

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

Contents

Reference and Administrative Details	1
Strategic Report	2
Trustees' Report	3 to 11
Independent Examiner's Report	12
Statement of Financial Activities	13
Balance Sheet	14
Notes to the Financial Statements	15 to 24

Burnley Youth Theatre

Reference and Administrative Details

Trustees	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
Secretary	Mrs K Metcalfe
Principal Office	Quarry Theatre Queens Park Road Burnley Lancashire BB10 3LB
Registered Office	Quarry Theatre Queens Park Road Burnley Lancashire BB10 3LB
Company Registration Number	03178207
Charity Registration Number	1054763
Bankers	Unity Trust Bank PLC 4 Oozells Square Birmingham B1 2HB
Independent Examiner	KM 1st Floor, Block C The Wharf Manchester Road Burnley Lancashire 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 funds £	Restricted funds £	Total 2021 £	Unrestricted funds £	Restricted funds £	Total 2020 £
Income from:							
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>
Expenditure on:							
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)
Reconciliation of funds							
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 £	2020 £
Fixed assets			
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>
Current assets			
Debtors	14	60,976	16,674
Cash at bank and in hand		<u>99,859</u>	<u>80,514</u>
		160,835	97,188
Creditors: Amounts falling due within one year	15	<u>(107,941)</u>	<u>(63,967)</u>
Net current assets		<u>52,894</u>	<u>33,221</u>
Net assets		<u>1,308,351</u>	<u>1,292,847</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		1,195,940	1,229,224
Unrestricted income funds			
Unrestricted funds		<u>112,411</u>	<u>63,623</u>
Total funds	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:

Asset class	Depreciation method and rate
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

	Total 2021 £	Total 2020 £
Donations;		
Donations from individuals	-	45,408
	<u>-</u>	<u>45,408</u>

Burnley Youth Theatre

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

4 Income from charitable activities

	Unrestricted funds			
	General	Restricted	Total	Total
	£	funds £	2021 £	2020 £
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	Total	Total
	£	funds	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 £	2020 £
Staff costs during the year were:		
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 No	2020 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 buildings £	Furniture and equipment £	Total £
Cost			
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>
Depreciation			
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>
Net book value			
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 £	2020 £
Investments	<u>59,517</u>	<u>30,402</u>
	Listed investments £	Total £
Cost or Valuation		
At 1 April 2020	30,403	30,403
Revaluation	9,114	9,114
Additions	<u>20,000</u>	<u>20,000</u>
At 31 March 2021	<u>59,517</u>	<u>59,517</u>
Net book value		
At 31 March 2021	<u>59,517</u>	<u>59,517</u>
At 31 March 2020	<u>30,403</u>	<u>30,403</u>

14 Debtors

	2021 £	2020 £
Trade debtors	2,423	2,588
Prepayments	17,860	5,440
Accrued income	<u>40,693</u>	<u>8,646</u>
	<u>60,976</u>	<u>16,674</u>

15 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	31,267	1,352
Accruals	11,201	62,615
Deferred income	<u>65,473</u>	<u>-</u>
	<u>107,941</u>	<u>63,967</u>

Burnley Youth Theatre

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

16 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Other recognised gains/(losses) £	Balance at 31 March 2021 £
Unrestricted funds						
<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
Total unrestricted funds	<u>63,623</u>	<u>186,380</u>	<u>(146,707)</u>	<u>-</u>	<u>9,115</u>	<u>112,411</u>
Restricted funds						
Leasehold buildings - restricted	1,229,224	(33,284)	-	-	-	1,195,940
Henry Smith Charity	-	74,557	(74,557)	-	-	-
Eric and Margaret Kinder Trust	-	20,000	(20,000)	-	-	-
Andrew Lloyd Webber Foundation	-	15,000	(15,000)	-	-	-
Burnley Rotary Club	-	917	(917)	-	-	-
Community Foundation for Lancashire - Youth Social Action Fund	-	120	(120)	-	-	-
RunAway Challenge Fund	-	600	(600)	-	-	-
Lancashire Environmental 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>
Total funds	<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 April 2019 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 31 March 2020 £
Unrestricted funds					
<i>General</i>					
Operation of theatre	42,128	242,852	(212,620)	(8,737)	63,623
Restricted funds					
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 Foundation	-	18,595	(18,595)	-	-
Burnley Rotary Club	-	583	(583)	-	-
Community Foundation for Lancashire - Youth Social 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>
Total funds	<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

	Unrestricted funds	Restricted funds	Total funds
	General £	£	£
2021			
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>
	Unrestricted funds	Restricted funds	Total funds
	General £	£	£
2020			
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.