MEDWAY LITTLE THEATRE LIMITED

England & Wales · Charity number 1056994

Details

Status	Registered
Legal form	Charitable company
Company number	01526454
Registered	1996-07-23
Register	View on the Charity Commission register

Contact

Address	Medway Little Theatre 256 St. Margarets Banks High Street Rochester ME1 1HY
Phone	01634400322
Email	mltsecretary1@gmail.com
Website	www.mlt.org.uk

Activities

Objects: TO ADVANCE EDUCATION BY THE PROVISION OF A THEATRE AND FACILITIES FOR DRAMATIC PERFORMANCES AND EXHIBITIONS OF ART.

Activities: Theatre

Classification

- **How:** Provides Human Resources
- **What:** General Charitable Purposes, Arts/culture/heritage/science
- **Who:** The General Public/mankind

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Geography

- **Area of benefit:** NOT DEFINED, IN PRACTICE, ROCHESTER UPON MEDWAY AND ADJACENT DISTRICTS OF NORTH KENT
- Medway

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£58,807	£48,675	-	-
2023-08-31	£71,528	£50,255	-	-
2022-08-31	£33,239	£29,911	-	-
2021-08-31	£13,354	£17,108	-	-
2020-08-31	£39,261	£37,370	-	-

Trustees

Name	Role	Appointed
David Alan Wilson	Chair	2025-04-20
Candice Louise Fanning		2026-03-10
Carol Wrate		2025-03-11
Christine Hynd		2014-11-11
Christopher Thomas Beale Loft		2018-11-13
Derek Thompson		2026-03-10
Kerensa Thompson		2018-11-13
Roderic Charles de Lorme		2018-11-13

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MEDWAY LITTLE THEATRE LIMITED

England & Wales - Charity number 1056994

Accounts

Registered number: 01526454
Charity number: 1056994

Medway Little Theatre Ltd

(A company limited by guarantee)

Unaudited

Trustees' report and financial statements

For the year ended 31 August 2024

Medway Little Theatre Ltd
(A company limited by guarantee)

Contents

	Page
Reference and administrative details of the charity, its Trustees and advisers	1
Chairman's statement	2 - 4
Trustees' report	5 - 9
Independent examiner's report	10
Statement of financial activities	11
Balance sheet	12
Notes to the financial statements	13 - 21

Medway Little Theatre Ltd
(A company limited by guarantee)

Reference and administrative details of the charity, its Trustees and advisers
For the year ended 31 August 2024

Trustees	David Aldington Roderic De Lorme Michael Dickinson Victoria Hayhow Chris Hynd Christopher Loft Kerensa Thompson Carol Wrate (resigned 4 June 2024) Ian White (resigned 5 March 2024) Dr Christopher Parnell (appointed 9 March 2024)
Company registered number	01526454
Charity registered number	1056994
Registered office	256 St Margarets Banks High Street Rochester Kent ME1 1HY
Accountants	Kreston Reeves LLP Chartered Accountants Maritime Place Quayside Chatham Maritime Chatham Kent ME4 4QZ
Independent Examiner	Samantha Rouse FCCA DChA Kreston Reeves LLP 2nd Floor, Maritime Place Quayside Chatham Kent ME4 4QZ

Medway Little Theatre Ltd
(A company limited by guarantee)

Chairman's statement
For the year ended 31 August 2024

The chairman presents his statement for the year.

Looking back over my last year's statement, it would appear that I had already reported a lot of what happened in the 2023/2024 season. However, to briefly recap, the season started with 'Kodachrome' in October 2023, a UK first, followed by the Youth production of ' Wendy & Peter Pan' in November. The December production was unfortunately cancelled, but 2024 started with a production of 'The Weir' followed by the Youth production of 'Our Day Out', both very successful. Then we had our children's production for two nights in March: 'April Fools' Day' and the musical, 'The Point of the Pyramid', both directed by our Children's Workshop leader, Carol Scott, who does such splendid work with the children.

Following on, came our production of 'The Hollow Crown' a staged reading of Shakespeare, poetry, and letters covering monarchs from William I to Queen Victoria, which ran for four nights, and was directed by first time director, Adam Wigmore. In May, Paul Doust, presented us with a splendid production of Terence Rattigan's classic play 'The Deep Blue Sea' which introduced several new members to the theatre. This was followed by our last production of the season in June, the farce, 'Post Horn Gallop', which was the sequel to 'Wild Goose Chase', the last production we presented prior to lockdown in 2020. Highly successful, this proved a near sell out, which of course was good news.

I should mention that both 'The Weir' and 'Our Day Out' were entered into the Kent Drama Association (KDA) Full Length Play Festival, where Mike Dickinson won Best Supporting Actor for 'The Weir' and Lisa Gibbons was a runner up in the Best Actress category, and for 'Our Day Out', Lola Johnson won the Adjudicator's Special Award as well as being a runner up in the Best Young Player category. The production itself was also a runner up in the Most Effective Use of a Limited Space category. My congratulations to all.

July saw our annual Duncan Rand One Act Play Festival take place, the 51st, where unfortunately we were slightly down on entries from the previous year, but nevertheless the festival was still a great success and enjoyed by all those groups who took part. We are hoping to boost entries for the 2025 festival. My thanks as always to Kerrie Thompson who administers and runs the festival and to Derek Thompson and Kairn Bignall, amongst others, for all the technical support they provide and without whom the festival wouldn't take place. It is no mean feat putting the festival on.

Our 2024/2025 season began with a splendid production of James Goldman's 'The Lion in Winter', followed in October/ November with the Youth Extravaganza, 'Romanov & Lupinette', a Halloween take on Romeo and Juliet, which our young players performed with aplomb. December brought us the stage version of 'It's a Wonderful Life', based on the classic Frank Capra film; highly successful and a virtual sell out.

January/February 2025, brought us a lesser known Alan Ayckbourn play, 'Improbable Fiction' in which you were transported from a mundane writers group meeting to outlandish scenarios of fantastical characters formed from the writers' imaginations. Original, funny and... out there!

Most recently of course our Youth Group performed in 'Hope Springs (Youth Edition)', a play set in a youth correction facility where all the adults seemed to have disappeared. First time director and one of our youth leaders, David Hutley, certainly put our youngsters through their paces, but inevitably they rose to the occasion to give a splendid performance in this most powerful and challenging piece. The play has also been entered in to the 2025 KDA Full length Play Festival and received a very favourable adjudication on the last performance. We therefore wish all concerned the very best of luck.

Again, just prior to our youth production, we hosted local theatre company, Alternate Shadows, with their 2025 pantomime, Sleeping Beauty for one performance only. Great fun as always and a sell out.

On the music front, in July we hosted a Dave Goggins album release followed in August with a book launch for Wild Billy Childish to include a music evening, who returned in November with the The Singing Loins. Highly popular, both evenings sold out. In September Rachel Lowrie and The Ashen Keys took to our stage for the first time. A Kent based multi-instrumental and multi-voiced trio, they also proved popular. Again, in December, international group, Track Dogs returned to our stage, selling out once more. My thanks to Cazz Wrate for organising these events.

Chairman's statement (continued)
For the year ended 31 August 2024

In October, we hosted the Little Theatre Guild (LTG) Southern Region Conference. Most ably organised by our LTG Representative, Dawn Jones, for which many thanks, the conference proved highly successful with all those who attended from other theatre groups. My thanks also to Chris Hynd who aided and supported Dawn leading up to the event, and to all the MLT members who attended on the day to help the proceedings run smoothly. (FYI: The LTG is an organisation that represents the views of amateur theatres across the UK as well as providing helpful information, legislative or otherwise, about running an amateur theatre. MLT has been a member for many years).

Our membership has increased slightly to 152 (Split: 90 Full Members and 62 Audience Members), and through the year we changed the term of Audience Members to Friends of the Theatre as we felt this to be more inclusive.

Moving on to our box office, this has been a pretty successful year, some shows doing better than others of course. Kate Brookes, our box office manager, continues to do a splendid job, apart from selling tickets and running the box office on show nights, she also forthrightly promotes our shows, sending out priority booking notices, mailchimps and reminders as a show time approaches. My thanks to you Kate for all the hard work that you put in.

Now to our changeover to LED lighting, which has progressed significantly over the past year, both for the stage and public and backstage areas. Many thanks to Mic Aldington, our stage director, and Chris Ostler, who is a relatively new member and has a been a Godsend in helping to execute this exercise, and to Menno Willemse for his backup support.

With regard to the upkeep of the theatre, unfortunately we have still not progressed very far, although we are due to have the rear wall of the theatre rendered this year once the better weather arrives. Part of the problem is that it is not just a matter of smartening up the building with a straight forward paint job. Due to the age of the building, significant remedial work needs to take place as per the architect and structural engineer reports we had done in 2023. Time has flown since, but it is something we must try to address in the coming year as I'm sure you will agree, the building is looking rather sorry for itself.

We did nevertheless have a good clear out of the workshop and our props gallery in August, although there is plenty more to be done, and my thanks to all those who helped. At the same time, Elaine Thomas, our wardrobe manager spent many hours freeing up the attic wardrobe area so that it could be used as our main props gallery, the original of which had been bursting at the seams, and which is now being used for our Youth Group's props. Thank you Elaine for all your hard work.

As ever, additional help is always required behind the scenes: set builders and painters, stage managers and assistant stage managers to run the shows and techies to light the shows. For some considerable time it has been the same few people who do this and we desperately need more people to share the load. It would also be useful if there is someone, and it doesn't have to be one person, who could take charge of our props. My thanks of course to all those people who help to keep the show on the road.

Equally, filling the bar and front of house rotas still remains a challenge at times, but of course my thanks go to all those members and friends of the theatre who do help in this regard....Where would we be without you?

Talking of additional help, we have for some considerable time now been discussing the idea of appointing a theatre manager for the purpose of co-ordinating all the different areas of the theatre in general so that we work in a more cohesive and effective manner. The position would be part time, as to the needs of the theatre, and could work as a job share. This matter we will discuss as it appears on the meeting agenda under Any Other Business.

Chairman's statement (continued)
For the year ended 31 August 2024

Now, to thank those people I haven't mentioned and some I may have already, who keep the theatre running: Chris Hynd, who valiantly continues her role as Treasurer, and more besides; Kerrie Thompson, our secretary and youth leader; Del de Lorme, our house manager, who carries out our running repairs as well as building some of our sets; Dawn Jones, our front of house manager and LTG Rep, as previously mentioned, and who remains one of our main stage managers and set painters who puts in so many hours over and above; Mic Aldington, our stage director; Menno Willemse, who continues to light many of our shows; Mike Dickinson, our publicity officer, Cazz Wrate, who despite standing down as membership secretary last year, has continued to carry out the role; Elaine Thomas, our wardrobe manager, who apart from costuming our shows, continues to pare down those costumes beyond repair or no longer required. I would also like to thank our production committee: Chris Parnell, who has chaired for the past year, Kate Brookes, Dave Wilson, Cazz Wrate, Sean Stephens and Adam Wigmore. In the near future you will hear about the plays they have put together for our 2025/2026 season in an evening presentation, date yet to be announced. For our Youth Group and Children's Workshop, thanks go to Kerrie Thompson, Kairn Bignall, Carol Scott, Derek Thompson and David Hutley, who continue to do a terrific job in running the weekly workshops and producing their splendid shows.

One person I haven't mentioned is Paul Tomkies, who in recent years has taken on the perhaps unenviable role as the theatre's obituarist, whose informative and heartfelt tributes I am sure you will have seen. Thank you, Paul, for what is not an easy task. Unfortunately, over the past year we have lost former members, Frank Linton, Simon Watson and Vera Conroy, as well as Dan Willis, our vice president, and most recently, Penny Dickson, who was our wardrobe and box office manager for many years.

As always, my thanks to all those members I may not have mentioned and to all our patrons who give their continued support.

Finally, you may no doubt be aware that after six years in the role I am taking my leave as your chairman. I should like to thank all the various members of our management committee for all their support during this time, and I am sure that they will give similar support to my successor, However, I shall certainly not be disappearing over the horizon and look forward to contributing to our "jewel of a theatre" in a different way in the months and years ahead.

Chris Loft
Chairman

Chairman
Date: 11/03/2025

Trustees' report
For the year ended 31 August 2024

The Trustees present their annual report together with the financial statements of the charity for the year ended 31 August 2024. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

The stated objectives of the charity are 'to advance education by the provision of a theatre and facilities for dramatic performances and exhibitions of art.'

To expand upon this, we provide an educational venue for people within the Medway Towns and Kent where we offer them an opportunity to participate in all the functions required to present a production and learn about other performance-based events, including newly written, devised work and introducing unknown artists. We also provide a forum and educational platform for youth involvement in a real theatre context which gives them a chance to learn life skills as well as encouraging them to participate in all aspects of theatre, in acting, stage craft and administration and production.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Strategies for achieving objectives

In the furtherance of these objectives a variety of activities are generally undertaken.

Based in Rochester in the Medway Towns we have a wide catchment area for members and audience alike. Plays for the Medway Little Theatre season are selected by a Production Committee based on the suggestions of members and a proportion of the plays selected will provide challenges for acting members and aim to educate as well as entertain our audiences. The theatre is largely self-supporting through ticket sales and refreshments. Sometimes extra funding is sought for larger projects through grants or extra fundraising activities.

We present at least five adult plays, three plays for the Youth Sections and the Duncan Rand One Act Play Festival but we have increased the number of community events and external bookings to increase revenue and to extend the use of the theatre to a wider audience.

Medway Little Theatre is predominantly funded by ticket sales and mainly staffed by volunteers but the next logical step to further increase the use of the theatre is to start paying for one or more theatre managers to enable more day-time events to take place. Ideally this will be self-funding but the trustees will need to weigh up the benefits to the community against the cost if this is not the case.

Youth Sections

An important part of our commitment to education is our two youth sections. Medway Little Theatre's commitment to young people has a long history, having been founded in 1964. At a time when there was little provision in the Medway Towns for young people keen on theatre, between leaving school and working with our main company.

Objectives and activities (continued)

The Youth Company is involved in a wide range of productions from visits to the Gibraltar One Act Play Festival, outreach work with Child Friendly Medway and Pretending people, and entries into the KDA festivals, which, over the years has provided hundreds of young people with an experience of the theatre which has undoubtedly enriched their lives. Some of our youth members have progressed to become leaders with enthusiasm and commitment – bringing back their experiences from Drama School and further education.

Workshops take place on different aspects of the theatre world from acting, performing arts, improvisation, devising, text work, theatre styles, film, stage combat, mime, and a whole lot more besides. We actively encourage our members to learn the basics of stage management, lighting, and sound design. We have in the last year introduced singing lessons to boost confidence.

Our weekly workshops for the Children's Workshop are for younger members aged seven to twelve, where we explore self-confidence, vocal, literacy, team and problem-solving skills but emphasising the fun.

Our Youth Company expands on these elements. Our youth sections stage an annual show each and a combined Youth Extravaganza once a year, as well as participating in adult shows, the theatre's own Duncan Rand One Act Play Festival and an exchange programme to Gibraltar for an educational and cultural exchange. The MLT youth sections have been increasingly referred to by schools with special needs and those in homeschooling as an opportunity for those youngsters to engage in an exciting and imaginative, creative world of theatre and gives young people a chance to form new friendships, gain in self-confidence and to have fun whilst learning.

Other Activities

We have a weekly social night for members so that they can keep up to date with our activities. We can also welcome people in to have a tour of the theatre and many will join after viewing our facilities. There are not many amateur groups in the area who have their own theatre building. This gives volunteers not only the opportunity to act but to also take part in the backstage and technical elements of a theatre. It also offers opportunities for people to use their skills to manage and maintain the building.

c. Activities undertaken to achieve objectives

Productions offered by MLT during the 2023/24 Financial Year were as follows :-

Kodachrome - a play performed by the adult company;
Wendy and Peter Pan - a play performed by both of our youth sections;
Our Day Out – a play performed by youth members with adult members;
The Weir – a play performed by the adult company;
Children's Workshop – two one act plays performed by our youngest members;
The Hollow Crown – a play performed by the adult company;
The Deep Blue Sea – a play performed by the adult company;
Post Horn Gallop – a play performed by the adult company and
The Duncan Rand One Act Play Festival – a competition for youth and adult drama groups.

External bookings/collaborations included a pantomime, poetry, a comedy night, local and international bands, jazz, book/DVD/Album launches, a free community event for children and the hosting of an awards event for the Kent Drama Association.

Regular events comprise a Tuesday evening Club Night for members, with prospective members invited to come and see the theatre; a weekly Saturday morning workshop session for Youth members; a weekly Saturday afternoon workshop session for the Children's Workshop and rehearsals scheduled across the week, as necessary.

Trustees' report (continued)
For the year ended 31 August 2024

Objectives and activities (continued)

d. Main activities undertaken to further the charity's purposes for the public benefit

Our youth leaders facilitated a collaboration with Child Friendly Medway to offer free theatre events to local children. We also hosted an event for local children run by Pretending People theatre company. Both events gave the benefit of introducing children to a theatre environment. We have recently opened our doors for some local community meetings. Our main benefit to the local community is the opportunity to either take part in or watch good quality theatre at an affordable price.

Achievements and performance

a. Main achievements of the charity

The main achievement of the charity in the 2023/24 Financial Year was to present a balanced and enjoyable season to our local audiences and to provide a platform on which other drama groups, local and international bands and other performers can offer their talent to the Medway area.

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

Reserves are needed to bridge the gap between the spending and receiving of income and to cover unplanned emergency repairs and other expenditure. No major expenditure is planned for the coming year, so the Trustees have decided to keep the Reserves at £55,000 for the coming financial year.

Current reserves amount to £132,515 (2023: £118,622) which well exceeds the trustees' policy.

Designated funds, which comprise the fixed asset fund, total £50,707 (2023: 44,565) at the balance sheet date.

Restricted funds total £4,959 (2023: £14,862) at the balance sheet date.

Trustees' report (continued)
For the year ended 31 August 2024

c. Review of the year

This financial year was more successful than most, despite the cancellation of the Christmas play. This is probably due to increased ticket and refreshment prices making a difference to the fuller post covid programme. We also made efforts to reduce costs where possible and the cost of repairs was lower than usual, mainly due to difficulty getting quotes for repair work.

Most costs continue to rise with inflation, which we can only combat by looking to decrease the waste of resources where possible and raising ticket and membership prices when necessary. As a charity concerned with providing the local community with affordable theatre, we need to make sure that we are covering costs to ensure the continuation of Medway Little Theatre. It is not necessary or appropriate to make a large profit and special projects usually require some fund-raising. Having said that, it is useful to have some money accumulating for special projects. We currently have enough money to cover regular costs and to do repairs as they come up.

One way we are cutting costs is by using money from the restricted fund left to the theatre by Andrew Coulson to continue to replace our stage lighting with LED lamps. This was always going to be a necessary expense for the theatre, so we are very grateful to Andrew for his legacy, which has enabled us to speed up the process of moving to more sustainable stage lighting. House lighting has also been moving to LED.

We have slightly increased one income stream in this financial year by stepping up the number of theatre hires for one or two night events. We even hosted an awards night for the Kent Drama Association. Increasing use of the theatre for community events also increases the need for volunteers and/or paid staff, so we are still looking into paying a small number of people to facilitate an expanded use of the building.

We had mixed feelings when we received a £5,000 donation from the Hayes Players as we were receiving the donation because of their closure. It's always sad to see another group closing, so we feel fortunate to have come through the covid pandemic with sufficient funds to keep us going and to have a gradually increasing membership and an expanding programme of events that should see Medway Little Theatre continuing into the foreseeable future.

Structure, governance and management

a. Constitution

Medway Little Theatre Ltd is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association.

b. Methods of appointment or election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

Trustees' report (continued)
For the year ended 31 August 2024

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the charity 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).

Company law requires the Trustees to prepare financial statements for each financial . 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 charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

Christine Hynd

Chris Hynd

Date: 11/03/2025

Medway Little Theatre Ltd
(A company limited by guarantee)

Independent examiner's report
For the year ended 31 August 2024

Independent examiner's report to the Trustees of Medway Little Theatre Ltd ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 August 2024.

Responsibilities and basis of report

As the Trustees of the charity (and 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 charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts 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

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 the charity 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.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed: S M Rouse Dated: 11 March 2025

Samantha Rouse FCCA DChA

Kreston Reeves LLP
Chartered Accountants
Maritime Place
Quayside
Chatham Maritime
Chatham
Kent
ME4 4QZ

Medway Little Theatre Ltd
(A company limited by guarantee)

Statement of financial activities (incorporating income and expenditure account)
For the year ended 31 August 2024

	Note	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	3	-	**20,025**	**20,025**	33,534
Charitable activities	4	-	**38,417**	**38,417**	37,959
Investments	5	-	**365**	**365**	35
Total income		-	**58,807**	**58,807**	71,528
Expenditure on:					
Charitable activities	6	-	**48,675**	**48,675**	50,255
Total expenditure		-	**48,675**	**48,675**	50,255
Net income		-	**10,132**	**10,132**	21,273
Transfers between funds	12	**(9,903)**	**9,903**	-	-
Net movement in funds		**(9,903)**	**20,035**	**10,132**	21,273
Reconciliation of funds:					
Total funds brought forward		**14,862**	**163,187**	**178,049**	156,776
Net movement in funds		**(9,903)**	**20,035**	**10,132**	21,273
Total funds carried forward		**4,959**	**183,222**	**188,181**	178,049

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 13 to 21 form part of these financial statements.

Medway Little Theatre Ltd
(A company limited by guarantee)
Registered number: 01526454

Balance sheet
As at 31 August 2024

	Note		2024 £		2023 £
Fixed assets					
Tangible assets	9		**50,707**		44,565
Current assets					
Debtors	10	**4,470**		26,018	
Cash at bank and in hand		**138,255**		111,922	
		142,725		137,940	
Creditors: amounts falling due within one year	11	**(5,251)**		(4,456)	
Net current assets			**137,474**		133,484
Total net assets			**188,181**		178,049
Charity funds					
Restricted funds:					
Restricted funds	12	**4,959**		14,862	
Unrestricted funds	12		**183,222**		163,187
Total funds			**188,181**		178,049

The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Christine Hynd

Chris Hynd

Date: 11/03/2025

The notes on pages 13 to 21 form part of these financial statements.

Notes to the financial statements
For the year ended 31 August 2024

1. General information

Medway Little Theatre Limited is a charitable company registered in England, with the company registration number 01526454 and the charity number 1056994. Its principal office is 256 St Margarets Banks, High Street, Rochester, Kent ME1 1HY.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Medway Little Theatre Ltd 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.

The financial statements have been prepared in British Sterling and are rounded to the nearest Pound.

2.2 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 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.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the charity, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Freehold property is not depreciated.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

Fixtures and fittings	-	10%

2.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.9 Liabilities

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2. Accounting policies (continued)

2.10 Financial instruments

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

2.11 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

3. Income from donations and legacies

	Restricted funds 2024 £	Unrestricted funds 2024 £	**Total funds 2024 £**	Total funds 2023 £
Donations	-	16,795	**16,795**	10,564
Legacies	-	-	**-**	20,000
Membership subscriptions	-	3,230	**3,230**	2,970
	-	20,025	**20,025**	33,534
Total 2023	20,000	13,534	33,534	

4. Income from charitable activities

	Unrestricted funds 2024 £	**Total funds 2024 £**	Total funds 2023 £
Box Office / Production	36,180	**36,180**	36,434
Room hire	2,237	**2,237**	1,525
	38,417	**38,417**	37,959

Notes to the financial statements
For the year ended 31 August 2024

5. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Bank interest receivable	365	**365**	35

6. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £	Total funds 2023 £
Box Office / Productions	41,601	7,074	**48,675**	50,255
Total 2023	43,201	7,054	50,255	

Analysis of direct costs

	Charitable activities 2024 £	Total funds 2024 £	Total funds 2023 £
Production costs	12,779	**12,779**	11,150
Promotion and publicity costs	2,898	**2,898**	2,211
Rent, rate, insurance, fire, pest and rubbish	8,721	**8,721**	6,829
Repairs	1,124	**1,124**	4,115
Heat and light	9,260	**9,260**	9,823
Box office costs	1,660	**1,660**	3,549
Sundry expenses and cleaning	5,159	**5,159**	5,524
	41,601	**41,601**	43,201

Notes to the financial statements
For the year ended 31 August 2024

6. Analysis of expenditure by activities (continued)

Analysis of support costs

	Charitable activities 2024 £	Total funds 2024 £	Total funds 2023 £
Depreciation	3,761	**3,761**	2,712
Bank charges	-	**-**	27
Loss on disposal of fixed asset	-	**-**	1,279
Accountancy and independent examination fees	2,094	**2,094**	1,914
Telephone	1,219	**1,219**	1,122
	7,074	**7,074**	7,054

7. Independent examiner's remuneration

	2024 £	2023 £
Fees payable to the charity's independent examiner for the independent examination of the charity's annual accounts	**2,094**	1,914

8. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 August 2024, expenses totalling £14,440 were reimbursed or paid directly to 7 Trustees (2023 - £6,763 to 6 Trustees). All expenses are re-imbursements of money spent by the Trustees on behalf of Medway Little Theatre.

Notes to the financial statements
For the year ended 31 August 2024

9. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Total £
Cost or valuation			
At 1 September 2023	**16,860**	**60,819**	**77,679**
Additions	**-**	**9,903**	**9,903**
At 31 August 2024	**16,860**	**70,722**	**87,582**
Depreciation			
At 1 September 2023	**-**	**33,114**	**33,114**
Charge for the year	**-**	**3,761**	**3,761**
At 31 August 2024	**-**	**36,875**	**36,875**
Net book value			
At 31 August 2024	**16,860**	**33,847**	**50,707**
At 31 August 2023	16,860	27,705	44,565

10. Debtors

	2024 £	2023 £
Due within one year		
Other debtors	**2,212**	2,007
Prepayments and accrued income	**2,258**	24,011
	4,470	26,018

Notes to the financial statements
For the year ended 31 August 2024

11. Creditors: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	**1,958**	2,542
Accruals and deferred income	**3,293**	1,914
	5,251	4,456

12. Statement of funds

Statement of funds - current year

	Balance at 1 September 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 August 2024 £
Unrestricted funds					
Designated funds					
Fixed asset fund	**44,565**	**-**	**(3,761)**	**9,903**	**50,707**
General funds					
General fund	**118,622**	**58,807**	**(44,914)**	**-**	**132,515**
Total Unrestricted funds	**163,187**	**58,807**	**(48,675)**	**9,903**	**183,222**
Restricted funds					
Legacy fund	**14,862**	**-**	**-**	**(9,903)**	**4,959**
Total of funds	**178,049**	**58,807**	**(48,675)**	**-**	**188,181**

Notes to the financial statements
For the year ended 31 August 2024

12. Statement of funds (continued)

Nature and purpose of designated funds

The designated fixed asset fund represents the net book value of the charity's fixed assets.

Nature and purpose of restricted funds

Legacy fund - In November 2022 Andrew Coulson, a much loved and respected member of our theatre, passed away. He was kind enough to leave us an amazing legacy of twenty thousand pounds with the stipulation that it should be spent on LED lamps for the theatre and other purchases that would enhance our technical capabilities or improve the lighting box space. Andrew's good friend, fellow techie and a current Trustee, David (Mic) Aldington, was tasked with approving purchases made from this legacy. We have therefore declared this legacy a restricted fund.

During the current financial year, fixed assets were purchased of £9,903. This value has been transferred to the designated fixed asset fund from the Legacy fund.

Statement of funds - prior year

	Balance at 1 September 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 August 2023 £
Unrestricted funds					
Designated funds					
	43,418	-	(2,712)	3,859	44,565
General funds					
	113,358	51,528	(47,543)	1,279	118,622
Total Unrestricted funds	156,776	51,528	(50,255)	5,138	163,187
	-	20,000	-	(5,138)	14,862
Total of funds	156,776	71,528	(50,255)	-	178,049

Notes to the financial statements
For the year ended 31 August 2024

13. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	-	50,707	**50,707**
Current assets	4,959	137,766	**142,725**
Creditors due within one year	-	(5,251)	**(5,251)**
Total	4,959	183,222	**188,181**

Analysis of net assets between funds - prior period

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	-	44,565	44,565
Current assets	14,862	123,078	137,940
Creditors due within one year	-	(4,456)	(4,456)
Total	14,862	163,187	178,049

14. Related party transactions

During the year, the charity received cumulative membership income of £200 from the Trustees (2023: £200).

The charity has not entered into any other related party transactions during the year, nor are there any outstanding balances owing between related parties and the charity at 31 August 2024.

MEDWAY LITTLE THEATRE LIMITED

England & Wales - Charity number 1056994

Accounts

Registered number: 01526454
Charity number: 1056994

Medway Little Theatre Ltd

(A company limited by guarantee)

Unaudited

Trustees' report and financial statements

For the year ended 31 August 2023

Medway Little Theatre Ltd
(A company limited by guarantee)

Contents

	Page
Reference and administrative details of the charity, its Trustees and advisers	1
Chairman's statement	2 - 4
Trustees' report	5 - 9
Independent examiner's report	10
Statement of financial activities	11
Balance sheet	12
Notes to the financial statements	13 - 21

Medway Little Theatre Ltd

(A company limited by guarantee)

Reference and administrative details of the charity, its Trustees and advisers
For the year ended 31 August 2023

Trustees	David Aldington Roderic De Lorme Michael Dickinson Victoria Hayhow Chris Hynd Christopher Loft Kerensa Thompson John Winson (resigned 14 March 2023) Carol Wrate Ian White (appointed 11 April 2023)
Company registered number	01526454
Charity registered number	1056994
Registered office	256 St Margarets Banks High Street Rochester Kent ME1 1HY
Accountants	Kreston Reeves LLP Chartered Accountants Montague Place Quayside Chatham Maritime Chatham Kent ME4 4QU
Independent Examiner	Susan Robinson BA FCA FCIE FChA Kreston Reeves LLP Montague Place Quayside Chatham Kent ME4 4QU

Medway Little Theatre Ltd

(A company limited by guarantee)

Chairman's statement
For the year ended 31 August 2023

The chairman presents his statement for the year.

Well, another eventful year! Firstly, and at last, in May we successfully put on our delayed production of 'Hamlet', skilfully edited by director, Michael Bath, to run for just two and a half hours, with Barry Kearns putting on an outstanding performance in the titular role, ably supported by faces familiar and new. This was followed in June, by 'Lilies on the Land', again with familiar faces and new, and then July once again brought us to the Duncan Rand One Act Play Festival. With more entrants than in 2022, this was very encouraging leading us to hope for even more entrants this year.

The 2023/24 season started with the play 'Kodachrome', which other than a university performance, had never been produced in the UK, so a first for MLT! Brought to us by director, Dave Wilson, it was exciting to meet the technical challenges the play required as well as to be able to bring something new to our audiences. This was followed in November by our Youth Group's successful production of 'Wendy & Peter Pan', a retelling of the Peter Pan story from Wendy's point of view.

Unfortunately, our December production of 'Comfort and Joy' fell by the wayside owing to casting difficulties and other reasons which became insurmountable leading to the difficult decision to cancel the show. Disappointing as this was for both the theatre and our audiences, we learned some lessons along the way so that hopefully this will not happen again.

On a brighter note though, our January 2024 production of 'The Weir' was a tremendous success, followed by our equally successful Youth Group's production of 'Our Day Out' in February, both shows being virtual sell outs. These shows were also entered into the Kent Drama Association (KDA) Full Length Play Festival, with both receiving very favourable adjudications. This brings me to our entries into the festival last year, where Fiona McGahren won Best New Festival Director award for her production of 'Death and the Maiden' which also came third as Best Play. Camron Thompson also won the Best Young Player award for his performance in the title role in 'Private Peaceful', presented by the MLT Youth Company, which also won the award for Best Use of a Limited Space. Other members of both companies were also runners up. My congratulations to all, and I wish our entrants equal if not greater success in this year's festival.

I would like to mention that we also entered the KDA Radio Play Festival towards the end of last year, our entry being a new play, 'Captain Dauntless on the Planet Earth! penned by one of our newer members, Matt Crane, who also directed. Whilst due to various reasons the recording took place on the cusp of the entry deadline, we did it, and with successful results. The play came third in the Best Overall Production category; Hayley Bullivant won the Best Supporting Actress Award and Az Mumin was joint winner in the Best Actor in a Cameo Role category. We were also runners up in many of the other categories both acting and technical. So, my thanks go to everyone who made this happen. I would also mention that we held the awards evening at the theatre in January, which went well and was much appreciated by all the groups involved.

In addition to our own productions, in February, we again hosted local theatre company, Alternate Shadows, with their 2024 pantomime, 'Mother Goose', which sold out. Again, we also hosted local community theatre company Pretending People, with their production of 'Grimm Tales', who also ran two children's workshops. On the music front, we have again hosted The Singing Loins, alongside Wild Billy Childish and The Chatham Singers on more than one occasion; Track Dogs, an international group whose music is a fusion of folk, Latino, Americana and bluegrass, both groups selling out their performances. We also hosted a murder mystery night and even managed to fit in a book launch for local author and photographer, Neil Thorne, who has photographed many of our shows over the years.

With the hope that our extra events in the theatre have brought in more members to the theatre, if not additional audience, I am pleased to advise that our current membership stands at 148 members (Split: 84 Full Members and 64 Audience Members) an increase of 22 from this time last year.

Chairman's statement (continued)
For the year ended 31 August 2023

This brings me to the box office, where I am pleased to advise that, Kate Brookes, who took over at the beginning of last year, is well established in her role, introducing a three-day priority booking period for members before tickets go on general sale, which has been successful, as well as recently instigating the reintroduction of our charity preview nights. Whilst most of our bookings take place online, there is still a lot Kate deals with behind the scenes as well as manning the box office at the theatre on most performance nights, unless of course she happens to be in a show. If there is anyone who would like to help on performance nights, it would be much appreciated.

On to the introduction of LED lighting, a second purchase of more LED lights plus a new lighting desk, made possible from the late Andrew Coulson's legacy to the theatre, has already added to the technical versatility we can bring to our productions. (For those newer members who did not know Andrew, he was our lighting expert of many, many years, who sadly passed away at the end of 2022)
Andrew's partner, Frances, has also donated to the theatre, in memory of Andrew, a most generous sum to be used specifically as a bursary, yet to be awarded, for a young person to train as a lighting and sound technician.

With regards to the upkeep of the theatre, we have been aware for some time that the outside of the building needs some considerable attention, not to mention smartening up, and to this end we invited, at the recommendation of Cazz Wrate, our Membership Secretary, architect, David Mills, to produce a short report on the condition of the building, including the adjoining cottage, which we currently use for storage. We subsequently commissioned a structural engineer to report on some of the issues raised, much of which concerns the age of the building and the subsequent wear and tear over the years. Unfortunately, we have yet to take the recommendations forward as those of us who need to do this have been tied up in the general running of the theatre, but we have started making enquiries of local building firms who specialise in old buildings.

The inside of the theatre also needs some attention: general housekeeping and repairs, tidying and clearing out of our props and furniture galleries as well as smartening the place up. Any help in organising and carrying out these tasks would be much appreciated.

This brings me to asking for additional help in general. We desperately need more people to help backstage in our shows: stage managers, assistant stage mangers (ASMs), props persons, as well as set builders and designers. More and more we are relying on the same few people, not to mention the casts themselves. I do realise that life, both work and personal, is now different from years ago and people do not seem to have the same free time, but all these jobs can be shared so that the commitment is not so great.

Equally, there are times when filling the bar and front of house rotas can still be challenging, and if it were not for the small group of audience members who now also regularly help out, there might have been evenings where we would have had to cancel a show. Not something we would want to do! At this point though, I would like to thank all those people who do and have helped out over the past year…… What would we do without you?

Now, to thank all those people I have not mentioned: Chris Hynd, who valiantly continues her treasury role; Kerrie Thompson, our secretary and youth leader; Del de Lorme, our house manager, who carries out all our running repairs as well as building the odd set or two; Dawn Jones, our front of house manager, who is also one our main stage managers not to mention set painters. Dawn is also our Little Theatre Guild (LTG) representative, who attends various conferences and reports back on like theatres from around the country: their challenges (many similar to our own) and their successes, all of which we can learn from. Mic Aldington, our stage director, who alongside his various responsibilities has also instigated the purchase and installation of the new LED lighting. Menno Willemse, who now lights many of our shows. Mike Dickinson, our publicity officer, Cazz Wrate, our membership secretary, who is unfortunately standing down this year, and Elaine Thomas our wardrobe manager, who aside from costuming our shows, valiantly continues to pare down those costumes beyond repair or no longer required. Of course, I must also mention our production committee: Ian White, who has masterfully chaired the committee over the past year, but who also regrettably is standing down, Kate Brookes, Chris Parnell, Cazz Wrate, Sean Stephens, who was co-opted on to replace Barry Kearns who had to step down part way through the year, and Candice Fanning. For our Youth Group and Children's Workshop, my thanks go, in addition to Kerrie Thompson, Kairn Bignall, Carol Scott, Derek Thompson, Ginny Day and David Hutley, all of whom do a magnificent job in running the weekly workshops and producing their splendid shows.

Chairman's statement (continued)
For the year ended 31 August 2023

As always, my thanks go to all those members I may not have mentioned and to all our patrons who give their continued support.

Chris Loft
Chairman

March 2024

Chairman
Date:

Trustees' report
For the year ended 31 August 2023

The Trustees present their annual report together with the financial statements of the charity for the year ended 31 August 2023. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

The stated objectives of the charity are 'to advance education by the provision of a theatre and facilities for dramatic performances and exhibitions of art.'

To expand upon this, we provide an educational venue for people within the Medway Towns and Kent where we offer them an opportunity to participate in all the functions required to present a production and learn about other performance-based events, including newly written, devised work and introducing unknown artists. We also provide a forum and educational platform for youth involvement in a real theatre context which gives them a chance to learn life skills as well as encouraging them to participate in all aspects of theatre, in acting, stage craft and administration and production.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Strategies for achieving objectives

In the furtherance of these objectives a number of activities are generally undertaken.

Based in Rochester in the Medway Towns we have a wide catchment area for members and audience alike. The plays are selected by a Production Committee based on the suggestions of members and a proportion of the plays selected will provide challenges for acting members and aim to educate as well as entertain our audiences. The theatre is largely self-supporting through ticket sales and refreshments. Sometimes extra funding is sought for larger projects through grants or extra fundraising activities.

In the years before the lockdowns that halted our activities, our members performed in and supported a balanced programme of plays selected by an elected Production Committee. A ‘normal’ season would comprise six adult plays, generally running for nine nights plus two ‘charity preview nights’ There would also be three productions by our younger members - one by the Children’s Workshop, one by the Youth Group and one joint production. We also run a one act play festival in the summer, inviting other groups to experience performing on our stage and showcasing their talents. This play festival has encouraged many budding playwrights to devise their own plays and ‘best original play’ is always a hotly contested category.

We are not fully back to a pre-covid programme but we have increased and varied our activities to provide a variety of diverse and inclusive events for the local community. Always open to providing space for other groups, we continue to increase our external bookings to offer something new to our audiences that will swell their numbers and ensure the continuance of the theatre. A one-off comedy night is the latest new offering which if successful, could provide another option for entertaining the people of Medway.

Medway Little Theatre is predominantly funded by ticket sales and mainly staffed by volunteers and in the face of increasing costs we need to make sure that we getting the balance right between popular and educational offerings.

Objectives and activities (continued)

Members are encouraged to pass on their skills to others to do their bit for our educational aims and we are particularly proud of the success of our youth group, which has developed some notable performers and writers over the years. Our youth sections sometimes take their shows out into the community to broaden our outreach efforts and we continue to partner with Child Friendly Medway to give a space to their free acting workshops for local children.

Youth Sections

An important part of our commitment to education is our two youth sections. Medway Little Theatre's commitment to young people has a long history, having been founded in 1964. At a time when there was little provision in the Medway Towns for young people keen on theatre, between leaving school and working with our main company.

The Youth Company is involved in a wide range of productions from visits to the Edinburgh Festival Fringe and the Gibraltar One Act Play Festival which over the years has provided hundreds of young people with an experience of the theatre which has undoubtedly enriched their lives. Some of our youth members have progressed to become leaders with enthusiasm and commitment – bringing back their experiences from Drama School and further education.

Workshops take place on different aspects of the theatre world from acting, performing arts, improvisation, devising, text work, theatre styles, film, stage combat, mime, and a whole lot more besides. We actively encourage our members to learn the basics of stage management, lighting, and sound design.

Our weekly workshops for the Children's Workshop are for younger members aged seven to twelve, where we explore self-confidence, vocal, literacy, team and problem-solving skills but emphasising the fun. Our Youth Company expands on these elements. Our youth sections stage an annual show each and a combined Youth Extravaganza once a year, as well as participating in adult shows, the theatre's own Duncan Rand One Act Play Festival and an exchange programme to Gibraltar for an educational and cultural exchange. The MLT youth sections aim to provide an exciting and imaginative look at the creative world of theatre and gives young people a chance to form new friendships, gain in self-confidence and to have fun whilst learning.

Other Activities

As previously stated, we are working to increase the variety of events that take place at the theatre. Folk music, jazz, poetry, panto, murder mysteries, workshops are some of the events that have taken place this year in addition to our programme of plays. We also hosted a book launch, with another one coming up soon. It’s a while since we hosted a comedy night but that is another event that is coming up soon as well as another book/DVD launch.

We could still do more to improve our offering to the artistic community. There is no news on the proposed building mural. Performance is our main focus, so perhaps we should be looking to host some performance artists as a way of expanding in this direction. That is certainly something to think about in addition to considering ways that we could accommodate temporary or permanent exhibitions at the theatre.

Trustees' report (continued)
For the year ended 31 August 2023

Objectives and activities (continued)

c. Activities undertaken to achieve objectives

Productions offered by MLT during the 2022/23 Financial Year were as follows :-

Taking Steps - a play performed by the adult company;
Romeo and Juliet/We're All Zoomed - two one Act plays performed by both of our youth sections;
Goodnight Mister Tom – our Christmas play performed by adult and youth members;
Private Peaceful – a play performed by our youth company;
Death and the Maiden – a play performed by the adult company;
Children's Workshop – short plays performed by our youngest members;
Hamlet – a play performed by the adult company;
Lilies on the Land – a play performed by the adult company and
The Duncan Rand One Act Play Festival – a competition for youth and adult drama groups.

External bookings/collaborations included a pantomime, a murder mystery evening, poetry and several different local and international bands playing in a variety of music styles.

Regular events comprise a Tuesday evening Club Night for members, with prospective members invited to come and see the theatre; a weekly Saturday morning workshop session for Youth members; a weekly Saturday afternoon workshop session for the Children's Workshop and rehearsals scheduled across the week, as necessary.

d. Main activities undertaken to further the charity's purposes for the public benefit

Our outreach programme spearheaded by the youth sections includes interacting with local residential homes and care facilities and participating in cultural and diverse projects. This sometimes includes working with practitioners and groups in other genres of the arts including the spoken word, dance, singing, music and puppetry. This year we have increased the number of musical and other events available to the public and we will look for other ways to increase the diversity of what we offer to audience and participants. Hiring out space to other local groups is another way that we can increase the public benefit of the theatre so we will continue to do this when such opportunities arise.

Achievements and performance

a. Main achievements of the charity

The main achievement of the charity in the 2022/23 Financial Year was to present a credible season to our local audiences and to expand our offering by providing a platform for other drama groups and local and international bands and performers.

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

Trustees' report (continued)
For the year ended 31 August 2023

b. Reserves policy

Reserves are needed to bridge the gap between the spending and receiving of income and to cover unplanned emergency repairs and other expenditure. The Trustees have decided to increase the Reserves from a level of £55,000 to the level of £60,000 to take recent inflation figures into account.

Current reserves amount to £118,622 which exceeds the trustees' policy and will enable the charity to continue in operation without additional fundraising being necessary. The level of surplus funds should enable us to commit to a programme of building repairs and improvements.

Designated funds, which comprise the fixed asset fund, total £44,565 at the balance sheet date.

Restricted funds total £14,862 at the balance sheet date.

c. Review of the year

Our turnover for the year was almost back to pre-covid levels but this does not take account of price rises for tickets and refreshments, so we still have some room to improve our income by increasing the number of productions offered to pre-covid levels and beyond. Having said that, our income covered costs during the year, so we still have a healthy amount of money in the bank.

Costs continue to fluctuate, with small savings made on phone services dwarfed by increasing electricity charges. Hopefully the electricity prices will reduce in time but they are currently very high. Building repairs were minimal this past year and future years may see more spending on the fabric of the building.

Towards the end of the Financial Year the Trustees took the decision to move ticket booking platform fees back on to the customer. Further to that we have recently introduced a booking fee for people booking directly over the phone. This will go some way towards paying our box office staff.

Although the Medway Little Theatre is a volunteer-based charity it is becoming increasingly clear that there is a need for more paid staff to stop the wheels falling off. The Trustees have for some time been discussing the need for a theatre manager who could potentially contribute to their own payment by making the theatre more available for day-time activities. No firm decision has been made on this and it continues to be discussed.

Structure, governance and management

a. Constitution

Medway Little Theatre Ltd is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association.

b. Methods of appointment or election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

Trustees' report (continued)
For the year ended 31 August 2023

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the charity 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).

Company law requires the Trustees to prepare financial statements for each financial . 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 charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

Chris Hynd

Date:

Medway Little Theatre Ltd

(A company limited by guarantee)

Independent examiner's report
For the year ended 31 August 2023

Independent examiner's report to the Trustees of Medway Little Theatre Ltd ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 August 2023.

Responsibilities and basis of report

As the Trustees of the charity (and 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 charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts 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

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 the charity 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.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed: Dated:

Susan Robinson BA FCA FCIE DChA

Kreston Reeves LLP
Chartered Accountants
Montague Place
Quayside
Chatham Maritime
Chatham
Kent
ME4 4QU

Medway Little Theatre Ltd

(A company limited by guarantee)

Statement of financial activities (incorporating income and expenditure account)
For the year ended 31 August 2023

	Note	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	3	**20,000**	**13,534**	**33,534**	9,626
Charitable activities	4	**-**	**37,959**	**37,959**	23,608
Investments	5	**-**	**35**	**35**	5
Total income		**20,000**	**51,528**	**71,528**	33,239
Expenditure on:					
Charitable activities	6	**-**	**50,255**	**50,255**	29,911
Total expenditure		**-**	**50,255**	**50,255**	29,911
Net income		**20,000**	**1,273**	**21,273**	3,328
Transfers between funds	12	**(5,138)**	**5,138**	**-**	-
Net movement in funds		**14,862**	**6,411**	**21,273**	3,328
Reconciliation of funds:					
Total funds brought forward		**-**	**156,776**	**156,776**	153,448
Net movement in funds		**14,862**	**6,411**	**21,273**	3,328
Total funds carried forward		**14,862**	**163,187**	**178,049**	156,776

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 13 to 21 form part of these financial statements.

Medway Little Theatre Ltd

(A company limited by guarantee)
Registered number: 01526454

Balance sheet
As at 31 August 2023

	Note		2023 £		2022 £
Fixed assets					
Tangible assets	9		**44,565**		43,418
Current assets					
Debtors	10	**26,018**		2,617	
Cash at bank and in hand		**111,922**		113,481	
		137,940		116,098	
Creditors: amounts falling due within one year	11	**(4,456)**		(2,740)	
Net current assets			**133,484**		113,358
Total net assets			**178,049**		156,776
Charity funds					
Unrestricted funds	12		**163,187**		156,776
Total funds			**178,049**		156,776

The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Chris Hynd

Date:

The notes on pages 13 to 21 form part of these financial statements.

Notes to the financial statements
For the year ended 31 August 2023

1. General information

Medway Little Theatre Limited is a charitable company registered in England, with the company registration number 01526454 and the charity number 1056994. Its principal office is 256 St Margarets Banks, High Street, Rochester, Kent ME1 1HY.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Medway Little Theatre Ltd 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.

The financial statements have been prepared in British Sterling and are rounded to the nearest Pound.

2.2 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 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.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the charity, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Freehold property is not depreciated.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

Fixtures and fittings	-	10%

2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2. Accounting policies (continued)

2.10 Liabilities

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.11 Financial instruments

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

2.12 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

3. Income from donations and legacies

	Restricted funds 2023 £	**Unrestricted funds 2023 £**	**Total funds 2023 £**	Total funds 2022 £
Donations	-	10,564	**10,564**	4,369
Legacies	20,000	-	**20,000**	-
Membership subscriptions	-	2,970	**2,970**	2,590
Government grants	-	-	**-**	2,667
	20,000	13,534	**33,534**	9,626
Total 2022	-	9,626	9,626	

Notes to the financial statements
For the year ended 31 August 2023

4. Income from charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Box Office / Production	36,434	**36,434**	23,608
Room hire	1,525	**1,525**	-
	37,959	**37,959**	23,608

5. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Bank interest receivable	35	**35**	5

6. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £	Total funds 2022 £
Box Office / Productions	43,201	7,054	**50,255**	29,911
Total 2022	23,998	5,913	29,911	

Notes to the financial statements
For the year ended 31 August 2023

6. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Charitable activities 2023 £	Total funds 2023 £	Total funds 2022 £
Production costs	11,150	**11,150**	5,727
Promotion and publicity costs	2,211	**2,211**	861
Rent, rate, insurance, fire, pest and rubbish	6,829	**6,829**	7,370
Repairs	4,115	**4,115**	1,396
Heat and light	9,823	**9,823**	3,626
Box office costs	3,549	**3,549**	1,799
Sundry expenses and cleaning	5,524	**5,524**	3,219
	43,201	**43,201**	23,998

Analysis of support costs

	Charitable activities 2023 £	Total funds 2023 £	Total funds 2022 £
Depreciation	2,712	**2,712**	2,951
Bank charges	27	**27**	4
Loss on disposal of fixed asset	1,279	**1,279**	-
Accountancy and independent examination fees	1,914	**1,914**	1,740
Telephone	1,122	**1,122**	1,218
	7,054	**7,054**	5,913

7. Independent examiner's remuneration

	2023 £	2022 £
Fees payable to the charity's independent examiner for the independent examination of the charity's annual accounts	**1,914**	1,740

Notes to the financial statements
For the year ended 31 August 2023

8. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 August 2023, expenses totalling £6,763 were reimbursed or paid directly to 6 Trustees (2022 - £1,617 to 6 Trustees). All expenses are re-imbursements of money spent by the Trustees on behalf of Medway Little Theatre.

9. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Total £
Cost or valuation			
At 1 September 2022	**16,860**	**57,436**	**74,296**
Additions	**-**	**5,138**	**5,138**
Disposals	**-**	**(1,755)**	**(1,755)**
At 31 August 2023	**16,860**	**60,819**	**77,679**
Depreciation			
At 1 September 2022	**-**	**30,878**	**30,878**
Charge for the year	**-**	**2,712**	**2,712**
On disposals	**-**	**(476)**	**(476)**
At 31 August 2023	**-**	**33,114**	**33,114**
Net book value			
At 31 August 2023	**16,860**	**27,705**	**44,565**
At 31 August 2022	16,860	26,558	43,418

10. Debtors

	2023 £	2022 £
Due within one year		
Other debtors	**2,007**	594
Prepayments and accrued income	**24,011**	2,023
	26,018	2,617

Notes to the financial statements
For the year ended 31 August 2023

11. Creditors: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	**2,542**	971
Accruals and deferred income	**1,914**	1,769
	4,456	2,740

12. Statement of funds

Statement of funds - current year

	Balance at 1 September 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 August 2023 £
Unrestricted funds					
Designated funds					
Fixed asset fund	**43,418**	**-**	**(2,712)**	**3,859**	**44,565**
General funds					
General fund	**113,358**	**51,528**	**(47,543)**	**1,279**	**118,622**
Total Unrestricted funds	**156,776**	**51,528**	**(50,255)**	**5,138**	**163,187**
Restricted funds					
Legacy fund	**-**	**20,000**	**-**	**(5,138)**	**14,862**
Total of funds	**156,776**	**71,528**	**(50,255)**	**-**	**178,049**

12. Statement of funds (continued)

Nature and purpose of designated funds

The designated fixed asset fund represents the net book value of the charity's fixed assets.

Nature and purpose of restricted funds

Legacy fund - In November 2022 Andrew Coulson, a much loved and respected member of our theatre, passed away. He was kind enough to leave us an amazing legacy of twenty thousand pounds with the stipulation that it should be spent on LED lamps for the theatre and other purchases that would enhance our technical capabilities or improve the lighting box space. Andrew's good friend, fellow techie and a current Trustee, David (Mic) Aldington, was tasked with approving purchases made from this legacy. We have therefore declared this legacy a restricted fund.

Statement of funds - prior year

	Balance at 1 September 2021 £	Income £	Expenditure £	Balance at 31 August 2022 £
Unrestricted funds				
Designated funds				
Fixed asset fund	46,369	-	(2,951)	43,418
General funds				
General fund	107,079	33,239	(26,960)	113,358
Total Unrestricted funds	153,448	33,239	(29,911)	156,776

13. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2023 £	**Unrestricted funds 2023 £**	**Total funds 2023 £**
Tangible fixed assets	-	44,565	**44,565**
Current assets	14,862	123,078	**137,940**
Creditors due within one year	-	(4,456)	**(4,456)**
Total	14,862	163,187	**178,049**

13. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	43,418	43,418
Current assets	116,098	116,098
Creditors due within one year	(2,740)	(2,740)
Total	156,776	156,776

14. Related party transactions

During the year, the charity received cumulative membership income of £200 from the Trustees (2022: £160).

The charity has not entered into any other related party transactions during the year, nor are there any outstanding balances owing between related parties and the charity at 31 August 2023.

MEDWAY LITTLE THEATRE LIMITED

England & Wales - Charity number 1056994

Accounts

Registered number: 01526454
Charity number: 1056994

Medway Little Theatre Ltd

(A company limited by guarantee)

Unaudited

Trustees' report and financial statements

For the year ended 31 August 2022

Medway Little Theatre Ltd
(A company limited by guarantee)

Contents

	Page
Reference and administrative details of the charity, its Trustees and advisers	1
Chairman's statement	2 - 3
Trustees' report	4 - 8
Independent examiner's report	9
Statement of financial activities	10
Balance sheet	11
Notes to the financial statements	12 - 19

Medway Little Theatre Ltd
(A company limited by guarantee)

Reference and administrative details of the charity, its Trustees and advisers
For the year ended 31 August 2022

Trustees	David Aldington Roderic De Lorme Michael Dickinson Victoria Hayhow Chris Hynd Christopher Loft Kerensa Thompson John Winson Carol Wrate
Company registered number	01526454
Charity registered number	1056994
Registered office	256 St Margarets Banks High Street Rochester Kent ME1 1HY
Accountants	Kreston Reeves LLP Chartered Accountants Montague Place Quayside Chatham Maritime Chatham Kent ME4 4QU
Independent Examiner	Susan Robinson BA FCA FCIE FChA Kreston Reeves LLP Montague Place Quayside Chatham Kent ME4 4QU

Medway Little Theatre Ltd
(A company limited by guarantee)

Chairman's statement
For the year ended 31 August 2022

The chairman presents his statement for the year.

After the challenges that faced us in 2020 and 2021, 2022 was the year that saw the theatre begin to properly get back on its feet following the success of A Christmas Carol in December 2021. At the beginning of the year though, there were still concerns around emerging Covid variants, so we thought it prudent to tread carefully. In March we mounted a successful production of Willy Russell's 'Educating Rita', followed in April by our Youth Company production of 'Lords and Ladies' and in June, Amanda Whittington's 'Ladies' Day', also very successful, a production that had been a casualty of lockdown in 2020. We were not sure whether to hold the Duncan Rand One Act Play Festival, but bit the bullet and proceeded to do so, and whilst there were few entrants (many of the groups which would normally enter were not up and running themselves) those groups who did enter, were only too pleased to be back in our theatre again. We hope for a greater take up this year!

You will note that the intended production of 'Hamlet' in May last year did not take place owing to the indisposition of the actor cast in the title role, and whilst initially put back to October last year, it will now take place in May this year. In fact, rehearsals have not long commenced.

The 2022/23 season started in October with Alan Ayckbourn's one and only true farce 'Taking Steps', which was very successful, followed by a Children's Workshop/Youth Production in November and then onto 'Goodnight Mr Tom' in December, also very successful and a sell-out to boot! This was followed in February with a splendid production by our Youth Group of Michael Morpurgo's 'Private Peaceful'. Put together in only five weeks by director, Kairn Bignell, my congratulations go to all those involved. This was followed at the end of February by the powerful political thriller, 'Death and the Maiden' by Ariel Dorfman, directed by newcomer to MLT, Fiona McGahren, who I hope will direct many more plays to come. Both 'Private Peaceful' and 'Death and the Maiden' have been entered into the Kent Drama Association (KDA) Full Length Play Festival and each received very favourable adjudications on their last performances. So, I wish both the very best of luck in the final reckoning.

I am also pleased to advise that our Youth Group will this year be resuming their annual visit to the Gibraltar One Act Play Festival, for which I wish them the very best of luck. At this point I would also like to thank Kerrie Thompson, Kairn Bignall, Kerrie Owens, David Hutley and Carol Scott, who run both the Youth Group and Children's Workshop, not to mention Derek Thompson, who provides much of the technical and backstage support, and Luke Taylor, for his continued support.

In addition to our own productions, in January we hosted local group, Alternate Shadow's pantomime, 'The Pied Piper', followed at the beginning of February by the local community theatre company, Pretending People, with their production of 'Grimm Tales', and who also ran two workshops for young people. We also hosted for two nights at the end of January local folk and blues band, The Singing Loins, alongside Wild Billy Childish and The Chatham Singers. Both nights a sell out! We also have two or three more music nights scheduled in.

The idea of bringing in entertainment from outside to run alongside our own productions is not new, but has not taken place with any regularity for some years. Whilst we must not lose sight of our own purpose by offering the experience, whether on stage or behind the scenes, of putting on our own productions, it has been thought for some time that the theatre is underused. Therefore, by offering our space, where it fits within our schedule, to other theatre groups or bands/singers to perform in, we are hoping to raise our profile by bringing more people into the theatre as well as offering additional entertainment to our members.

Talking of bringing more people into the theatre, I am pleased to advise that our membership has increased, be it very gradually, with both full and audience members.
Current membership: 126 Members (Split: 68 Full Members and 58 Audience Members)

On a sadder note, we had to say goodbye to a number of our older members in 2022, namely Joan Williams, Gail Kemp, Don Kemp, Andrew Coulson and Barbara Brigden, and earlier this year, Colin Bryant, all of whom contributed a great deal to the theatre over the years. Unless a very new member, you will have received tributes for each person from Paul Tomkies, who kindly put these together, for which I am very grateful.

Chairman's statement (continued)
For the year ended 31 August 2022

An ongoing problem has been trying to fill the bar and front of house rota for our shows. However, last year, by accident as it so happens, I included our audience members on my request for help, where historically we had only ever asked full members, and I am delighted to say that we now have a small group of audience members who volunteer on a regular basis, which has and continues to be an enormous help. It is sometimes disappointing though that some of our full members do not respond when not involved in a play. It is only fair that you support other members as they support you, even if it's only once in a season. Every little helps and please remember that without cover for these roles, we cannot open our shows! At this point, I would of course like to wholeheartedly thank all those members who have volunteered throughout the last year.

Talking of help, I am delighted to advise you that Kate Brookes has recently taken up the role of box office manager and is settling into the role very nicely with the help of Kerrie Thompson, who has been our temporary manager for the past two years. My thanks to you both! We will of course be looking for one or two volunteers who are willing to deputise for Kate in the box office on show nights when she is in a show herself, or when perhaps she cannot cover every night of a run. If you might be interested, please let me know.

Now, onto the upkeep of the building, unfortunately we were still unable to secure the employment of a firm to render the outside. Because of the age of the building, it requires a specialist firm to carry out this work, who all seem to be particularly busy and very difficult to pin down. We will keep trying!

Inside the theatre, a new bar was installed by Mark Kitchener and Derek Thompson, both of whom I thank. This just needs finishing with filling in a few gaps and a bit of painting behind the bar. Elsewhere, Del de Lorme, our house manager, continues to carry out running repairs, not to mention building the odd set or two along the way, for which I thank him. Upstairs in the wardrobe, Elaine Thomas, our wardrobe manager, continues valiantly to pare down our costumes of those that are unwearable or that are never going to be used. Thank you, Elaine.

Elsewhere, Mic Aldington, our stage director, has purchased our first LED stage lights, now that they have come down to a reasonable price, and will be looking to oversee their installation in the near future. Mic, using all his years of experience, also advises on various technical and other issues which may come about, for which we are always most grateful. Thank you, Mic.

Following the loss late last year of Andrew Coulson, our lighting technician extraordinaire of many, many years, new member, Menno Willemse, has taken up the mantle of lighting our shows, having briefly had the opportunity to receive some training from Andrew before he was taken so tragically ill. Thank you, Menno, for rising to the occasion.

My thanks also to Chris Hynd, our Treasurer, who not only keeps us on the straight and narrow financially, but also manages many of our compliance obligations. Also, thanks to Kerrie Thompson, our Secretary, for all the work she carries out alongside being our Youth Leader and until recently, our Box Office manager. My thanks too go to our Production Committee; Mike Dickinson, our Publicity Manager; Cazz Wrate, our Membership Secretary and more recently our Incoming Event Organiser; Tori Hayhow, our Members Representative and Dawn Jones, our Front of House Manager.

As always, my thanks also go to all those members not mentioned and to all our patrons who give their continued support.

Chris Loft

Chairman

Date: 14/03/2023

Medway Little Theatre Ltd
(A company limited by guarantee)

Trustees' report
For the year ended 31 August 2022

The Trustees present their annual report together with the financial statements of the charity for the year ended 31 August 2022. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

The stated objectives of the charity are 'to advance education by the provision of a theatre and facilities for dramatic performances and exhibitions of art.'

To expand upon this, we provide an educational venue for people within the Medway Towns and Kent where we offer them an opportunity to participate in all the functions required to present a production and learn about other performance-based events, including newly written, devised work and introducing unknown artists. We also provide a forum and educational platform for youth involvement in a real theatre context which gives them a chance to learn life skills as well as encouraging them to participate in all aspects of theatre, in acting, stage craft and administration and production.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Strategies for achieving objectives

In the furtherance of these objectives a number of activities are generally undertaken.

Based in Rochester in the Medway Towns we have a wide catchment area for members and audience alike. The plays are selected by a Production Committee based on the suggestions of members and a proportion of the plays selected will provide challenges for acting members and aim to educate as well as entertain our audiences. The theatre is largely self-supporting through ticket sales and refreshments. Sometimes extra funding is sought for larger projects through grants or extra fundraising activities.

In the years before the lockdowns that halted our activities, our members performed in and supported a balanced programme of plays selected by an elected Production Committee. A 'normal' season would comprise six adult plays, generally running for nine nights plus two 'charity preview nights' There would also be three productions by our younger members - one by the Children's Workshop, one by the Youth Group and one joint production. We also run a one act play festival in the summer, inviting other groups to experience performing on our stage and showcasing their talents. This play festival has encouraged many budding playwrights to devise their own plays and 'best original play' is always a hotly contested category.

Since the lockdowns ended, we have been cautiously increasing our activities and are seeking our new normal and the best way to provide a variety of diverse and inclusive events for the local community. Always open to providing space for other groups, we are now actively increasing our external bookings to offer something new to our audiences that will swell their numbers and ensure the continuance of the theatre. Medway Little Theatre is predominantly funded by ticket sales and mainly staffed by volunteers and in the face of increasing costs we need to make sure that we getting the balance right between popular and educational offerings.

Objectives and activities (continued)

Members are encouraged to pass on their skills to others to do their bit for our educational aims and we are particularly proud of the success of our youth group, which has developed some notable performers and writers over the years. Our youth sections sometimes take their shows out into the community to broaden our outreach efforts and we recently partnered with Child Friendly Medway to give a space to their free acting workshops for local children.

Youth Sections

An important part of our commitment to education is our two youth sections. Medway Little Theatre's commitment to young people has a long history, having been founded in 1964. At a time when there was little provision in the Medway Towns for young people keen on theatre, between leaving school and working with our main company.

The Youth Company is involved in a wide range of productions from visits to the Edinburgh Festival Fringe and the Gibraltar One Act Play Festival which over the years has provided hundreds of young people with an experience of the theatre which has undoubtedly enriched their lives. Some of our youth members have progressed to become leaders with enthusiasm and commitment – bringing back their experiences from Drama School and further education.

Workshops take place on different aspects of the theatre world from acting, performing arts, improvisation, devising, text work, theatre styles, film, stage combat, mime, and a whole lot more besides. We actively encourage our members to learn the basics of stage management, lighting, and sound design.

Our weekly workshops for the Children's Workshop are for younger members aged seven to twelve, where we explore self-confidence, vocal, literacy, team and problem-solving skills but emphasising the fun. Our Youth Company expands on these elements. Our youth sections stage an annual show each and a combined Youth Extravaganza once a year, as well as participating in adult shows, the theatre's own Duncan Rand One Act Play Festival and an exchange programme to Gibraltar for an educational and cultural exchange. The MLT youth sections aim to provide an exciting and imaginative look at the creative world of theatre and gives young people a chance to form new friendships, gain in self-confidence and to have fun whilst learning.

Other Activities

As previously stated we are working to increase the variety of events that take place at the theatre. Recent offerings have included a Murder Mystery and a Pantomime and local musicians and poets have offered something new to our audiences. Although we have yet to significantly develop a space for art installations there is a possibility of a 'live mural' being painted temporarily on one of our external walls as part of a local event. A more permanent mural has been discussed but would be subject to planning permission as the building is in a conservation area.

Objectives and activities (continued)

c. Activities undertaken to achieve objectives

Productions offered during the 2021/22 Financial Year were as follows :-

Robin Hood – Youth Extravaganza Children's Workshop and Youth Group combined;
Matchmaker/Blind Date Inc. Two One Act plays performed by Adult and Youth members;
A Christmas Carol – A play with music performed by Adult and Youth members;
Aladdin – Panto performed by guest group Alternate Shadows;
Educating Rita – a play performed by Adult members;
Lords and Ladies – a play performed by Youth members;
Ladies' Day – a play performed by Adult members;
Duncan Rand One Act Play Festival – A Competition for Youth and Adult drama groups;
Hi Di Die – A Murder Mystery performed by guest group Alternate Shadows.

Regular events comprise a Tuesday evening Club Night for members, with prospective members invited to come and see the theatre; a weekly Saturday morning workshop session for Youth members; a weekly Saturday afternoon workshop session for the Children's Workshop and rehearsals scheduled across the week, as necessary.

d. Main activities undertaken to further the charity's purposes for the public benefit

Our outreach programme spearheaded by the youth sections includes interacting with local residential homes and care facilities and participating in cultural and diverse projects. This sometimes includes working with practitioners and groups in other genres of the arts including the spoken word, dance, singing and music.

Recently we have made more diverse events available to the public and we will look for other ways to increase the diversity of what we offer to audience and participants. Hiring out space to other local groups is another way that we can increase the public benefit of the theatre..

Achievements and performance

a. Main achievements of the charity

The main achievement of the charity in the 2021/22 Financial Year was to come out the other side of the Covid-19 lockdowns and provide several productions for members to get their teeth into, that gave them something to come out for. It was good to be able to offer something to enable local audiences to re-engage with the theatre and with each other.

There's nothing quite like live theatre for celebrating life!

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

Trustees' report (continued)
For the year ended 31 August 2022

b. Reserves policy

Reserves are needed to bridge the gap between the spending and receiving of income and to cover unplanned emergency repairs and other expenditure. The Trustees have decided to increase the Reserves from a level of £50,000 to the level of £55,000 to take into account recent inflation figures.

Current reserves amount to £113,358 which exceeds the trustees' policy and will enable the charity to continue in operation without additional fundraising being necessary.

Designated funds, which comprise the fixed asset fund, total £43,418 at the balance sheet date.

c. Review of the year

In the time covered by the 2021/22 accounts the theatre made a tentative return to a kind of normality. Productions generally ran for fewer nights than usual. Audience numbers varied but it was good to see something happening on our stage. Although box office prices were increased, this was partially undermined by our absorption of the booking fee for our online ticketing system. This was considered appropriate at the time, as we were asking our audience to book online while we were seeking out a new box office manager. We are now reviewing this policy as we have found someone to run the box office service.

Our box office gross takings were about half of a normal pre-covid year but our expenses were also generally down. Some cost cutting was deliberate but some of it was a natural effect of the reduced programme, such as lower performing rights and box office costs.

No major refurbishment was undertaken in this period although the refreshment area had a makeover. All essential alarm and extinguisher tests were carried out and the fire panel was replaced.

Membership payments started up again in May 2022 but did not make a significant contribution to our funds. A recruitment drive is needed going forward to replace some members who have drifted away from us during the prolonged closure.

Overall, we broke even for the 2021/22 financial year, if you take a small government grant out of the equation.

Increasing income to meet rising costs will be important to the long-term survival of the theatre. We should be able to weather increased electricity costs for a year or two but if sky high prices become the new normal, then our move to LED lighting increases in importance. We may need to be more creative with our use of the theatre.

Historically, our main income is from our own productions rather than theatre hires or fundraising. It may be increasingly necessary to look for other income streams going forward.

Structure, governance and management

a. Constitution

Medway Little Theatre Ltd is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association.

b. Methods of appointment or election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

Trustees' report (continued)
For the year ended 31 August 2022

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the charity 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).

Company law requires the Trustees to prepare financial statements for each financial . 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 charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

Christine Hynd

Chris Hynd

Date: 14th March 2023

Medway Little Theatre Ltd
(A company limited by guarantee)

Independent examiner's report
For the year ended 31 August 2022

Independent examiner's report to the Trustees of Medway Little Theatre Ltd ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 August 2022.

Responsibilities and basis of report

As the Trustees of the charity (and 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 charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts 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

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 the charity 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.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed: S Robinson Dated: 27th March 2023

Susan Robinson BA FCA FCIE DChA

Kreston Reeves LLP
Chartered Accountants
Montague Place
Quayside
Chatham Maritime
Chatham
Kent
ME4 4QU

Medway Little Theatre Ltd
(A company limited by guarantee)

Statement of financial activities (incorporating income and expenditure account)
For the year ended 31 August 2022

	Note	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:				
Donations and legacies	3	**9,626**	**9,626**	13,184
Charitable activities	4	**23,608**	**23,608**	-
Investments	5	**5**	**5**	170
Total income		**33,239**	**33,239**	13,354
Expenditure on:				
Charitable activities	6	**29,911**	**29,911**	17,108
Total expenditure		**29,911**	**29,911**	17,108
Net movement in funds		**3,328**	**3,328**	(3,754)
Reconciliation of funds:				
Total funds brought forward		**153,448**	**153,448**	157,202
Net movement in funds		**3,328**	**3,328**	(3,754)
Total funds carried forward		**156,776**	**156,776**	153,448

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 12 to 19 form part of these financial statements.

Medway Little Theatre Ltd
(A company limited by guarantee)
Registered number: 01526454

Balance sheet
As at 31 August 2022

	Note		2022 £		2021 £
Fixed assets					
Tangible assets	9		**43,418**		46,369
			43,418		46,369
Current assets					
Debtors	10	**2,617**		4,446	
Cash at bank and in hand		**113,481**		103,906	
		116,098		108,352	
Creditors: amounts falling due within one year	11	**(2,740)**		(1,273)	
Net current assets			**113,358**		107,079
Total net assets			**156,776**		153,448
Charity funds					
Unrestricted funds	12		**156,776**		153,448
Total funds			**156,776**		153,448

The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Christine Hynd

Chris Hynd

Date: 14th March 2023

The notes on pages 12 to 19 form part of these financial statements.

Notes to the financial statements
For the year ended 31 August 2022

1. General information

Medway Little Theatre Limited is a charitable company registered in England, with the company registration number 01526454 and the charity number 1056994. Its principal office is 256 St Margarets Banks, High Street, Rochester, Kent ME1 1HY.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Medway Little Theatre Ltd 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.

The financial statements have been prepared in British Sterling and are rounded to the nearest Pound.

2.2 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 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.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2. Accounting policies (continued)

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Freehold property is not depreciated.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

Fixtures and fittings	-	10%

2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.10 Liabilities

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.11 Financial instruments

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

2. Accounting policies (continued)

2.12 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

3. Income from donations and legacies

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	4,369	**4,369**	133
Membership subscriptions	2,590	**2,590**	-
Government grants	2,667	**2,667**	13,051
	9,626	**9,626**	13,184

4. Income from charitable activities

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Box Office / Production	23,608	**23,608**	-

5. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Bank interest receivable	5	**5**	170

6. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Box Office / Productions	23,998	5,913	**29,911**	17,108
Total 2021	12,273	4,835	17,108	

Analysis of direct costs

	Charitable activities 2022 £	Total funds 2022 £	Total funds 2021 £
Production costs	5,727	**5,727**	178
Promotion and publicity costs	861	**861**	85
Rent, rate, insurance, fire, pest and rubbish	7,370	**7,370**	8,253
Repairs	1,396	**1,396**	462
Heat and light	3,626	**3,626**	2,663
Box office costs	1,799	**1,799**	-
Sundry expenses and cleaning	3,219	**3,219**	632
	23,998	**23,998**	12,273

Analysis of support costs

	Charitable activities 2022 £	Total funds 2022 £	Total funds 2021 £
Depreciation	2,951	**2,951**	2,729
Bank charges	4	**4**	2
Accountancy and independent examination fees	1,740	**1,740**	840
Telephone	1,218	**1,218**	1,189
Governance costs	-	**-**	75
	5,913	**5,913**	4,835

Notes to the financial statements
For the year ended 31 August 2022

7. Independent examiner's remuneration

	2022 £	2021 £
Fees payable to the charity's independent examiner for the independent examination of the charity's annual accounts	**1,740**	840

8. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 August 2022, expenses totalling £1,617 were reimbursed or paid directly to 6 Trustees (2021 - £347 to 5 Trustees). All expenses are re-imbursements of money spent by the Trustees on behalf of Medway Little Theatre.

9. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Total £
Cost or valuation			
At 1 September 2021	**16,860**	**57,436**	**74,296**
At 31 August 2022	**16,860**	**57,436**	**74,296**
Depreciation			
At 1 September 2021	**-**	**27,927**	**27,927**
Charge for the year	**-**	**2,951**	**2,951**
At 31 August 2022	**-**	**30,878**	**30,878**
Net book value			
At 31 August 2022	**16,860**	**26,558**	**43,418**
At 31 August 2021	16,860	29,509	46,369

Notes to the financial statements
For the year ended 31 August 2022

10. Debtors

	2022 £	2021 £
Due within one year		
Other debtors	**594**	192
Prepayments and accrued income	**2,023**	2,254
Grants receivable	**-**	2,000
	2,617	4,446

11. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	**971**	433
Accruals and deferred income	**1,769**	840
	2,740	1,273

Notes to the financial statements
For the year ended 31 August 2022

12. Statement of funds

Statement of funds - current year

	Balance at 1 September 2021 £	Income £	Expenditure £	Balance at 31 August 2022 £
Unrestricted funds				
Designated funds				
Fixed asset fund	**46,369**	**-**	**(2,951)**	**43,418**
General funds				
General fund	**107,079**	**33,239**	**(26,960)**	**113,358**
Total Unrestricted funds	**153,448**	**33,239**	**(29,911)**	**156,776**

The designated fixed asset fund represents the net book value of the charity's fixed assets.

Statement of funds - prior year

	Balance at 1 September 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 August 2021 £
Unrestricted funds					
Designated funds					
	43,508	-	(2,729)	5,590	46,369
General funds					
	113,694	13,354	(14,379)	(5,590)	107,079
Total Unrestricted funds	157,202	13,354	(17,108)	-	153,448

Notes to the financial statements
For the year ended 31 August 2022

13. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	43,418	**43,418**
Current assets	116,098	**116,098**
Creditors due within one year	(2,740)	**(2,740)**
Total	156,776	**156,776**

Analysis of net assets between funds - prior year

	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	46,369	46,369
Current assets	108,352	108,352
Creditors due within one year	(1,273)	(1,273)
Total	153,448	153,448

14. Related party transactions

During the year, the charity received cumulative membership income of £160 from the Trustees (2021: £nil).

The charity has not entered into any other related party transactions during the year, nor are there any outstanding balances owing between related parties and the charity at 31 August 2022.

MEDWAY LITTLE THEATRE LIMITED

England & Wales - Charity number 1056994

Accounts

Registered number: 01526454
Charity number: 1056994

Medway Little Theatre Ltd

(A company limited by guarantee)

Unaudited

Trustees' report and financial statements

For the year ended 31 August 2020

Medway Little Theatre Ltd
(A company limited by guarantee)

Contents

	Page
Reference and administrative details of the charity, its Trustees and advisers	1
Chairman's statement	2 - 5
Trustees' report	6 - 10
Independent examiner's report	11
Statement of financial activities	12
Balance sheet	13
Notes to the financial statements	14 - 22

Medway Little Theatre Ltd

(A company limited by guarantee)

Reference and administrative details of the charity, its Trustees and advisers
For the year ended 31 August 2020

Trustees	David Aldington Roderic De Lorme Michael Dickinson Victoria Hayhow Chris Hynd Christopher Loft Nan Morran (resigned 19 November 2019) Kerensa Thompson John Winson Carol Wrate (appointed 19 November 2019)
Company registered number	01526454
Charity registered number	1056994
Registered office	256 St Margarets Banks High Street Rochester Kent ME1 1HY

Medway Little Theatre Ltd
(A company limited by guarantee)

Chairman's statement
For the year ended 31 August 2020

The chairman presents his statement for the year.

What a year!.....Who would have thought at our last AGM in November 2019 that four months later in March 2020 we would be forced to close our doors owing to government restrictions imposed as a protective measure to limit the spread of a global pandemic, namely Covid19. What is even more concerning is the fact that one year later, in March 2021, the position remains the same, our doors remain closed, although following the government announcement in February, we have at last been given a 'roadmap' out of lockdown, subject to any revisions along the way.

It goes without saying of course that closure of the theatre has had a dramatic effect on our income. The season started well with Blithe Spirit achieving over 90% attendance, but ended on 43% overall. Sadly, the charities suffered too as only two of the performed plays sold their preview nights. Good news though is that Mailchimp subscribers have increased to 1145, so this will be a good way of updating people when we are able to reopen. Our online ticketing provider, TicketSource, also has various Covid-Safe procedures to help us adhere to any booking related restrictions following government guidelines upon reopening.

Unfortunately when we do reopen to a seat paying audience, you will not be seeing Janet's friendly face at the box office. 2020 marked Janet's tenth anniversary as box office manager and in December she decided it was time to step down. I can only say Janet, a big thank you from me and from all of us for all the hard work you have put into the job, so much of it over and above the call of duty, and I'm sure I speak for everyone when I say you will be greatly missed. We wish you well and hope to see you in the audience occasionally.

Now let's look at what we did manage to achieve in 2019/2020 season. Well, we managed to get through half our season: three adult productions – Noël Coward's 'Blithe Spirit', 'Dangerous Obsession' by N J Crisp and 'Wild Goose Chase' by Derek Benfield, followed by two Youth productions and finishing with our Children's Workshop production in early March. (See later for details) Our three remaining adult productions for the season had to be cancelled, but the intention is that these productions will form part of our season when we are able to open again. The Duncan Rand One Act Festival also had to be cancelled, but so as not to disappoint our entrants, or anyone else who might be interested in taking part, we challenged them to write and record a play for the radio to be submitted and adjudicated by a panel of three adjudicators using the same rules. Hence, in May, the 'Play on The Radio' festival was born. Fifteen plays were received and adjudicated culminating in an awards ceremony which took place on Zoom. This proved extremely successful and I wholeheartedly thank all those groups who took part and all those people behind the scenes who made this possible, especially Kerrie Thompson, who co-ordinated the proceedings as well as being one of the adjudicators and Amanda Sharpe-Conroy, who was originally to adjudicate the Duncan Rand, but who kindly and eagerly agreed to adjudicate the Radio festival. Who was the third adjudicator?... Well that was me! Incidentally, all the plays are still available to listen to on our website – www.mlt.org.uk.

Following on from this success, once Covid 19 restrictions had relaxed sufficiently, four of our actors began to rehearse a one act play that could be performed in a socially distanced manner with the intention that it could be performed online. And so it was that the play, A Jolly Sinister Jape by Elliot Strange, was live streamed from the MLT stage, but without a live audience, for three performances on the 9th & 10th October. Again this proved very successful with 138 log-ins recorded and an estimated total audience of 200. My thanks and congratulations go to all concerned both on and off stage.

On the back of this subsequent success, plays were being looked at for future live streaming and indeed one had been chosen, but unfortunately Covid restrictions tightened and plans had to be put on hold, although I believe online rehearsals have been taking place in the interim. So, as soon as we are able to enter the theatre again, then hopefully socially distanced rehearsals can commence on stage and in due course we will have another livestream show to bring to you.

Another idea our Production Committee is considering looking into, in lieu of our being able to invite audiences back into the theatre, is whether we might be able to put on an open-air production in the summer, subject to finding a venue, the relaxation of Covid restrictions and the logistics involved. Further discussions are to take place regarding this and any other ideas which have been put forward by members of the committee.

Onto our youth sections, who produced in November a very successful joint Extravaganza production 'Treasure Island' with a great set and props made by the youth members themselves. The Youth Company then followed

this up in February, using the timing of Valentine's day, to perform three love themed productions from the Bard – 'Romeo and Juliet', 'The Taming of the Shrew', and 'Much ado about Nothing' under the umbrella title of 'In love with Shakespeare', over a period of three nights.

Three weeks later our Children's Workshop took on two one act plays '3 Nil down' by Jonathan Edgington and 'Smugglers' by Geoff Bamber, which turned out to be the last live show we were able to put on before having to close.

Unfortunately, due to the pandemic, the Youth Section had to miss out on the opportunity to travel to Gibraltar on their annual cultural visit to participate in the drama workshop with the Bayside School there and to join the Cultural services team who invite them to perform in the Drama Festival.

We have nevertheless maintained a programme of social media and Facebook content and zoom workshops to keep our youth mentally stimulated and engaged in creative projects. We have also been devising new work with ex youth members who now work with Frantic Assembly, and puppetry with Frank Oz productions, as well as keeping them abreast of productions available for free and workshops from external companies like Disney and Warner Brothers.

My thanks to our Youth Group leaders, Kerrie Thompson, Kerrie Owens, Kairn Bignall and Carol Scott for keeping the youth flag flying.

So, what else have we been able to do this last year?....Well closure allowed scheduled electrical inspection, improvements and subsequent certification to take place without impinging on any activity which would otherwise have been taking place. This was completed in May/June last year and means that the theatre, including the cottage and workshop, are all up to the latest electrical standards. Also our security and alarm systems are now under service contract and receive routine inspection and testing. My thanks to our stage director, Mic Aldington, with the help of Andrew Coulson for arranging and co-ordinating the work to take place. Mic and Andrew have also been PAT testing lights etc. at the theatre, although this had to pause due to the latest lockdown, but will resume once restrictions have eased.

Unfortunately the Covid 19 restrictions put paid to demonstrations of LED lighting for the Theatre, but this does not mean that investigations have stopped. As soon as restrictions are reduced enough, demonstrations will be arranged, and then plans can be made to gradually introduce LED lighting, this being the way forward for theatre lighting.

With regard to the intended maintenance and improvement of the exterior of the theatre last year, this did not happen owing to the restrictions and vagueness of what you were and were not allowed to do, but hopefully we can start this in the summer. Ladies will be pleased however that the draughty louvered window in one of the ladies' toilets has been replaced by a new one that actually shuts, thanks to Del de Lorme, our house manager. He has also installed a new chiller, well new to us, behind the bar to replace the existing one which had expired, and there is also a second chiller to be installed at some point. A leaky sink trap and leaking water heater under the bar sink have also been replaced. Thank you Del for arranging this.

Talking of the bar, we have purchased a 'SumUp' machine to enable us to take contactless payments once we can open the bar again. No doubt, once Covid restrictions have been relaxed sufficiently, we will be able to trial this on our Tuesday social nights, socially distanced of course, at least to begin with.

Just to mention at this point that weekly checks on the theatre have been made, for the most part by Paul Tomkies and myself, and I am pleased to say that apart from some unwelcome graffiti on the outside of the building and the leaks under the bar sink referred to above, the theatre has fared pretty well whilst empty.

Chairman's statement (continued)
For the year ended 31 August 2020

Moving on to MLT membership, Cazz Wrate, our new membership secretary, with management approval has brought us into the twenty first century by introducing an online membership system - membermojo. This has proved much more efficient and cost effective as it means we can now contact more people by email...saving on postage. Members are also able to manage their own information to keep us updated of any changes such as email and address.

Both Cazz and I would like to thank members most heartily for their cooperation in moving to the new system. We expect everyone to see the full benefits once we are fully open once again. I would also like to thank Cazz for all the hard work she has put in into getting the new system up and running.

Don't worry, for those of you who do not have online access or would rather not be contacted by e.mail, we will continue to contact you by post.

One last note on membership, because the theatre has been unable to open since last March owing to the Covid restrictions, and we had only been able to deliver just over half a season to that point, the management committee decided to extend existing membership and not collect any membership fees last year. Once the theatre is fully open again and the time is felt appropriate, members will then be contacted to renew their membership.

Over the last year the management committee have continued having monthly meetings on Zoom, and briefly in the theatre last summer when we could, just keeping ourselves up to date and discussing what we might be able to do when we can open. Thank you to Tori Hayhow, our Members Rep, for taking notes in those early meetings, and my thanks to all the committee members for their continued support and for agreeing to carry on their roles. Special thanks to Chris Hynd, our Treasurer, whose role has continued throughout…..Well, someone has to pay the bills! Chris also applied for and successfully obtained the small business grant on offer from the government at the beginning of the lockdown last year as well as obtaining a small business rates refund towards the end of the year. This has all helped to make up for the lack of income over the year and so a big thank you Chris for achieving this.

Unfortunately, our accountant for the past few years, Laura Gillespie, is no longer able to act for us owing to other work commitments. We have therefore recently appointed local accountants, Kreston Reeves, in replacement, chosen for their advertised area of expertise in acting for charities. My thanks to Laura for acting for us in the past and my thanks again to Chris for bringing the new accountants on board and liaising with them over the past few weeks to get our 2020 accounts ready. Chris, what would we do without you?

We have also co-opted a new secretary onto the committee, Kerrie Thompson our Youth Leader, who has gamely taken on the role from Chris Hynd, who in turn had been doubling up as both Treasurer and Company Secretary since our long serving secretary, Maggie Coleman, stepped down from the role at the 2018 AGM. My most grateful thanks to Chris (yes, Chris again!) for juggling two roles in the interim period. Thank you too Kerrie for stepping in and for setting up and coordinating our Zoom meetings over the past year. It's good to have you on board.

So, what does the rest of 2021 hold for us? This of course will depend on how the roadmap out of lockdown pans out. Hopefully after 17th May socially distanced rehearsals for our next livestream production can move into the theatre and in due course, we can present this to you. As to when we can invite an audience back into the theatre, I feel that it will be some considerable time before we can do so. The very nature of our building makes social distancing a considerable challenge. Not only do we have to think of the safety of our audience, but also our front of house staff, as well as our actors, backstage staff and technicians. A lot to consider and plan for, including what Covid safety precautions we need to put in place, but this is what we will be doing over the next few months. Not wanting to finish on a downward note however, hopefully we can put on at least one production in the theatre by the end of the year, and beforehand, in the summer, reintroduce our Tuesday social nights – socially distanced of course!

Finally, although some of their roles have been curtailed over the last year, I would like to thank Mike Dickinson, our publicity manager, Elaine Thomas, our wardrobe mistress, Dawn Jones, our front of house manager and Maggie Coleman, who arranges our bar and front of house staff rotas as well as sending out our newsletters and notifications. Additionally, I would like to thank all those members and stalwarts of the theatre not mentioned who

have continued to give us their support.

I certainly hope that covers everything. I have to say, I wasn't expecting to write 'War and Peace', and so if you have managed to get this far, my congratulations to you.

I wish you all well and I hope very much that we can all meet up again in the not too distant future.

Chris Loft

Chairman
Date: 30 March 2021

Trustees' report
For the year ended 31 August 2020

The Trustees present their annual report together with the financial statements of the charity for the year ended 31 August 2020. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

The stated objectives of the charity are 'to advance education by the provision of a theatre and facilities for dramatic performances and exhibitions of art.'

To expand upon this, we provide an educational venue for people within the Medway Towns and Kent. In general, we offer an opportunity to participate in all the functions required to present a production and learn about other performance-based events, including newly written, devised work and introducing unknown artists. We also provide a forum and educational platform for youth involvement in a real theatre context which gives them a chance to learn life skills as well as encouraging them to participate in all aspects of theatre, in acting, stage craft and administration and production.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Strategies for achieving objectives

In the furtherance of these objectives a number of activities are generally undertaken.

Our members perform in and support the production of a balanced selection of six plays each year that are performed mainly by the Adult Group. An additional three events are staged by our younger members. We also make the theatre available to other groups and events and we host a one act play festival each year with an adult and a youth section that gives other groups both local to Medway and further afield the opportunity to perform in a real theatre and to make use of the facilities provided. The theatre has 96 seats and the six main productions run for 11 nights including 2 Charity Previews.

Based in Rochester in the Medway Towns we have a wide catchment area for members and audience alike. The plays are selected by a Production Committee based on the suggestions of members and a proportion of the plays selected will provide challenges for acting members and aim to educate as well as entertain our audiences.

The theatre is largely self-supporting through ticket sales and refreshments. Sometimes extra funding is sought for larger projects through grants or extra fundraising activities.

Affordability and access to our theatre is important to us and ticket prices are set at an affordable level while generally ensuring that running costs are covered. All box office profits are ploughed back into the running of the theatre. Membership fees are also low to encourage and enable participation.

We endeavour to encourage all within our community to take part in our activities and to attend our theatre either as audience members or participants by advertising through our website and other media. The drama we provide is to be enjoyed by all from those attending local schools or the higher education colleges through to the older residents that form the core of our audience members.

Objectives and activities (continued)

This year our usual programme was curtailed by pandemic restrictions, so we've had to look at new ways of achieving our objectives, such as a Play on the Radio Festival in place of the One Act Play Festival and the live-streaming of a one act play. It might be possible to include some of these new strategies going forward.

Youth Sections
An important part of our commitment to education is our two youth sections. Medway Little Theatre's commitment to young people has a long history, having been founded in 1964. At a time when there was little provision in the Medway Towns for young people keen on theatre, between leaving school and working with our main company.

The Youth Company is involved in a wide range of productions from visits to the Edinburgh Festival Fringe and the Gibraltar One Act Play Festival which over the years has provided hundreds of young people with an experience of the theatre which has undoubtedly enriched their lives. Some of our youth members have progressed to become leaders with enthusiasm and commitment – bringing back their experiences from Drama School and further education.

Workshops take place on different aspects of the theatre world from acting, performing arts, improvisation, devising, text work, theatre styles, film, stage combat, mime, and a whole lot more besides. We actively encourage our members to learn the basics of stage management, lighting, and sound design.

Our weekly workshops for the Children's Workshop are for younger members aged seven to twelve, where we explore self-confidence, vocal, literacy, team and problem-solving skills but emphasising the fun. Our Youth Company expands on these elements. Our youth sections stage an annual show each and a combined Youth Extravaganza once a year, as well as participating in adult shows, the theatre's own Duncan Rand One Act Play Festival and an exchange programme to Gibraltar for an educational and cultural exchange. The MLT youth sections aim to provide an exciting and imaginative look at the creative world of theatre and gives young people a chance to form new friendships, gain in self-confidence and to have fun whilst learning.

Other Activities
External bookings are looked at on a case by case basis including professional touring performances depending on our own programme, however this is already well catered for by larger theatres in the area.

While exhibitions of Art form part of our objectives the growth of small specialist exhibition venues in the local area has diminished this element of our activities. We will look at developing this side of our venue.

c. Activities undertaken to achieve objectives

As well as presenting a programme of plays, some of which aim to challenge our actors and bring something new to our local audience, we collaborate with other local charities by selling the first two nights of our main productions as 'Charity Previews' whereby the Charity pays a set amount for the evening and can sell tickets to their supporters for their chosen ticket price. This is beneficial to us in providing the actors with an audience for the opening of the run and has the added benefit of introducing new people to the theatre. A popular play can also raise valuable funds for the purchasing charity.

d. Main activities undertaken to further the charity's purposes for the public benefit

Our outreach programme spearheaded by the youth sections includes interacting with local residential homes and care facilities and participating in cultural and diverse projects. This would include working with practitioners and groups in other genres of the arts including the spoken word, dance, singing and music.

Trustees' report (continued)
For the year ended 31 August 2020

Achievements and performance

a. Main achievements of the charity

Three adult and three youth productions took place before lockdown began but some of the main achievements of the charity this year have been the events held during the Covid pandemic.

The theatre successfully ran a One Act Radio Play festival that encouraged 25 groups to enter and explore their creative side. We have been asked to provide support and templates for the Kent Drama Association to run a similar Kent wide Festival.

Performed a spoken word production with published authors Sam Rapp and Lemn Sissay. This was a thrilling opportunity for our youth members.

Received acknowledgement that our Youth leader was nominated for her volunteer role with Pride in Medway 2020.

An experimental pilot of A Jolly Sinister Jape by Elliot Strange was successfully performed with the actors socially distanced and the performance live-streamed to a home based audience. We intend to further develop our live-stream offerings when a lifting of restrictions will allow this again.

Financial review

a. Review of the year

The cancellation of three adult productions and the Duncan Rand One Act Play Festival has had a significant impact on our finances this year. This impact has been minimised by the natural reduction of outgoings caused by not producing plays, a small business grant of ten thousand pounds from the government and small business rates relief. Some other running costs have been reduced but a number of bills remain the same and there was considerable expenditure on necessary electrical work during the year. The decision was made to immediately refund money for tickets purchased in advance for the cancelled plays in order to retain the good will of our patrons and membership fees have been suspended since the closure of the theatre due to COVID-19 restrictions.

Despite the lack of income, we have sufficient resources to keep us going for a few years at the current rate of spending. We are more fortunate than theatres that need to pay rent and wages. Let us hope that it won’t be too long before we will be welcoming members and audiences back into the theatre.

b. Reserves policy

Reserves are needed to bridge the gap between the spending and receiving of income and to cover unplanned emergency repairs and other expenditure. The trustees consider that reserves of £50,000 should be maintained. This represents approximately one year's expenditure and should enable the charity to continue operating.

Current reserves amount to £113,694 which exceeds the trustees' policy and will enable the charity to continue through the current pandemic without additional fundraising being necessary.

Designated funds, which comprise the fixed asset fund, total £43,508 at the balance sheet date.

c. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

Trustees' report (continued)
For the year ended 31 August 2020

Structure, governance and management

a. Constitution

Medway Little Theatre Ltd is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association.

b. Methods of appointment or election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

c. COVID-19

We have had to close the theatre in response to the government restrictions and to take into account the required safety measures. It was important for us to work safely and support the health and wellbeing of our cast and crew during the COVID-19 pandemic and not contribute to the spread of the virus. Coronavirus struck in March 2020, with devastating results, seeing the final three adult productions of the season, and Duncan Rand 2020, being cancelled. The season started well with Blithe Spirit achieving over 90% attendance but ended on just 43% overall as the theatre was forced into compulsory darkness. Sadly, the charities that partnered with us this year suffered too, as just two plays were able to sell their previews. Mailchimp subscribers have increased to 1,145 so this will be a good way of updating people when we are able to reopen. TicketSource, our online booking facility, has various Covid-Safe procedures for bookings to help us adhere to any social-distancing restrictions in the relevant government guidelines. However, we will need to consider the financial viability of a socially-distanced audience in our small theatre and may need to look at continued live-streaming and outside productions.

We have made regular checks on the theatre and carried out maintenance when necessary as well as trying to stay connected with members through a virtual and social media programme.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the charity 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).

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 charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees' report (continued)
For the year ended 31 August 2020

Approved by order of the members of the board of Trustees and signed on their behalf by:

Christopher Loft

Date: 30 March 2021

Medway Little Theatre Ltd

(A company limited by guarantee)

Independent examiner's report
For the year ended 31 August 2020

Independent examiner's report to the Trustees of Medway Little Theatre Ltd ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 August 2020.

Responsibilities and basis of report

As the Trustees of the charity (and 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 charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts 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

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 the charity 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.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed: Dated: 1 April 2021

S Robinson BA FCA FCIE DChA MCMI

Kreston Reeves LLP

Chartered Accountants

Chatham Maritime

Medway Little Theatre Ltd
(A company limited by guarantee)

Statement of financial activities (incorporating income and expenditure account)
For the year ended 31 August 2020

	Note	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from:				
Donations and legacies	3	**16,011**	**16,011**	24,575
Charitable activities	4	**23,078**	**23,078**	44,394
Investments	5	**172**	**172**	135
Total income		**39,261**	**39,261**	69,104
Expenditure on:				
Charitable activities		**37,370**	**37,370**	50,310
Total expenditure		**37,370**	**37,370**	50,310
Net movement in funds		**1,891**	**1,891**	18,794
Reconciliation of funds:				
Total funds brought forward		**155,311**	**155,311**	136,517
Net movement in funds		**1,891**	**1,891**	18,794
Total funds carried forward		**157,202**	**157,202**	155,311

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 14 to 22 form part of these financial statements.

Medway Little Theatre Ltd

(A company limited by guarantee)
Registered number: 01526454

Balance sheet
As at 31 August 2020

	Note		2020 £		2019 £
Fixed assets					
Tangible assets	9		**43,508**		44,714
			43,508		44,714
Current assets					
Debtors	10	**10,268**		6,248	
Cash at bank and in hand		**105,039**		108,739	
		115,307		114,987	
Creditors: amounts falling due within one year	11	**(1,613)**		(4,390)	
Net current assets			**113,694**		110,597
Total net assets			**157,202**		155,311
Charity funds					
Unrestricted funds	12		**157,202**		155,311
Total funds			**157,202**		155,311

The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Chris Hynd

Date: 30 March 2021

The notes on pages 14 to 22 form part of these financial statements.

Notes to the financial statements
For the year ended 31 August 2020

1. General information

Medway Little Theatre Limited is a charitable company registered in England. Its principal office is 256 St Margarets Banks, High Street, Rochester, Kent ME1 1HY.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Medway Little Theatre Ltd 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.

2.2 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

Whilst the impact of the COVID-19 pandemic has been assessed by the Trustees, so far as is reasonably possible, due to its unprecedented impact on the worldwide economy it is difficult to evaluate with any certainty the potential outcomes on the Charity's future activities. However, taking into consideration the Charity's level of reserves, the Trustees believe that the Charity will be able to continue in operational existence for the foreseeable future.

2.3 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.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the charity, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Freehold property is not depreciated.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

Fixtures and fittings	-	10%

2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2. Accounting policies (continued)

2.10 Liabilities

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.11 Financial instruments

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

2.12 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Notes to the financial statements
For the year ended 31 August 2020

3. Income from donations and legacies

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Donations	5,241	**5,241**	11,167
Legacies	-	**-**	10,000
Membership subscriptions	770	**770**	3,408
Government grants	10,000	**10,000**	-
	16,011	**16,011**	24,575

4. Income from charitable activities

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Box Office / Production	23,078	**23,078**	44,144
Room hire	-	**-**	250
	23,078	**23,078**	44,394

5. Investment income

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Bank interest receivable	172	**172**	135

Notes to the financial statements
For the year ended 31 August 2020

6. Analysis of expenditure by activities

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £	Total funds 2019 £
Box Office / Productions	30,859	6,511	**37,370**	50,310
Total 2019	44,337	5,973	50,310	

Analysis of direct costs

	Charitable activities 2020 £	Total funds 2020 £	Total funds 2019 £
Production costs	6,566	**6,566**	11,642
Promotion and publicity costs	2,306	**2,306**	2,552
Rent, rate, insurance, fire, pest and rubbish	1,853	**1,853**	10,932
Repairs	9,815	**9,815**	4,793
Heat and light	3,347	**3,347**	4,246
Box office costs	4,694	**4,694**	6,111
Sundry expenses and cleaning	2,278	**2,278**	4,061
	30,859	**30,859**	44,337

Analysis of support costs

	Charitable activities 2020 £	Total funds 2020 £	Total funds 2019 £
Depreciation	2,961	**2,961**	3,095
Bank charges	471	**471**	810
Accountancy and independent examination fees	1,560	**1,560**	550
Telephone	1,439	**1,439**	1,147
Postage and stationery	80	**80**	371
	6,511	**6,511**	5,973

Notes to the financial statements
For the year ended 31 August 2020

7. Independent examiner's remuneration

	2020 £	2019 £
Fees payable to the charity's independent examiner for the independent examination of the charity's annual accounts	**1,560**	550

8. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 31 August 2020, expenses totalling £41 were reimbursed or paid directly to 2 Trustees (2019 - £Nil). All expenses related to travel costs.

9. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Total £
Cost or valuation			
At 1 September 2019	**16,860**	**50,091**	**66,951**
Additions	**-**	**1,755**	**1,755**
At 31 August 2020	**16,860**	**51,846**	**68,706**
Depreciation			
At 1 September 2019	**-**	**22,237**	**22,237**
Charge for the year	**-**	**2,961**	**2,961**
At 31 August 2020	**-**	**25,198**	**25,198**
Net book value			
At 31 August 2020	**16,860**	**26,648**	**43,508**
At 31 August 2019	16,860	27,854	44,714

Notes to the financial statements
For the year ended 31 August 2020

10. Debtors

	2020 £	2019 £
Due within one year		
Other debtors	**7,438**	6,248
Prepayments and accrued income	**2,830**	-
	10,268	6,248

11. Creditors: Amounts falling due within one year

	2020 £	2019 £
Trade creditors	**53**	3,150
Other creditors	**-**	1,240
Accruals and deferred income	**1,560**	-
	1,613	4,390

Notes to the financial statements
For the year ended 31 August 2020

12. Statement of funds

Statement of funds - current year

	Balance at 1 September 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 August 2020 £
Unrestricted funds					
Designated funds					
Fixed asset fund	**-**	**-**	**-**	**43,508**	**43,508**
General funds					
General fund	**155,311**	**39,261**	**(37,370)**	**(43,508)**	**113,694**
Total Unrestricted funds	**155,311**	**39,261**	**(37,370)**	**-**	**157,202**

The designated fixed asset fund represents the net book value of the charity's fixed assets.

Statement of funds - prior year

	Balance at 1 September 2018 £	Income £	Expenditure £	Balance at 31 August 2019 £
Unrestricted funds				
General fund	136,517	69,104	(50,310)	155,311

13. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	43,508	**43,508**
Current assets	115,307	**115,307**
Creditors due within one year	(1,613)	**(1,613)**
Total	157,202	**157,202**

13. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	Unrestricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	44,714	44,714
Current assets	114,987	114,987
Creditors due within one year	(4,390)	(4,390)
Total	155,311	155,311

14. Related party transactions

The charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the charity at 31 August 2020.