number</b> | 03178207                                                                                                                                                |
| <b>Charity Registration Number</b> | 1054763                                                                                                                                                 |
| <b>Bankers</b>                     | Unity Trust Bank PLC<br>4 Oozells Square<br>Birmingham<br>B1 2HB                                                                                        |
| <b>Independent Examiner</b>        | KM<br>1st Floor, Block C<br>The Wharf<br>Manchester Road<br>Burnley<br>Lancashire<br>BB11 1JG                                                           |

# **Burnley Youth Theatre**

## **Strategic Report for the Year Ended 31 March 2021**

### **SUMMARY REVIEW BY THE CHAIR**

It was an unprecedented year that tested the resilience of our organisation like never before. Without a doubt we would not have been able to meet these challenges if it wasn't for our strong governance, management and focus on risk planning. We demonstrated our ability to innovate, adapt and learn from the rapidly changing situation. It is also fortunate that we ended the previous year in a relatively good financial position, as we began this one with having to close our facilities in the first lockdown.

We were especially adept at accessing a number of available Covid related sources of funding, moving swiftly to place staff on furlough and claim from the Business Support Schemes, with staff moving to home, online, part-time and flexible working patterns for a large part of the year.

We had a 100% track record in accessing grants applied for from the Cultural Recovery Fund and in addition received a substantial Emergency Grant from the Henry Smith Charity. We were also grateful to our existing main funders for the flexibility they offered in postponing and agreeing to alternative delivery of our outcomes and we secured an extension of funding from the Eric and Margaret Kinder Trust. As a result we were able to protect the jobs of all our core staff and freelancers and cover losses of expected earned income.

During the multiple lockdowns and various restrictions we were able to continue to provide a programme of activities, albeit much reduced, especially around online provision. We were especially dynamic in seizing this opportunity to develop new relationships and ways of delivering.

We were able to build our skills and experience as an organisation in the use of digital and new technologies, not only around our artistic activities, but in transforming our organisational business processes and practices. As part of our digital transformation we began work on refreshing our branding, website and booking processes and made plans for a centralised relationship management system and strengthened data monitoring. We also invested substantially in a wide-range of staff training and development opportunities.

We gave attention to investing in major outstanding repairs and maintenance, completing our main building roof replacement, upgrading some of our theatre technical equipment and upgrades such as LED conversion of all our office and main spaces as part of our drive to improve our environmental credentials.

As a result of a much reduced programme over the year and leveraging special grants, we were able to build our reserves to levels previously identified as needed to meet any future challenges.

Our Artistic Director/CEO returned from maternity leave just before the start of the year and our Chair returned to the Board after standing down to cover the CEO aspects of that maternity cover. We welcomed a new Engagement Manager and Youth Arts Outreach Worker to the team and towards the end of the year our Education Manager returned from maternity leave. In recognition of the extra needs for online provision and marketing we increased the hours for our Marketing and Social Media Coordinator.

The year ended with as much uncertainty as it began and we continue to plan for worse case scenarios. Going forward we identified the need to remain flexible and continue to build our financial resilience. We have identified the need to focus on finding new sources of funding to sustain our Outreach Programme, planning for the next round of Arts Council NPO funding and priorities, and begin planning for our 50th Anniversary in 2023. In addition we will be refreshing our Board of Trustees and putting in place maternity cover for our AD/CEO.

Anthony Preston, Chair of Trustees

# **Burnley Youth Theatre**

## **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2021.

### **Objectives and activities**

#### **Objectives and aims**

The Charity's objects are specifically restricted to the following:

To act as a resource for young people and children living in Lancashire by providing advice and assistance and organising programmes of activity, training and education as a means of:

A) Advancing in life and helping young people and children, improving their health and overall well-being by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals.

B) Advancing education and training in all aspects of arts and culture.

C) Providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of such persons.

### **Our Vision**

All children and young people will access high quality arts and culture.

### **Our Mission**

Creatively inspiring and challenging young people to take their next steps.

### **Our Values**

We value artistic quality and integrity in all the work that we do.

We value giving opportunities to children, young people and families no matter what their background. We value the education, training and development of children and young people.

We value the aspirations of children and young people and support them to realise their potential. We value the views of young people and always strive to give them a voice.

We value, embrace and celebrate equality and diversity.

We value best practice in the treatment and safeguarding of young people, staff and volunteers in a safe environment.

## **ARTISTIC REVIEW**

### **Covid-19**

The whole of 2020/21 was dominated by the Covid-19 crisis. When the first lockdown hit in March 2020, we adapted our programme almost overnight to offer a small online programme for participants and audiences including Facebook Live sessions, interactive Zoom sessions and recorded YouTube content to keep our engagement active and extend our reach into new online communities. As we moved through 2020/21 our digital skills, capacity and expertise improved and we were able to deliver a full programme of creative and cultural activity across all of our programmes including Youth Theatre, Professional Theatre, Outreach, Education and Training.

# **Burnley Youth Theatre**

## **Trustees' Report**

### **Inclusive Youth Theatre, Workshops and Productions**

Our Youth Theatre offer mainly took place online during 2020/21 with just 5 weeks of activity being delivered face to face at our theatre. We took the opportunity to refocus our offer and go back to our roots of theatre, redesigning the names of our workshops and reducing the number of weekly workshops in line with the demand that we faced during the multiple lockdowns. We offered weekly theatre workshops for ages 3 - 18 (up to 25 for young people with learning difficulties or disabilities) as well as family workshops for Early Years. We continued to deliver our specialist workshops including After The Rain (for young people who identify as LGBTQ+), Theatre for Change and Connect (for children and young people with disabilities). We were unable to produce any full scale theatre productions during this year due to Covid-19 restrictions however all youth theatre groups produced digital content including performances, short films, comic strips and podcasts. We also provided free Masterclass which took place online where children and young people could work with a nationally renowned artist to develop their skills in areas such as Acting for Screen, Directing, Stage Combat, Rapping and Magic.

We have continued to run our Step In Programme this year which is a focused project which aims to 'step in' children, young people and families into our organisation who may not normally attend. By providing financial support for free workshop spaces and breaking down accessibility barriers including providing devices, we have provided financial support for 15 children and young people to attend regular weekly activities.

### **Byteback Theatre Productions**

Our in-house professional theatre company Byteback Theatre has continued to offer professional training and work experience for young people aged 16 - 25. Although the company were unable to go to the Edinburgh Fringe Festival in 2020 due to it being cancelled, they have adapted digitally and reached new audiences through digital tours to schools, arts venues, community groups and people's homes.

This year's productions include:

- Jack and The Beanstalk - an alternative Christmas production which toured digitally via Zoom with 14 school performances, 1 community performance and 1 public performance, reaching 776 audience members
- Land of Nod - originally made in 2018, this show which was created and performed by an emerging LGBTQ+ artist, was adapted for Zoom with technical investment to create a 4 camera live stream which toured 14 performances including The Lowry, Z Arts and Cambridge Junction and reached 367 audience members in their homes
- Mass Storytelling performances - two performances of well known children's books Ruby's Worry and Today I am Strong for World Book Day streamed into 170 screens within schools and homes, reaching 773 audience members

### **Professional Productions**

Although we were unable to present any professional productions at our venue during 2020/21, we curated a Digital Storytelling Festival during February half term in collaboration with the Big Imaginations consortium. We programmed 4 digital productions as part of the festival and reached 281 audience members. The digital shows included:

- When Trolls Try to Eat Your Goldfish by Dommy B - an interactive Zoom storytelling performance for ages 5+ with an LGBTQ+ cast
- Curious Investigators by One Tenth Human - a Zoom adventure for 3 - 6 year olds with a BAMER cast and diverse creative team
- What Once Was Ours - a pre recorded stream and Watch Party for 11+ which had a diverse creative team and tackled issues such as racism, immigration and Brexit

# **Burnley Youth Theatre**

## **Trustees' Report**

### **Outreach**

Our outreach programme has continued to focus on youth and family engagement, working hard to engage communities across Burnley and the surrounding areas via Zoom, WhatsApp and some face to face delivery. In 2020/21 we delivered 40 taster sessions and 16 projects, engaging 1621 children, young people and families through this strand. Our work targeted local people who are facing disadvantage including BAMER communities (44% of participants), people from low socio-economic backgrounds (75% of participants living in the top 20 percentile for deprivation) and people with disabilities (10% of participants).

We aimed to tackle issues that were relevant to our area, delivering projects which have explored mental health and resilience, disability and inclusion and ESOL integration. We have worked in partnership with local schools, colleges, special schools and alternative education settings / pupil referral units as well as local youth and community centres. We have worked with voluntary sector organisations / groups locally including Young Carers, West End Burnley and Participation Works.

Key outreach projects we have delivered include:

#### **ESOL Project**

The ESOL for Integration Project was funded by Burnley Borough Council and worked with adults learning English as an additional language. The sessions were used to develop confidence, social skills and inclusion whilst developing language. Due to Covid restrictions, the project was delivered online, over WhatsApp and pre-recorded vocab videos posted to Youtube.

#### **Holly Grove One Connect Project**

The Holly Grove One Connect Project was delivered in person at the primary school. We worked with 2 classes of pupils with multiple learning needs and disabilities. The sessions were creatively delivered centering around sensory play, language development, social interaction and confidence building.

#### **Round Our Way**

Round Our Way was a commission project from Westend Community Centre. The project focused on working with 3 local schools to develop a narrative around what their community means to them and how they can define it. Working with drama practitioners, a visual artist and a poet, the schools were able to create a community ballot for people to vote for the top 3 words to define their community and use this for future community engagement.

### **Education**

During 2020/21, we have worked in 16 school settings including primary, secondary, special schools and pupil referral units both in Burnley and across Lancashire. Working both virtually and face to face when possible, we have delivered curriculum-based work including subject hook days, SEAL / PSHE curriculum work including wellbeing and resilience and creative days including World Book Day and bringing historical characters to life. As well as one off days and projects with schools, we have continued to develop long term relationships with key schools who have embedded us in their teaching plans, CPD and long-term vision for how their pupils engage with the arts. We have also continued to deliver Arts Award and in 2020/21, supported 72 children and young people to achieve an Arts Award qualification as well as supporting one local school to achieve Arts Mark status.

- 1 paid Workshop Support Trainee aged 17 who gave support to Zoom workshops and events
- 11 Youth Board volunteers aged 11 - 18 (up to 25 for LDD) who have gained skills as workshop leaders, facilitators and have led collaboration workshops with other youth theatre groups across the UK
- 3 performance opportunities for emerging performers aged 18 - 25 through our in house professional theatre company Byteback Theatre
- 31 artists engaged to deliver our creative programme including UK wide artists for our online delivery
- Increased training and development opportunities for staff and artists as training became more accessible when delivered virtually both in terms of cost and capacity/time needed to attend

# **Burnley Youth Theatre**

## **Trustees' Report**

### **Challenges and Opportunities**

The most obvious challenge of 2020/21 has been the Covid-19 crisis. Our building was closed to the public for most of the year with just a few short weeks in the Autumn when we were able to welcome participants albeit with strict Covid Secure protocols. Although Covid-19 has brought about a number of challenges, it has also brought some positive changes and opportunities to the organisation including:

### **Digital Development**

We adapted our way of working very quickly when we went into lockdown in March 2020, moving our work online and trying out our initial ideas. During 2020/21, we upskilled our staff and artists, ensured that our participants had the necessary digital knowledge and devices / data to participate online and invested in digital equipment to enhance our digital output. Our digital work has had almost 1500 active participants, almost 10,000 views and 2000 audience members.

### **Environmental Progress**

Moving our work to an almost fully digital programme has allowed us to make steep progress in terms of our Environmental responsibility and ambitions. As well as delivering our creative programme digitally, we have moved the majority of our operational systems online and have made bold steps to becoming a paperless organisation. We have also been able to reduce the organisation's carbon footprint by working from home and attending local, regional and national meetings, networks and training virtually.

### **Artist Development**

Working in a virtual environment has enabled us to widen the reach of the artists we engage. We have increased the number of artists we have worked with this year and have been able to bring in artists with more diversity and different lived experiences from across the UK to deliver our online programme.

### **Collaboration**

We have developed our relationship with the National Association of Youth Theatre's during 2020/21, attending regular network meetings as a way of gaining support from the youth theatre sector and leading on collaborative projects with youth theatres across the county. These have included bringing our Youth Board together virtually with other groups including Haringey Shed and Oast Youth Theatre and co-commissioning creative Masterclasses to allow young people from different backgrounds to work together.

### **Training and Talent Development**

Our usual unique training programme for children, young people and young adults (aged 11 - 25) offers a mix of volunteer opportunities across both creative and operational aspects of working in theatre alongside paid training opportunities for those who want to pursue a career in the arts. Unfortunately, due to the Covid-19 pandemic, we have not been able to offer the same formal opportunities that we normally do due to funding constraints, caps on numbers in workshops and our building generally being closed for the majority of 2020/21. We have however still strived to prioritise the development of our volunteers, trainees, artists and staff members in the following ways:

# Burnley Youth Theatre

## Trustees' Report

### Impact

Burnley Youth Theatre has reached 3096 participants and 1999 audience members across the breadth of our programme during 2020/21. We have recorded various impacts on participants, audience members and partners during 2020/21. Below are some feedback quotes taken in person, from feedback forms or from social media as well as two case studies which give a more in depth understanding of the work we have delivered this year:

*"Although I'm not pursuing a career in the acting industry, everything I learnt here will be carried with me as life long lessons. The shy person I used to be seems so far in the past now and Youth Theatre has truly built me into a much stronger and more confident person."* (Participant, Young Actors)

*"It's like my second home, I always feel welcome and included here"* (Participant, Youth Board)

*"I love coming to these classes, getting out of the house and seeing everyone. Lockdown has been so isolating for new mums and this class has really helped."* (Parent, Creative Families)

*"Scott has found the zoom sessions brilliant. He has enjoyed it every week and got so much from it. He wishes he could do a class like this every day"* (Carer, Adult Connect Disability workshop)

*"After the Rain as been one of the best and most comfortable workshops my Leona has been apart of...its been the best guidance and support for Leona as they are now starting to figure out for themselves who they actually are"* (Parent, After The Rain LGBTQ+ workshop)

*"We loved the Live Zoom performance! It's great to still enjoy theatre during this time. Thank you so much BYT"*  
(Audience Member, Land Of Nod)

*"On behalf of us all in year 1, I just wanted to say thank you! A very aptly chosen book as many of our children do have worries as they come back to school next week after being in lockdown. A great and interactive session."*  
(Teacher, World Book Day performance)

### Case Study - Holly Grove One Connect Disability Project

The Holly Grove One Connect Disability Project started during Lockdown 3 of the Coronavirus Pandemic. The students during the past 9 months faced changes in routine and creative stimulation, due to restrictions on staffing and support for them. This has had a large impact on their behaviour and well-being. Integrating back into school life was challenging at times.

At the beginning of the project the whole group were reluctant to engage and struggled speaking and communicating with each other since being apart and unsettled class changes over the past 9 months. The class quickly made progress growing in confidence and engaging in creative stimulation. They all individually have had moments of speaking out loud and jumping up and down with happiness whilst taking part.

One student in particular had difficulty with behaviour engaging in the project, but week by week Dylan has stayed longer and longer and now will stay engaged during the whole session and even joins in songs and movement. Dylan is usually partially non verbal and will not speak at all unless given options of two things e.g a dinosaur or a train. Dylan now is not waiting for options from staff but communicating using actions and performing what he wants to say out loud with peers.

Feedback from teachers at Holly Grove Special School:

*"I can't believe they all are joining in as much as they are, I was a bit dubious with how many would join in but even the non verbal are enjoying drama just as much as the verbal students which is just great to see"*

# **Burnley Youth Theatre**

## **Trustees' Report**

*"We have sent Dylan's mum some videos that we have taken in class and she was very emotional when she dropped him off in the morning as she couldn't believe he joins in and gets involved, it's something he rarely does - especially after having so much change in routine during the pandemic"*

### **Case Study - ESOL Project**

Naza was not very confident at the beginning of the project, she was shy and quiet while speaking however over the weeks as myself and the other practitioner worked with her, she has slowly come out of her shell a lot! Naza has a passion for food and cooking, we practice a lot of conversations and scenarios around this subject. She would like to run her own restaurant one day serving Kurdish cuisine. A couple of weeks ago on Zoom, Naza took us through how to cook chicken and rice Kurdish style step-by-step. All the while, we were writing in the chat the things Naza was saying. It got to the end of the session and we asked Naza to go back through to the chat and read back to us all her instructions. She did really well, and despite stumbling over a few words, read the whole thing back to us with minimal interjections from us as practitioners. Her pronunciation and vocabulary has improved dramatically, as has her confidence. She got to the end of her reading and her daughter, sitting beside her, was whooping "go mum!" We were all very proud of her improvements. Despite Zoom not being ideal and trouble with devices and internet connection, I think Naza has thrived. We have been able to give participants more focused attention, two-to-one, and not had to communicate from behind a mask.

### **Equality and Diversity**

During 2020/21 our artistic programme has worked with diverse artists, programmed and produced work with diverse themes and accessible content and provided creative activities for diverse groups.

### **Professional Theatre Programme**

We programmed 4 professional productions in 2020/21. 76% of the production's artistic teams were diverse including BAMER, LGBTQ+ and disabled. 50% of the productions had diversity embedded in the theme or content including racism, immigration and mental health. We programmed a number of our shows through the Big Imaginations Network which has a specific focus on diverse work.

### **Youth Theatre Programme**

Once we got into regular online delivery, we ran around 12 workshops for children, young people and families each week. Over 30% of our workshop programme is aimed at diverse groups including disabled and LGBTQ+ young people. We have a number of participants from protected characteristic groups including 15% who are disabled, 8% who are from BAMER backgrounds and 52% who are from areas of socio-economic deprivation.

All of our workshops and productions are planned with our Youth Board, a diverse group of young people who represent the participants and our Artistic Director/CEO and Arts Team with input at Board level when required.

### **Training**

We have provided 1 paid opportunity for a diverse arts worker during 2020/21 and 12 volunteer opportunities via our Youth Board. This is not in line with our usual training offer and we hope to bring this back to normal standards during 2021/22.

### **Board and Workforce**

We are proud that we have been able to maintain our commitment to diversity during a difficult period, however there are always improvements to make to ensure our organisation represents our local community and contemporary England. In our workforce (staff, volunteers, artists and Board) for 2020/21, 22% identify as disabled, 10% are from Black, Asian or Minority Ethnic backgrounds, 51% live in the lowest 20 percentile of deprivation and 16% identify as LGBTQ+. We have a robust Equality and Diversity Action Plan for 2021/22 with SMART objectives to support us to achieve our diversity goals.

# **Burnley Youth Theatre**

## **Trustees' Report**

### **Addressing Barriers**

The organisation is shaped around providing accessibility for people from protected characteristic groups. Examples of things we put in place to engage more diverse people are:

- We provide specialist workshops for children, young people and adults from protected characteristic groups including our Connect Disability workshops and our LGBTQ+ workshop After The Rain.
- We deliver a large programme of work with community partners including in schools and outreach settings (face to face and virtually) to encourage children, young people and families to participate with and engage in the arts, removing key barriers including transport, cost and lack of access to digital devices. In 2020/21, 44% of these participants are from BAMER backgrounds and 75% are from the lowest 20 percentile of deprivation. We delivered this work in partnership with local voluntary sector organisations to ensure we are working with the experts to understand the barriers to engagement and challenges facing each particular group
- We have a number of transgender / nonbinary young people who access our provision as participants, audience, staff members and volunteers. We provide training for all staff about gender identity and terminology to ensure an inclusive environment where they feel comfortable and supported. We have a gender-neutral toilet and offer gender neutral dressing rooms for our productions. Our monitoring and equal opportunities forms discuss gender in terms of identity rather than asking 'what gender are you?'
- We have a fully accessible venue for disabled people with a flat, open space in both of our buildings which is easily accessible for wheelchair users or people with other physical disabilities. We have disabled toilets in both buildings, a stairlift for anyone needing to access the tech box and an integrated hearing loop for audiences. A number of our professional shows include little spoken word and often include integrated sign language or Makaton, making them more accessible to deaf and disabled audiences. All of our staff undertake regular disability awareness / inclusion training
- We have specific programmes and funding in place to increase the BAMER diversity of our youth theatre workshops and productions and resources set aside to break down the barriers of engagement including money for transport, bursary places, free tickets for shows and translators
- We have always worked on a donation basis for attendance of workshops and being part of a production at Burnley Youth Theatre. We offer 50 bursary places per year through our Step In Programme - aimed at children, young people and families from low socio-economic backgrounds (who may also fall into the other protected characteristic groups of BAMER and disability). Participants can attend workshops and rehearsals for free and have free tickets to shows in order to step them into the arts for the first time
- The Step In Programme also allows us to offer paid training and development opportunities to diverse artists and workforce so we can be more representative and our community can see themselves reflected when they attend Burnley Youth Theatre
- We continue to put diversity at the forefront of our recruitment with a statement 'Diversity is welcomed at Burnley Youth Theatre and applicants from diverse backgrounds are encouraged to apply' being included in all of our job adverts and training opportunities

### **Public benefit**

The Trustees of Burnley Youth Theatre are aware of the guidance provided by the Charity Commission in regards to providing Public Benefit and believe that the organisation continues to provide high quality arts activities for all young people. The programme of activities are diverse, and our donation scheme ensures that a person's ability to pay is not a barrier to accessing our activities. In addition the continuing development of our outreach and education programmes also ensures that our activities are not limited geographically, and enable our work to compliment other arts activities on offer in Pennine Lancashire. We believe that our work not only impacts on the young people taking part but also on the families and audiences that engage, view and experience the diversity of the organisation's offer.

### **FINANCIAL REVIEW**

#### **Investment policy**

The Trustees have chosen to invest free reserves into Charifund Investment Units.

# **Burnley Youth Theatre**

## **Trustees' Report**

### **Reserves policy**

At the year-end free reserves held, not invested in equipment etc. amounted to £112,411. This is £90,411 free reserves and £22,000 designated by the trustees for organisational development (website & CRM). The Trustees stipulate that the reserves should be at least £87,000 in order that the organisation can continue its activities in the short term, maintaining staff levels and ensuring that overhead costs can be met. The free reserves are primarily held within Charifund Investment Units and the Scottish Widows savings account.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

Burnley Youth Theatre is a Company Limited by Guarantee and a registered Charity. The company is governed by its Memorandum and Articles of Association dated 28th March 2012.

### **Recruitment and appointment of new trustees**

Trustees are recruited to Burnley Youth Theatre based on skills, experience and knowledge. The board annually assess strengths and weaknesses across the Trustees and proactively recruit to fill known gaps within the board.

Trustees are appointed on an annual basis at the Annual General Meeting. Trustees may appoint a person willing to act as an additional trustee before an Annual General Meeting is held; however, their continuation as a Trustee is ratified at the next Annual General Meeting. As detailed in the Memorandum and Articles of Association, one third of the Trustees retire by rotation. No person under the age of 18 may be appointed as a Trustee.

### **Organisational structure and decision making**

The Board of Trustees administers the charity. The Board of Trustees includes a Chair, Vice-Chair, Finance Director and a Company Secretary. The Company Secretary may be a Trustee or a member of staff. The Board appoints people to these roles on an annual basis.

The CEO/Artistic Director are appointed by the Board of Trustees to manage the day-to-day operations of the Charity. To facilitate effective operations they have delegated authority, within terms of delegation approved by the Trustees, for operational matters including finance, employment and artistic activity.

### **Induction and training of new trustees**

New Trustees receive an induction with the Chair of Trustees and the Senior Leadership Team of Burnley Youth Theatre. They are introduced to the organisation and given information on the current organisational priorities. They are also inducted on their legal obligations as a Charity Trustee and Company Director. As part of their induction Trustees are given a range of useful documents, such as: The Charity Commission's Essential Trustee Report, Burnley Youth Theatre's Business Plan, Artistic Development Plan, Audience Development Plan and the organisation's Equality Action Plan.

All Trustees are encouraged to attend training and keep up to date with changes in relation to their role with Burnley Youth Theatre. Opportunities include engaging with Young Lancashire Trustee training courses, attending Trustee conferences, and attending in-house training sessions.

### **Related parties**

Burnley Youth Theatre receives essential funding from Arts Council England and Burnley Borough Council. However, the Charity is independent of these funding bodies and they do not play a role in the governance of the organisation. They do however advise and support the Board of Trustees when invited.

### **Risk management**

The Trustees have a duty to identify and review the risks to which Burnley Youth Theatre is exposed and to ensure appropriate controls are in place to mitigate those risks. Burnley Youth Theatre conducts an annual risk review that identifies any potential risks to the continuing operation of the organisation. The relevant board committees ensure that appropriate controls are identified and put in place to provide reasonable assurance against the risks occurring.

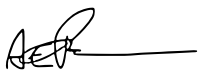
## **Burnley Youth Theatre**

### **Trustees' Report**

#### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 2 December 2021 and signed on its behalf by:



.....  
Mr A Preston  
Trustee

## **Burnley Youth Theatre**

### **Independent Examiner's Report to the trustees of Burnley Youth Theatre**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 13 to 24.

#### **Respective responsibilities of trustees and examiner**

As the charity's trustees of Burnley Youth Theatre (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of Burnley Youth Theatre 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 your 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**

Since Burnley Youth Theatre's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Charity Independent Examiners, which is one of the listed bodies.

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

1. accounting records were not kept in respect of Burnley Youth Theatre as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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



.....  
Mark Heaton FCCA FCIE DChA  
KM  
1st Floor, Block C  
The Wharf  
Manchester Road  
Burnley  
Lancashire  
BB11 1JG

2 December 2021

## Burnley Youth Theatre

### Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

|                                   | Note | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2021<br>£      | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2020<br>£      |
|-----------------------------------|------|----------------------------|--------------------------|-------------------------|----------------------------|--------------------------|-------------------------|
| <b>Income from:</b>               |      |                            |                          |                         |                            |                          |                         |
| Donations                         | 3    | -                          | -                        | -                       | 45,408                     | -                        | 45,408                  |
| Charitable activities             | 4    | 114,474                    | 195,742                  | 310,216                 | 159,729                    | 98,951                   | 258,680                 |
| Other trading activities          | 5    | -                          | -                        | -                       | 10,866                     | -                        | 10,866                  |
| Investment income                 | 6    | 1,835                      | -                        | 1,835                   | 2,128                      | -                        | 2,128                   |
| Other income                      | 7    | 70,071                     | -                        | 70,071                  | 24,721                     | -                        | 24,721                  |
| Total income                      |      | <u>186,380</u>             | <u>195,742</u>           | <u>382,122</u>          | <u>242,852</u>             | <u>98,951</u>            | <u>341,803</u>          |
| <b>Expenditure on:</b>            |      |                            |                          |                         |                            |                          |                         |
| Charitable activities             | 8    | <u>(146,707)</u>           | <u>(229,026)</u>         | <u>(375,733)</u>        | <u>(212,620)</u>           | <u>(132,235)</u>         | <u>(344,855)</u>        |
| Total expenditure                 |      | <u>(146,707)</u>           | <u>(229,026)</u>         | <u>(375,733)</u>        | <u>(212,620)</u>           | <u>(132,235)</u>         | <u>(344,855)</u>        |
| Gains/losses on investment assets |      | <u>9,115</u>               | <u>-</u>                 | <u>9,115</u>            | <u>(8,737)</u>             | <u>-</u>                 | <u>(8,737)</u>          |
| Net income/(expenditure)          |      | <u>48,788</u>              | <u>(33,284)</u>          | <u>15,504</u>           | <u>21,495</u>              | <u>(33,284)</u>          | <u>(11,789)</u>         |
| Net movement in funds             |      | 48,788                     | (33,284)                 | 15,504                  | 21,495                     | (33,284)                 | (11,789)                |
| <b>Reconciliation of funds</b>    |      |                            |                          |                         |                            |                          |                         |
| Total funds brought forward       |      | <u>63,623</u>              | <u>1,229,224</u>         | <u>1,292,847</u>        | <u>42,128</u>              | <u>1,262,508</u>         | <u>1,304,636</u>        |
| Total funds carried forward       | 16   | <u><u>112,411</u></u>      | <u><u>1,195,940</u></u>  | <u><u>1,308,351</u></u> | <u><u>63,623</u></u>       | <u><u>1,229,224</u></u>  | <u><u>1,292,847</u></u> |

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 16.

**Burnley Youth Theatre**  
**(Registration number: 03178207)**  
**Balance Sheet as at 31 March 2021**

|                                                       | Note | 2021<br>£        | 2020<br>£        |
|-------------------------------------------------------|------|------------------|------------------|
| <b>Fixed assets</b>                                   |      |                  |                  |
| Tangible assets                                       | 12   | 1,195,940        | 1,229,224        |
| Investments                                           | 13   | <u>59,517</u>    | <u>30,402</u>    |
|                                                       |      | <u>1,255,457</u> | <u>1,259,626</u> |
| <b>Current assets</b>                                 |      |                  |                  |
| Debtors                                               | 14   | 60,976           | 16,674           |
| Cash at bank and in hand                              |      | <u>99,859</u>    | <u>80,514</u>    |
|                                                       |      | 160,835          | 97,188           |
| <b>Creditors: Amounts falling due within one year</b> | 15   | <u>(107,941)</u> | <u>(63,967)</u>  |
| <b>Net current assets</b>                             |      | <u>52,894</u>    | <u>33,221</u>    |
| <b>Net assets</b>                                     |      | <u>1,308,351</u> | <u>1,292,847</u> |
| <b>Funds of the charity:</b>                          |      |                  |                  |
| <b>Restricted income funds</b>                        |      |                  |                  |
| Restricted funds                                      |      | 1,195,940        | 1,229,224        |
| <b>Unrestricted income funds</b>                      |      |                  |                  |
| Unrestricted funds                                    |      | <u>112,411</u>   | <u>63,623</u>    |
| <b>Total funds</b>                                    | 16   | <u>1,308,351</u> | <u>1,292,847</u> |

For the financial year ending 31 March 2021 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 charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 13 to 24 were approved by the trustees, and authorised for issue on 2 December 2021 and signed on their behalf by:



.....  
Mr A Preston  
Trustee

# **Burnley Youth Theatre**

## **Notes to the Financial Statements for the Year Ended 31 March 2021**

### **1 Charity status**

The charity is limited by guarantee, incorporated in , and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Quarry Theatre  
Queens Park Road  
Burnley  
Lancashire  
BB10 3LB

These financial statements were authorised for issue by the trustees on 2 December 2021.

### **2 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

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

#### **Statement of compliance**

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). They also comply with the Companies Act 2006 and Charities Act 2011.

#### **Basis of preparation**

Burnley Youth Theatre 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 notes.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### **Income**

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

#### **Deferred income**

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Taxation**

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

#### **Tangible fixed assets**

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| <b>Asset class</b>    | <b>Depreciation method and rate</b> |
|-----------------------|-------------------------------------|
| Long leasehold        | 2% on cost                          |
| Fixtures and fittings | 10% on cost                         |

#### **Fixed asset investments**

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### **Trade debtors**

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

#### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

### **3 Income from donations**

|                            | <b>Total<br/>2021<br/>£</b> | <b>Total<br/>2020<br/>£</b> |
|----------------------------|-----------------------------|-----------------------------|
| Donations;                 |                             |                             |
| Donations from individuals | -                           | 45,408                      |
|                            | -                           | 45,408                      |

# Burnley Youth Theatre

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 4 Income from charitable activities

|                                                                | Unrestricted funds | Restricted funds | Total 2021     | Total 2020     |
|----------------------------------------------------------------|--------------------|------------------|----------------|----------------|
|                                                                | General            |                  |                |                |
|                                                                | £                  | £                | £              | £              |
| Operation of theatre                                           | 87,118             | 195,322          | 282,440        | 165,316        |
| Artistic Programme Commissions                                 | 19,680             | 420              | 20,100         | 38,061         |
| BYT Artistic Programme                                         | 3,139              | -                | 3,139          | 14,829         |
| Fundraising                                                    | 567                | -                | 567            | 31,367         |
| Business Development                                           | 3,970              | -                | 3,970          | 9,107          |
|                                                                | <u>114,474</u>     | <u>195,742</u>   | <u>310,216</u> | <u>258,680</u> |
| Grants received, included in the above, are as follows:        |                    |                  |                |                |
| Henry Smith Charity                                            | -                  | 74,557           | 74,557         | 45,007         |
| Eric and Margaret Kinder Trust                                 | -                  | 20,000           | 20,000         | 20,000         |
| Andrew Lloyd Webber Foundation                                 | -                  | 15,000           | 15,000         | 18,595         |
| Burnley Rotary Club                                            | -                  | 917              | 917            | 583            |
| Community Foundation for Lancashire - Youth Social Action Fund | -                  | 120              | 120            | 4,066          |
| Cliviger Parish Fund                                           | -                  | -                | -              | 6,000          |
| Community Foundation for Lancashire - Christal Foundation      | -                  | -                | -              | 3,000          |
| RunAway Challenge Fund                                         | -                  | 300              | 300            | 1,700          |
| Grants receivable                                              | 14,800             | -                | 14,800         | -              |
| Art Council England                                            | 69,318             | -                | 69,318         | 63,365         |
| Burnley Borough Council                                        | 3,000              | -                | 3,000          | 3,000          |
| Lancashire Environmental Fund - Entrust                        | -                  | 25,400           | 25,400         | -              |
| Cultural Recovery Fund                                         | -                  | 59,448           | 59,448         | -              |
|                                                                | <u>87,118</u>      | <u>195,742</u>   | <u>282,860</u> | <u>165,316</u> |

### 5 Income from other trading activities

|                | Total 2021 | Total 2020    |
|----------------|------------|---------------|
|                | £          | £             |
| Trading income | <u>-</u>   | <u>10,866</u> |

# Burnley Youth Theatre

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 6 Investment income

|                                      | Unrestricted funds |              |              |
|--------------------------------------|--------------------|--------------|--------------|
|                                      | General            | Total        | Total        |
|                                      | £                  | 2021         | 2020         |
|                                      |                    | £            | £            |
| Dividends receivable                 | 1,813              | 1,813        | 2,124        |
| Interest receivable on bank deposits | 22                 | 22           | 4            |
|                                      | <u>1,835</u>       | <u>1,835</u> | <u>2,128</u> |

### 7 Other income

|                                          | Unrestricted funds |               |               |
|------------------------------------------|--------------------|---------------|---------------|
|                                          | General            | Total         | Total         |
|                                          | £                  | 2021          | 2020          |
|                                          |                    | £             | £             |
| Employment Allowance                     | 4,000              | 4,000         | 3,000         |
| Theatre tax relief                       | 3,380              | 3,380         | 5,054         |
| Foyer Development                        | -                  | -             | 2,500         |
| Flood Income - Counter                   | -                  | -             | 14,167        |
| Insurance claim                          | 1,929              | 1,929         | -             |
| Burnley Borough Council - Covid 19 grant | 24,120             | 24,120        | -             |
| Furlough income                          | 36,642             | 36,642        | -             |
|                                          | <u>70,071</u>      | <u>70,071</u> | <u>24,721</u> |

### 8 Expenditure on charitable activities

|                         | Unrestricted funds |                  |                |                |
|-------------------------|--------------------|------------------|----------------|----------------|
|                         | General            | Restricted funds | Total          | Total          |
|                         | £                  | £                | 2021           | 2020           |
|                         |                    |                  | £              | £              |
| Operation of theatre    | 77,637             | 132,952          | 210,589        | 186,250        |
| Staff costs             | 45,081             | 91,175           | 136,256        | 143,652        |
| Allocated support costs | 23,989             | 4,899            | 28,888         | 14,953         |
|                         | <u>146,707</u>     | <u>229,026</u>   | <u>375,733</u> | <u>344,855</u> |

### 9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

# Burnley Youth Theatre

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 10 Staff costs

The aggregate payroll costs were as follows:

|                                          | 2021<br>£      | 2020<br>£      |
|------------------------------------------|----------------|----------------|
| <b>Staff costs during the year were:</b> |                |                |
| Wages and salaries                       | 126,068        | 134,183        |
| Social security costs                    | 7,970          | 7,296          |
| Pension costs                            | 2,218          | 2,173          |
|                                          | <u>136,256</u> | <u>143,652</u> |

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

|         | 2021<br>No | 2020<br>No |
|---------|------------|------------|
| Theatre | <u>12</u>  | <u>14</u>  |

No employee received emoluments of more than £60,000 during the year.

### 11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

### 12 Tangible fixed assets

|                       | Land and<br>buildings<br>£ | Furniture and<br>equipment<br>£ | Total<br>£       |
|-----------------------|----------------------------|---------------------------------|------------------|
| <b>Cost</b>           |                            |                                 |                  |
| At 1 April 2020       | <u>1,656,653</u>           | <u>119,980</u>                  | <u>1,776,633</u> |
| At 31 March 2021      | <u>1,656,653</u>           | <u>119,980</u>                  | <u>1,776,633</u> |
| <b>Depreciation</b>   |                            |                                 |                  |
| At 1 April 2020       | 427,429                    | 119,980                         | 547,409          |
| Charge for the year   | <u>33,284</u>              | <u>-</u>                        | <u>33,284</u>    |
| At 31 March 2021      | <u>460,713</u>             | <u>119,980</u>                  | <u>580,693</u>   |
| <b>Net book value</b> |                            |                                 |                  |
| At 31 March 2021      | <u>1,195,940</u>           | <u>-</u>                        | <u>1,195,940</u> |
| At 31 March 2020      | <u>1,229,224</u>           | <u>-</u>                        | <u>1,229,224</u> |

Included within the net book value of land and buildings above is £Nil (2020 - £Nil) in respect of freehold land and buildings and £1,195,940 (2020 - £1,229,224) in respect of leaseholds.

# Burnley Youth Theatre

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 13 Fixed asset investments

|                          | 2021<br>£                           | 2020<br>£          |
|--------------------------|-------------------------------------|--------------------|
| Investments              | 59,517                              | 30,402             |
|                          | <b>Listed<br/>investments<br/>£</b> | <b>Total<br/>£</b> |
| <b>Cost or Valuation</b> |                                     |                    |
| At 1 April 2020          | 30,403                              | 30,403             |
| Revaluation              | 9,114                               | 9,114              |
| Additions                | 20,000                              | 20,000             |
| At 31 March 2021         | 59,517                              | 59,517             |
| <b>Net book value</b>    |                                     |                    |
| At 31 March 2021         | 59,517                              | 59,517             |
| At 31 March 2020         | 30,403                              | 30,403             |

### 14 Debtors

|                | 2021<br>£ | 2020<br>£ |
|----------------|-----------|-----------|
| Trade debtors  | 2,423     | 2,588     |
| Prepayments    | 17,860    | 5,440     |
| Accrued income | 40,693    | 8,646     |
|                | 60,976    | 16,674    |

### 15 Creditors: amounts falling due within one year

|                 | 2021<br>£ | 2020<br>£ |
|-----------------|-----------|-----------|
| Trade creditors | 31,267    | 1,352     |
| Accruals        | 11,201    | 62,615    |
| Deferred income | 65,473    | -         |
|                 | 107,941   | 63,967    |

# Burnley Youth Theatre

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 16 Funds

|                                                                      | Balance<br>at 1 April<br>2020<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Balance<br>at 31<br>March<br>2021<br>£ |
|----------------------------------------------------------------------|------------------------------------|----------------------------|----------------------------|----------------|--------------------------------------------|----------------------------------------|
| <b>Unrestricted funds</b>                                            |                                    |                            |                            |                |                                            |                                        |
| <i>General</i>                                                       |                                    |                            |                            |                |                                            |                                        |
| Operation of theatre                                                 | 63,623                             | 186,380                    | (146,707)                  | (22,000)       | 9,115                                      | 90,411                                 |
| <i>Designated</i>                                                    |                                    |                            |                            |                |                                            |                                        |
| Organisational development                                           | -                                  | -                          | -                          | 22,000         | -                                          | 22,000                                 |
| <b>Total unrestricted funds</b>                                      | <u>63,623</u>                      | <u>186,380</u>             | <u>(146,707)</u>           | <u>-</u>       | <u>9,115</u>                               | <u>112,411</u>                         |
| <b>Restricted funds</b>                                              |                                    |                            |                            |                |                                            |                                        |
| Leasehold buildings -<br>restricted                                  | 1,229,224                          | (33,284)                   | -                          | -              | -                                          | 1,195,940                              |
| Henry Smith Charity                                                  | -                                  | 74,557                     | (74,557)                   | -              | -                                          | -                                      |
| Eric and Margaret Kinder<br>Trust                                    | -                                  | 20,000                     | (20,000)                   | -              | -                                          | -                                      |
| Andrew Lloyd Webber<br>Foundation                                    | -                                  | 15,000                     | (15,000)                   | -              | -                                          | -                                      |
| Burnley Rotary Club                                                  | -                                  | 917                        | (917)                      | -              | -                                          | -                                      |
| Community Foundation for<br>Lancashire - Youth Social<br>Action Fund | -                                  | 120                        | (120)                      | -              | -                                          | -                                      |
| RunAway Challenge Fund                                               | -                                  | 600                        | (600)                      | -              | -                                          | -                                      |
| Lancashire Environmental<br>Fund - Entrust                           | -                                  | 25,400                     | (25,400)                   | -              | -                                          | -                                      |
| Cultural Recovery Fund                                               | -                                  | 59,448                     | (59,448)                   | -              | -                                          | -                                      |
|                                                                      | <u>1,229,224</u>                   | <u>162,758</u>             | <u>(196,042)</u>           | <u>-</u>       | <u>-</u>                                   | <u>1,195,940</u>                       |
| <b>Total funds</b>                                                   | <u>1,292,847</u>                   | <u>349,138</u>             | <u>(342,749)</u>           | <u>-</u>       | <u>9,115</u>                               | <u>1,308,351</u>                       |

# Burnley Youth Theatre

## Notes to the Financial Statements for the Year Ended 31 March 2021

|                                                                      | Balance at 1<br>April 2019<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Balance at<br>31 March<br>2020<br>£ |
|----------------------------------------------------------------------|---------------------------------|----------------------------|----------------------------|--------------------------------------------|-------------------------------------|
| <b>Unrestricted funds</b>                                            |                                 |                            |                            |                                            |                                     |
| <i>General</i>                                                       |                                 |                            |                            |                                            |                                     |
| Operation of theatre                                                 | 42,128                          | 242,852                    | (212,620)                  | (8,737)                                    | 63,623                              |
| <b>Restricted funds</b>                                              |                                 |                            |                            |                                            |                                     |
| Leasehold buildings - restricted                                     | 1,262,508                       | (33,284)                   | -                          | -                                          | 1,229,224                           |
| Henry Smith Charity                                                  | -                               | 45,007                     | (45,007)                   | -                                          | -                                   |
| Eric and Margaret Kinder Trust                                       | -                               | 20,000                     | (20,000)                   | -                                          | -                                   |
| Andrew Lloyd Webber<br>Foundation                                    | -                               | 18,595                     | (18,595)                   | -                                          | -                                   |
| Burnley Rotary Club                                                  | -                               | 583                        | (583)                      | -                                          | -                                   |
| Community Foundation for<br>Lancashire - Youth Social<br>Action Fund | -                               | 4,066                      | (4,066)                    | -                                          | -                                   |
|                                                                      | <u>1,262,508</u>                | <u>54,967</u>              | <u>(88,251)</u>            | <u>-</u>                                   | <u>1,229,224</u>                    |
| <b>Total funds</b>                                                   | <u>1,304,636</u>                | <u>297,819</u>             | <u>(300,871)</u>           | <u>(8,737)</u>                             | <u>1,292,847</u>                    |

### 17 Analysis of net assets between funds

|                         | <b>Unrestricted<br/>funds</b> | <b>Restricted<br/>funds</b> | <b>Total funds</b> |
|-------------------------|-------------------------------|-----------------------------|--------------------|
|                         | <b>General<br/>£</b>          | <b>£</b>                    | <b>£</b>           |
| <b>2021</b>             |                               |                             |                    |
| Tangible fixed assets   | -                             | 1,195,940                   | 1,195,940          |
| Fixed asset investments | 59,517                        | -                           | 59,517             |
| Current assets          | 160,835                       | -                           | 160,835            |
| Current liabilities     | (107,941)                     | -                           | (107,941)          |
| Total net assets        | <u>112,411</u>                | <u>1,195,940</u>            | <u>1,308,351</u>   |
|                         | <b>Unrestricted<br/>funds</b> | <b>Restricted<br/>funds</b> | <b>Total funds</b> |
|                         | <b>General<br/>£</b>          | <b>£</b>                    | <b>£</b>           |
| <b>2020</b>             |                               |                             |                    |
| Tangible fixed assets   | -                             | 1,229,224                   | 1,229,224          |
| Fixed asset investments | 30,402                        | -                           | 30,402             |
| Current assets          | 97,188                        | -                           | 97,188             |
| Current liabilities     | (63,967)                      | -                           | (63,967)           |
| Total net assets        | <u>63,623</u>                 | <u>1,229,224</u>            | <u>1,292,847</u>   |

## **Burnley Youth Theatre**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### **18 Mortgage**

On 28th June 2005, The Arts Council of England obtained a legal charge over the land, and buildings erected there on, known as Burnley Youth Theatre, Queens Park Road, Burnley, amounting to £365,000.