

PETERSFIELD YOUTH THEATRE
(Registered Charity number 1069673)

TRUSTEES' REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31st DECEMBER 2020

PETERSFIELD YOUTH THEATRE
(Registered Charity number 1069673)

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PETERSFIELD YOUTH THEATRE

(Registered Charity number 1069673)

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2020

The Trustees are pleased to present their annual report together with the accounts of the charity for the year ended 31st December 2020. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

Our purposes

Petersfield Youth Theatre (PYT) is an association which has a Constitution adopted on 7th May 1998. The objectives set out in that Constitution are to advance education in music and theatrical arts amongst young people aged 6 to 23. Further, to give such young people the opportunity to act, sing and dance in at least one annual project.

Our activities and achievements

Every year PYT run workshops for its members. However, due to Covid-19 restrictions this was not possible for much of the year. Similarly, the productions planned for September and December were also cancelled.

However, during August a socially distanced film was made, featuring performances and interviews with members and alumni. This took place over two weeks during the school summer holidays, and features the beautiful area in which we live. PYT would like to thank Bedales Schools, The Country House Company, Petersfield Town Council, MacDonald Oates LLP, White Rose Petersfield and Hampshire County Council for their support in making this film.

Sadly many of the projects scheduled for Spring 2021 have had to be cancelled due to the Covid-19 outbreak. These included workshops scheduled for Spring. However, our Easter Holiday Project called "Come Sing and Dance" for 5 to 12 year olds will be able to take place in a socially distanced way.

Workshops are in progress for the Summer term and it is hoped to resume a full programme of workshops and productions for the rest of 2021.

Financial review and reserves policy

During 2020, our total funds have increased due to the receipt of a legacy and generous donations from our supporters. The income and costs associated with our main charitable activities were significantly reduced and we were fortunate to be able to reduce our overhead costs.

The charity's policy on reserves is to have general funds of approximately £30,000 in general reserves to allow funding of each major production before tickets are sold. The Trustees are aware that although this level of unrestricted funds has been reached, this may be difficult to maintain in the future.

The Covid-19 outbreak will continue to have a significant impact on the financial results of 2021. However, the trustees are reviewing all aspects of expenditure and engaging in discussions with our suppliers to keep these under control.

We would like to thank Sheen Stickland LLP for its support and completion of the Independent Examination.

Governance

The charity is operated by the Executive Committee whose members are the Trustees. Members of the Executive Committee are elected and re-elected at the Annual General Meeting.

Members of the Executive Committee are selected from volunteers who wish to commit further to Petersfield Youth Theatre. They are chosen for their knowledge, commitment and relevant previous experience. An empathy with young people is also necessary.

Before taking up their appointment relevant checks are carried out on new Trustees in accordance with our child protection policies. New Trustees are briefed on their legal responsibilities as Trustees, details of the constitution and provided with recent financial information. All Trustees are encouraged to keep up to date with changes in practice and legislation in their particular areas of expertise.

The Trustees have considered the public benefit requirements and have organised the activities set out above following this guidance.

The Trustees in office during the year were:

Chairman	Lynn Hill
Artistic Director	Nik Ashton
Honorary Secretary	Jane Ace
Honorary Treasurer	Christine Stephens
Elected Members	Gill Davies
	Clare Glancy
	Charlotte Godfrey
	Kathryn Titley (resigned 27 th February 2020)
	Andrew Weddell

PYT can be contacted at The Space, 2A Heath Road, Petersfield, GU31 4DU.

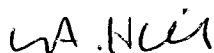
Risk management

The Trustees have a risk management strategy which includes the establishment of policies, systems and procedures which are reviewed regularly. The procedures are designed to minimise or manage any potential impact on the charity should the risks materialise.

Supporters

We would like to thank our 2020 Corporate Patrons: Bedales School, MacDonald Oates LLP, Michel Focard de Fontefiguieres, J F Goodwillie Ltd, Littlejohn Bath Rooms, One Tree Books, The Paul Martin Design Company, and White Rose Petersfield.

The charity could not survive without the considerable support that it receives from its members, their parents and the Friends of PYT. We wish to thank them for their hard work and support throughout the past year.



Lynn Hill
Youth Theatre Director,

06/07 / 2021

PETERSFIELD YOUTH THEATRE

(Registered Charity No 1069673)

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st DECEMBER 2020**

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Income					
Donations and legacies	1	4,332	10,262	14,594	288
Income from charitable activities	2	43,389	-	43,389	133,922
Other trading activity	3	18,407	3,380	21,787	34,803
Income from investments	4	32		32	31
Total income		<u>66,160</u>	<u>13,642</u>	<u>79,802</u>	<u>169,044</u>
Expenditure					
Expenditure on raising funds	5	3,925	2,070	5,995	10,999
Expenditure on charitable activities	6	36,095	17,461	53,556	164,191
Total expenditure		<u>40,020</u>	<u>19,531</u>	<u>59,551</u>	<u>175,190</u>
Net income (expenditure) and net movement in funds		26,140	(5,889)	20,251	(6,146)
Reconciliation of funds					
Total funds brought forward		10,689	39,275	49,964	56,110
Total funds carried forward		<u>36,829</u>	<u>33,386</u>	<u>70,215</u>	<u>49,964</u>

The notes on pages 5 to 9 form part of these accounts.

PETERSFIELD YOUTH THEATRE

(Registered Charity No 1069673)

BALANCE SHEET

AS AT 31st DECEMBER 2020

		2020		2019
		£	£	£
Fixed Assets				
Tangible assets	9	1,092		1,759
Current Assets				
Work in progress		3,460		-
Debtors		-		7,311
Prepayments		1,131		959
Cash at bank and in hand		69,368		67,735
		<u>73,959</u>		<u>76,005</u>
Creditors: amounts due within one year	10	4,836		27,800
		<u>69,123</u>		<u>48,205</u>
Net current assets				
		<u>70,215</u>		<u>49,964</u>
Total assets less current liabilities				
		-		-
Creditors: amounts due after one year				
		<u>70,215</u>		<u>49,964</u>
Net assets				
		<u>70,215</u>		<u>49,964</u>
Funds of the Charity				
Unrestricted funds		36,829		10,689
Restricted income funds	11	33,386		39,275
		<u>70,215</u>		<u>49,964</u>
Total funds				

Approved by

Chairman

W.A. Hill

Secretary

Jamie

Date

06/07/2021

The notes on pages 5 to 9 form part of these accounts.

PETERSFIELD YOUTH THEATRE

(Registered Charity No 1069673)

FOR THE YEAR ENDED 31st DECEMBER 2020

Accounting Policies

- 1 **General information and basis of preparation**

Petersfield Youth Theatre is an association formed in England. The address of the charity is given on page 1 of these financial statements. The nature of the charity's operations and principle activities is to advance education in music and theatrical arts amongst young people.

The charity constitutes a public benefit entity as defined by FRS 102. These financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing the accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011, and the UK Generally Accepted Accounting Practice as it applies from 1 January 2019.

The charity has not included a cashflow statement on the grounds that it is a small charity. The financial statements are prepared on a going concern basis under the historical cost convention modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.
- 2 **Funds**

Unrestricted funds 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 charges against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.
- 3 **Incoming resources**
 - a) Grants and donations are included in the SOFA when they are received unconditionally.
 - b) Tax reclaims are included in the SOFA at the same time as the gift to which they relate.
 - c) Production revenue is included in the SOFA when the production has been performed.
 - d) Fees are included in the SOFA when the activity to which the fees relate has occurred.
 - e) The value of volunteer help received is not included in the accounts.
- 4 **Resources expended**

Liabilities are recognised as soon as there is an obligation committing the charity to make the payment.
- 5 **Tangible fixed assets**
 - a) These are capitalised if they can be used for more than one year and cost at least £500. They are valued at cost.
 - b) These assets are written off over the following periods on a straight line basis over:

Leasehold improvements	the length of the lease
Equipment	three years
- 6 **Work in progress**

Work in progress has been valued at cost less foreseeable losses.

PETERSFIELD YOUTH THEATRE

(Registered Charity No 1069673)

FOR THE YEAR ENDED 31st DECEMBER 2020

Notes

1 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Donations	4,332	262	4,594	288
Legacies	-	10,000	10,000	-
	<u>4,332</u>	<u>10,262</u>	<u>14,594</u>	<u>288</u>
Allocation of donation income in 2019	<u>121</u>	<u>167</u>	<u>288</u>	

2 Charitable activities

Subscriptions	2,460		2,460	4,180
Fees	5,518		5,518	41,331
Production Revenue	799	-	799	70,625
Support from Sponsors and Local Authorities				
Petersfield Town Council	2,500		2,500	750
East Hampshire County Council	27,000		27,000	1,000
Hampshire County Council	750		750	500
Waitrose	-		-	398
Radian Housing Association	-		-	700
Others	2,400		2,400	9,450
Space Hire	1,962		1,962	4,988
	<u>43,389</u>	<u>-</u>	<u>43,389</u>	<u>133,922</u>
Allocation of income from charitable activities in 2019	<u>114,302</u>	<u>19,620</u>	<u>133,922</u>	

3 Other trading activities

Set & Costume Hire	15,342		15,342	28,355
Fundraising	3,065	3,380	6,445	6,448
	<u>18,407</u>	<u>3,380</u>	<u>21,787</u>	<u>34,803</u>
Allocation of income from other trading activities in 2019	<u>31,505</u>	<u>3,298</u>	<u>34,803</u>	

4 Investments

All the income from investments derives from monies held in interest bearing deposit accounts and is credited to the unrestricted funds.

PETERSFIELD YOUTH THEATRE

(Registered Charity No 1069673)

FOR THE YEAR ENDED 31st DECEMBER 2020

Notes (continued)

5 Raising funds

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Costume Hire Costs	3,925	349	4,274	9,058
Costs of Fundraising	-	1,721	1,721	1,941
	<u>3,925</u>	<u>2,070</u>	<u>5,995</u>	<u>10,999</u>
Allocation of total expenditure on raising funds in 2019	<u>8,334</u>	<u>2,665</u>	<u>10,999</u>	

6 Charitable activities

Contracted Services Productions	6,535	-	6,535	40,214
Set/Lighting/Costumes/Sound	422	-	422	33,399
Royalties/Scripts/Scores/Licences	1,370		1,370	6,517
Venue Hire	150		150	11,670
Other Production Costs	3,025		3,025	12,039
Press & Publicity	1,379		1,379	3,484
Other Contracted Services	-	9,979	9,979	17,152
Admin & Management	6,059		6,059	7,696
Rents, Rates and Premises Insurance	11,324	6,292	17,616	23,068
Light and Heat	1,815		1,815	2,583
Premises Maintenance	2,075	766	2,841	4,183
Equipment Depreciation	1,941	364	2,305	2,091
Bursaries granted	-	60	60	95
Independent Examiners Fees (for reporting on the accounts)	-		-	-
	<u>36,095</u>	<u>17,461</u>	<u>53,556</u>	<u>164,191</u>
Allocation of total expenditure on charitable activities in 2019	<u>136,548</u>	<u>27,643</u>	<u>164,191</u>	

7 Trustees expenses

	2020	2019
Number of trustees who were paid expenses	3	2
Nature of expenses	Fuel & telephone	Fuel & telephone
Total amount paid	£671	£623

PETERSFIELD YOUTH THEATRE

(Registered Charity No. 1069673)

FOR THE YEAR ENDED 31st DECEMBER 2020

Notes (continued)

8 Transactions with related parties

No payments were made to trustees for their services as trustees.

The following amounts have been paid to trustees for professional services provided:

Name	2020	2019
Lynn Hill	£5,967	£10,608
Nik Ashton	£1,000	£7,107
Charlotte Godfrey	£3,355	£6,470
Gill Davies	£173	£1,243

During the year the spouses of two of the trustees were contracted to provide technical services on an arms length basis for creative activities to the value of £2,550 (2019 - nil).
No balances were outstanding at the year end.

9 Fixed assets

	Leasehold improve- ments £	Equipment £	Total £
Costs			
Balance brought forward	120,074	41,676	161,750
Additions	-	1,638	1,638
Disposals	-	-	-
Balance carried forward	<u>120,074</u>	<u>43,314</u>	<u>163,388</u>
Depreciation and amortisation			
Balance brought forward	120,074	39,917	159,991
Depreciation charge for year	-	2,305	2,305
Depreciation on disposals	-	-	-
Balance carried forward	<u>120,074</u>	<u>42,222</u>	<u>162,296</u>
Net book value			
Brought forward	<u>-</u>	<u>1,759</u>	<u>1,759</u>
Carried forward	<u>-</u>	<u>1,092</u>	<u>1,092</u>

PETERSFIELD YOUTH THEATRE

(Registered Charity No 1069673)

FOR THE YEAR ENDED 31st DECEMBER 2020

Notes (continued)

10 Creditors and accruals

Amounts falling due within one year	2020	2019
	£	£
Trade creditors	4,411	26,238
Accruals and deferred income	425	1,562
Total	<u>4,836</u>	<u>27,800</u>

11 Movements on restricted funds

	Ron Bowler Memorial Fund	Bursary Fund	The Space	Total
2020	£	£	£	£
Fund balances brought forward	29,603	1,304	8,368	39,275
Income	10,000	3,626	16	13,642
Expenditure	(16,620)	(1,781)	(1,130)	(19,531)
Fund balances carried forward	<u>22,983</u>	<u>3,149</u>	<u>7,254</u>	<u>33,386</u>
2019	£	£	£	£
Fund balances brought forward	37,191	-	9,307	46,498
Income	19,620	3,340	125	23,085
Expenditure	(27,208)	(2,036)	(1,064)	(30,308)
Fund balances carried forward	<u>29,603</u>	<u>1,304</u>	<u>8,368</u>	<u>39,275</u>

The Space is funding for a permanent venue for PYT members to make, create and develop skills.

The Ron Bowler Memorial Fund supports projects undertaken by PYT.

The Bursary Fund is to provide support for members who otherwise would not be able to participate due to financial barriers.

12 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fixed assets	365	727	1,092
Net current assets	36,464	32,659	69,123
Total net assets	<u>36,829</u>	<u>33,386</u>	<u>70,215</u>

Independent Examiner's Report to the Trustees of Petersfield Youth Theatre

I report to the charity trustees on my examination of the accounts of Petersfield Youth Theatre for the year ended 31st December 2020.

Respective responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



A C Kensett FMAAT FCCA
Chartered Certified Accountant
Sheen Stickland
The Engine House, 77 Station Road
Petersfield, Hampshire

Date: 15/2/2021