

PETERSFIELD YOUTH THEATRE
(Registered Charity number 1069673)

TRUSTEES' REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31st DECEMBER 2021

PETERSFIELD YOUTH THEATRE
(Registered Charity number 1069673)

CONTENTS

1-2	TRUSTEES' REPORT
3	STATEMENT OF FINANCIAL ACTIVITIES
4	BALANCE SHEET
5-9	NOTES TO THE ACCOUNTS
10	INDEPENDENT EXAMINER'S REPORT

PETERSFIELD YOUTH THEATRE

(Registered Charity number 1069673)

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2021

The Trustees are pleased to present their annual report together with the accounts of the charity for the year ended 31st December 2021. 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, but the Spring workshops in 2021 were curtailed as a result of Covid-19 and were run for only the second half of the term.

However, the Easter project was able to take place, albeit run in marquees in a socially distanced manner. This was a major success, allowing our younger members to meet up and be creative together again. The project took place on the sports field at Bedales School.

During August the Summer School project was 'Put on a Show' and featured the Lloyd Webber musical 'Cats'. A very large marquee was erected at Bedales School, with staging and lighting. Again, this was a great success, with excellent feedback. There were 161 participants.

Autumn workshops were well received, with five groups taking part over two nights per week for five weeks.

We had planned to perform 'Elf the Musical' at the Festival Hall in Petersfield in December. However, the venue was being used as a vaccination centre and our booking was cancelled. We were offered a venue at Bedales School, and a Christmas show was produced, 'Let it Snow', featuring festive song and dance. Ticket sales were initially good, but the spread of a new Covid variant starting two weeks before the show impacted sales. Those audience members who saw the show were however very impressed.

Plans for 2022 include termly workshops, an Easter project, an outdoor summer production of 'Joseph and his Amazing Technicolor Dreamcoat' and a return to the Festival Hall at Christmas for 'Peter Pan'

Financial review and reserves policy

During 2021, our total funds have increased due to generous donations from our supporters. The income and costs associated with our main charitable activities were higher than those in 2020, but are not yet back to their pre-pandemic level.

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.

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
	Andrew Weddell

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

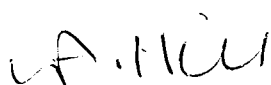
Risk management

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 2021 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,

19th April

2022

PETERSFIELD YOUTH THEATRE

(Registered Charity No 1069673)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st DECEMBER 2021

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Income					
Donations and legacies	1	12,830	320	13,150	14,594
Income from charitable activities	2	101,633	5,955	107,588	43,389
Other trading activity	3	16,582	2,912	19,494	21,787
Income from investments	4	47		47	32
Total income		<u>131,092</u>	<u>9,187</u>	<u>140,279</u>	<u>79,802</u>
Expenditure					
Expenditure on raising funds	5	5,043	2,003	7,046	5,995
Expenditure on charitable activities	6	118,932	8,600	127,532	53,556
Total expenditure		<u>123,975</u>	<u>10,603</u>	<u>134,578</u>	<u>59,551</u>
Net income (expenditure) and net movement in funds		7,117	(1,416)	5,701	20,251
Reconciliation of funds					
Total funds brought forward		36,829	33,386	70,215	49,964
Total funds carried forward		<u>43,946</u>	<u>31,970</u>	<u>75,916</u>	<u>70,215</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 2021

		2021		2020
		£	£	£
Fixed Assets				
Tangible assets	9		2,004	1,092
Current Assets				
Work in progress		-		3,460
Debtors		4,506		-
Prepayments		183		1,131
Cash at bank and in hand		94,670		69,368
		<u>99,359</u>		<u>73,959</u>
Creditors: amounts due within one year	10	25,447		4,836
Net current assets			<u>73,912</u>	<u>69,123</u>
Total assets less current liabilities			<u>75,916</u>	<u>70,215</u>
Creditors: amounts due after one year			-	-
Net assets			<u><u>75,916</u></u>	<u><u>70,215</u></u>
Funds of the Charity				
Unrestricted funds			43,946	36,829
Restricted income funds	11		31,970	33,386
Total funds			<u><u>75,916</u></u>	<u><u>70,215</u></u>

Approved by

Chairman

A. Hill

Secretary

John

Date

19th April 2022.

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 2021

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 2021

Notes

1 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Donations	12,830	320	13,150	4,594
Legacies	-	-	-	10,000
	<u>12,830</u>	<u>320</u>	<u>13,150</u>	<u>14,594</u>
Allocation of donation income in 2020	<u>4,332</u>	<u>10,262</u>	<u>14,594</u>	

2 Charitable activities

Subscriptions	7,380		7,380	2,460
Fees	38,928		38,928	5,518
Production Revenue	17,611	5,955	23,566	799
Support from Sponsors and Local Authorities				
Petersfield Town Council	2,700		2,700	2,500
East Hampshire District Council	29,857		29,857	27,000
Hampshire County Council	-		-	750
Waitrose	50		50	-
Others	3,120		3,120	2,400
Space Hire	1,987		1,987	1,962
	<u>101,633</u>	<u>5,955</u>	<u>107,588</u>	<u>43,389</u>
Allocation of income from charitable activities in 2020	<u>43,389</u>	<u>-</u>	<u>43,389</u>	

3 Other trading activities

Set & Costume Hire	13,582		13,582	15,342
Fundraising	3,000	2,912	5,912	6,445
	<u>16,582</u>	<u>2,912</u>	<u>19,494</u>	<u>21,787</u>
Allocation of income from other trading activities in 2020	<u>18,407</u>	<u>3,380</u>	<u>21,787</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 2021

Notes (continued)

5 Raising funds

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Costume Hire Costs	5,043	418	5,461	4,274
Costs of Fundraising	-	1,585	1,585	1,721
	<u>5,043</u>	<u>2,003</u>	<u>7,046</u>	<u>5,995</u>
Allocation of total expenditure on raising funds in 2020	<u>3,925</u>	<u>2,070</u>	<u>5,995</u>	

6 Charitable activities

Contracted Services Productions	28,020	-	28,020	6,535
Set/Lighting/Costumes/Sound	21,695	-	21,695	422
Royalties/Scripts/Scores/Licences	2,358		2,358	1,370
Venue Hire	13,043	3,000	16,043	150
Other Production Costs	10,039		10,039	3,025
Press & Publicity	2,437		2,437	1,379
Other Contracted Services	12,949	-	12,949	9,979
Admin & Management	5,718		5,718	6,059
Rents, Rates and Premises Insurance	17,208	4,916	22,124	17,616
Light and Heat	1,836		1,836	1,815
Premises Maintenance	2,718	-	2,718	2,841
Equipment Depreciation	911	364	1,275	2,305
Bursaries granted	-	320	320	60
Independent Examiners Fees (for reporting on the accounts)	-		-	-
	<u>118,932</u>	<u>8,600</u>	<u>127,532</u>	<u>53,556</u>
Allocation of total expenditure on charitable activities in 2020	<u>36,095</u>	<u>17,461</u>	<u>53,556</u>	

7 Trustees expenses

	2021	2020
Number of trustees who were paid expenses	3	3
Nature of expenses	Fuel, telephone & accommodation	Fuel & telephone
Total amount paid	£830	£671

PETERSFIELD YOUTH THEATRE

(Registered Charity No 1069673)

FOR THE YEAR ENDED 31st DECEMBER 2021

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	2021	2020
Lynn Hill	£9,135	£5,967
Nik Ashton	£3,680	£1,000
Charlotte Godfrey	£6,248	£3,355
Gill Davies	£0	£173

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 £1,450 (2020 - £2,550). No balances were outstanding at the year end.

9 Fixed assets

	Leasehold improve- ments £	Equipment £	Total £
Costs			
Balance brought forward	120,074	43,314	163,388
Additions	-	2,187	2,187
Disposals	-	-	-
Balance carried forward	<u>120,074</u>	<u>45,501</u>	<u>165,575</u>
Depreciation and amortisation			
Balance brought forward	120,074	42,222	162,296
Depreciation charge for year	-	1,275	1,275
Depreciation on disposals	-	-	-
Balance carried forward	<u>120,074</u>	<u>43,497</u>	<u>163,571</u>
Net book value			
Brought forward	<u>-</u>	<u>1,092</u>	<u>1,092</u>
Carried forward	<u>-</u>	<u>2,004</u>	<u>2,004</u>

PETERSFIELD YOUTH THEATRE

(Registered Charity No 1069673)

FOR THE YEAR ENDED 31st DECEMBER 2021

Notes (continued)

10 Creditors and accruals

	2021	2020
	£	£
Amounts falling due within one year		
Trade creditors	23,872	4,411
Accruals and deferred income	1,575	425
Total	<u>25,447</u>	<u>4,836</u>

11 Movements on restricted funds

	Ron Bowler Memorial Fund	Bursary Fund	The Space	Total
2021	£	£	£	£
Fund balances brought forward	22,983	3,149	7,254	33,386
Income	5,955	3,232	-	9,187
Expenditure	(6,834)	(3,405)	(364)	(10,603)
Fund balances carried forward	<u>22,104</u>	<u>2,976</u>	<u>6,890</u>	<u>31,970</u>
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>

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	1,641	363	2,004
Net current assets	42,305	31,607	73,912
Total net assets	<u>43,946</u>	<u>31,970</u>	<u>75,916</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 2021.

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: 21/4/2022