

**REGISTERED COMPANY NUMBER: 03737107 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1076399**

**THEATRE ARTS ACTION TRUST**  
**(A COMPANY LIMITED BY GUARANTEE)**

**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31 DECEMBER 2021**

**THEATRE ARTS ACTION TRUST**

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FOR THE YEAR ENDED 31 DECEMBER 2021**

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## **THEATRE ARTS ACTION TRUST**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2021. The trustees have adopted the provisions of 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).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The aims and objectives of the Company are, in summary:

1. to provide and maintain public education in drama and the performing arts;
2. to provide a building for the inhabitants of the Colchester area and its neighbourhood for this purpose, predominantly for amateur organisations;
3. to provide the opportunities for teachers of drama and performing arts to practise their activities;
4. to advance education by encouraging the public, schools, the disabled and the disadvantaged to take an active interest in drama and arts generally;
5. to provide facilities for the advancement of health, citizenship and community development and for leisure-time activities according to The Charities Act 2011
6. to carry out other charitable activities for the promotion of theatre and the arts in the Colchester area.

##### **Significant activities**

Government restrictions in response to the Covid pandemic closed the Headgate to almost all activities from 16 March 2020 until the summer of 2021. Some restrictions remained in place for the rest of 2021 and into 2022. The period of dislocation in public confidence continues and at the time of writing it is unclear when that will close.

##### **Public benefit**

The Headgate Theatre opened in March 2002. It is managed by a Board of Trustees which meets regularly to oversee the administration of the Trust, to ensure that its objectives are met and to ensure that funds received are applied to its charitable purposes. The Board also satisfies itself that systems are in place to secure compliance with all statutory requirements and to obtain value for money. Day to day operation is delegated to a Management Committee and effective links have been maintained between the Board and the Committee through the fact that the Treasurer is a Trustee, while the Chair of the Management Committee (until June a Trustee and from June the Headgate Manager) reports to each meeting of the Board.

The major policy is to hire the theatre and rehearsal facilities to performing arts groups in the area and thereby to provide facilities for public benefit. The addition of the spaces in 2019, referred to in the report for that year, provided two broad opportunities. It enables the expansion of facilities available to theatre-related activities, including performances and rehearsals, and it allows a certain amount of hiring to non-theatre organisations and groups in order to provide finance to support the delivery of the Headgate's objectives.

In response to the expanded facilities and the loosening of Covid lockdown, in April 2021 the Trustees appointed a professional Headgate Manager. Reporting to the Chair of Trustees, the Manager is charged with managing and motivating staff and volunteers, working collaboratively with the volunteer Management Committee and Trustees to operate and develop the Headgate as an effective community facility, still run mainly by volunteers. Development of the Management Committee continues, firming up policies and practices to ensure that the theatre continues to comply with the legal obligations imposed upon it.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's objectives and activities.



## **THEATRE ARTS ACTION TRUST**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021**

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#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

Despite the extreme practical and financial challenges of mounting and sustaining a Headgate programme of performances, workshops and other activities - as and when restrictions allowed - 2021 was in many ways a busy and successful year.

Through the combination of enforced periods of closure with some unexpected but very welcome financial support and the stalwart efforts of several key volunteers, significant improvements were made to the buildings. In the Rehearsal Room the landlord replaced the windows and the Headgate upgraded the ventilation, so that the space is Covid compliant. Ventilation standards in the Auditorium were checked by specialists and, with minor changes, found to be compliant. Major stage sound and lighting improvements were undertaken and, front of house, work to enable replacement of the lift was progressed. A workspace for staff was created.

The website was upgraded and the Headgate Friends scheme launched. Volunteers were welcomed back into the Headgate with special events.

The resumption of performances opened with a socially distanced but very effective production of *Two* and the autumn saw further well-received productions, including *The Diary of Anne Frank*, which had been in dress rehearsal when the Headgate had to close in March 2020. Notably Headgate Young Company staged *Blue Stockings* as its inaugural production, the Headgate hosted the first, week long, Colchester Fringe Festival and the Pantomime played to exuberant houses. The enhanced sound and lighting facilities were demonstrated in many of the season's productions. All these faced, and overcame, diverse Covid-related challenges. Unfortunately though, a number of other bookings in the programme were cancelled.

Act V workshops continued on Zoom without a break until they were able to return in person to the Headgate. Some activities continued or were re-launched during the year, including wellbeing, dance and yoga classes which helped the users and their tutors to counteract some of the effects of the 'lockdowns'.

New activities included *Headnotes*, a youth choir, and *Limber* and *Stretch* sessions for older people. Volunteers provided a day of activities for Afghan refugees and it was again possible to host a session of the Romanian elections in a Covid-secure manner.

Throughout the year the Management Committee and Board have continued to:

- Keep the premises Covid-secure to protect and reassure audiences, users, volunteers and staff
- Monitor the budget
- Maximise available sources of income
- Seek new sources of income
- Maintain the profile of the Headgate in the area, by whatever means are available
- Prepare and maintain a viable programme
- Maintain contact with audiences and volunteers and keep them up to date with developments
- Ensure the Headgate is compliant with all relevant legislation

Looking to the future, Trustees opened discussions with the freeholders of 12 and 14 Chapel Street to extend the leases to TAAT.

The Board would like to take this opportunity to record its grateful thanks to the committed and dedicated group of volunteers who gave freely of their time and energies in 2021 to enable The Headgate to be used as and when Covid restrictions allowed, to maintain the building and to carry out many of the activities outlined in this report. In this regard we would like to thank in particular Dawn and David King.

We would also like to thank our Treasurer, Mike Kerr for his continual vigilance and care, the Company Secretary, Matthew Young and the Headgate staff, principally Katie Wright.

## **THEATRE ARTS ACTION TRUST**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021**

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#### **FINANCIAL REVIEW**

Following the disruption to Headgate activities in 2020, there was anticipation that the doors would re-open in 2021, albeit in a 'new normal' world. Continual monitoring of the finances and support from several sources meant that whilst performance and other hires returned with interruptions imposed as a result of regulation, other aspirations could be considered and plans re-visited.

Financial highlights in 2021 included:

- "Keep the Lights On" crowd-funder raised £15k to support a multi-phase project to replace the Auditorium lighting
- award from the Theatres Trust added £5k to the Adaptations Fund to replace the air circulation system in the Rehearsal Room - the replacement cost was £6.5k
- application to the second tranche of funding from the Arts Council via the Culture Recovery Fund resulted in an award of £60k
- appointment of Headgate Manager and part time Assistant in April 2021
- construction of courtyard office completed at a cost of £10.8k
- following further evaluation, Trustees agreed to place a contract valued at £42k to replace the lift - with deposit £12.6k paid in the year

In addition, COVID support from public funds delivered further grants amounting to £16.6k and donations, including the newly launched 'Friends of The Headgate' scheme, raised over £4k.

Importantly, performance and community activities managed and promoted by Headgate Theatre delivered £23k of surplus. These activities included Headgate Theatre Productions, ACT V and workshops, as well the successful launch of Headgate Young Company and 'Headnotes' (youth choir).

#### **Outlook:**

Activity at the Headgate in 2022 resumed slowly following the gradual lifting of restrictions imposed because of the COVID 'Omicron' variant. Audiences and hirers needed 'comfort' to return to pre-pandemic behaviours, with a number of performances at risk due to poor support. Hirers also found their bookings disrupted as the variant and increased infection rates impacted community leisure and recreation activities.

Continued close monitoring of budgeted expenditure & revenues will be necessary throughout 2022 to minimise the financial impact of this uncertainty.

The landlord of 12 Chapel Street has continued to show his support for the Headgate, offering a rent reduction wef 1st January 2022, for which Trustees are most grateful.

Trustees were pleased to receive confirmation from the Hervey Benham Charitable Trust of their support for the lift replacement project (£21k) subject to the successful outcome of negotiations with Colchester Borough Council to renew the Trust's lease on 14 Chapel Street.



## **THEATRE ARTS ACTION TRUST**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021**

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

##### **Governing document**

As a company Limited by Guarantee, incorporated on 19 March 1999 and registered with the Charity Commission on 6 July 1999, the governing document is the Memorandum and Articles of Association, under which the directors act as Charity Trustees.

The current organisational structure consists of eight directors, two of whom have honorary roles as the Chair and Treasurer.

The duties of the directors are -

- to appoint a Chair from among their number;
- to delegate any of their functions to committees of two or more individuals, at least one of whom must be a member of the management committee;
- to make standing orders and rules consistent with the Memorandum and Articles of Association.

The Management Committee meets on a regular basis and receives updates from the various sub-committees; Finance & Business Development, Artistic Programming and Education, Technical, Publicity, Premises; Health & Safety and Administration. Financial reports are presented at each main Management Committee meeting and discussed in detail by the Finance & Business Development sub-committee.

The Board met more frequently than usual during the year, online when necessary. Meetings, briefed by the chair of the Management Committee and the Treasurer, addressed the issues presented by the pandemic and ensured that the responsibilities placed on Trustees were still being discharged and that, despite continued uncertainties, more normal levels of activity could resume as soon as circumstances permitted. As part of its regular monitoring, the Board received reports at each meeting about any Safeguarding issues and Health and Safety matters.

In April Trustees appointed a professional Headgate Manager, Katie Wright, from an exceptionally strong field of applicants. It had been clear, prior to the pandemic, that operating the complex business that the Headgate had become was falling too heavily on a small number of volunteers, because the extent and complexity of the operation now demands full-time management. The excessive load on key volunteers, most notably Dawn and David King, is gradually easing as the Manager takes on a larger share of responsibility. This has included becoming Chair of the Management Committee from June. The task is challenging, because volunteering is at the heart of the Headgate ethos and is integral to the benefits that TAAT offers volunteers, audiences and other users. The Manager is charged with maintaining the Headgate's welcoming, friendly, "can-do" attitude whilst introducing a more systematic, efficient approach to the business. Within the year Katie had ably demonstrated her grasp of what is needed and had gained the respect of Trustees and volunteers alike. The process of change is occasionally difficult, but it is well in hand and the Trustees are highly appreciative of the efforts of all concerned.

In July the AGM was held in the theatre once more. It saw the retirement of David King as a Trustee, happily not to withdraw his energies from the Headgate, but to focus on supporting the new Manager. In his place the Board was pleased to recommend to the membership that Dawn King be appointed. John Davis and David Moye submitted resignations, for family reasons, from the Management Committee and the valued contributions of each are missed.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

03737107 (England and Wales)

##### **Registered Charity number**

1076399

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**THEATRE ARTS ACTION TRUST**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**Registered office**

Headgate Theatre  
14 Chapel St North  
Colchester  
Essex  
CO2 7AT

**Trustees**

Ms J M Blackburn (Chair)  
Ms M B Calvy  
Ms P A Gaudin (appointed 28/7/21)  
T M Kerr (Treasurer)  
M C Kimmance  
Ms K D King (appointed 28/7/21)  
Ms J L Knight

**Company Secretary**

M P Young

**Independent Examiner**

Simon Welling  
Haines Watts  
Chartered Accountants  
Town Wall House  
Balkerne Hill  
Colchester  
Essex  
CO3 3AD

**Solicitors**

Thompson Smith & Puxon  
Stable 6  
Stable Road  
Colchester  
Essex  
CO2 7GL

**Bankers**

HSBC  
26 High Street  
Colchester  
Essex  
CO1 1DQ

Approved by order of the board of trustees on 26<sup>th</sup> May 2022 and signed on its behalf by:

  
.....  
Ms J M Blackburn - Trustee



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THEATRE ARTS ACTION TRUST**

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**Independent examiner's report to the trustees of Theatre Arts Action Trust ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2021.

**Responsibilities and basis of report**

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


Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

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 Company 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.



Simon Welling  
Certified Accountant  
Haines Watts  
Chartered Accountants  
Town Wall House  
Balkerne Hill  
Colchester  
Essex  
CO3 3AD

Date: 10 June 2022



**THEATRE ARTS ACTION TRUST**

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

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	3	20,916	95,248	116,164	38,017
<b>Charitable activities</b>					
Headgate Theatre	6	49,902	-	49,902	49,331
Other trading activities	4	40,834	-	40,834	10,057
Investment income	5	699	-	699	1,061
<b>Total</b>		<b>112,351</b>	<b>95,248</b>	<b>207,599</b>	<b>98,466</b>
<b>EXPENDITURE ON</b>					
Raising funds	7	20,744	1,935	22,679	9,312
<b>Charitable activities</b>					
Headgate Theatre	8	104,705	57,233	161,938	122,556
<b>Total</b>		<b>125,449</b>	<b>59,168</b>	<b>184,617</b>	<b>131,868</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(13,098)</b>	<b>36,080</b>	<b>22,982</b>	<b>(33,402)</b>
Transfers between funds	20	22,500	(22,500)	-	-
Net movement in funds		9,402	13,580	22,982	(33,402)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		274,412	42,747	317,159	350,561
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>283,814</b>	<b>56,327</b>	<b>340,141</b>	<b>317,159</b>

The notes form part of these financial statements

**THEATRE ARTS ACTION TRUST**

**BALANCE SHEET  
31 DECEMBER 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	15	116,283	43,342	159,625	184,782
<b>CURRENT ASSETS</b>					
Stocks	16	859	-	859	346
Debtors	17	34,814	-	34,814	1,350
Cash at bank and in hand		<u>147,733</u>	<u>12,985</u>	<u>160,718</u>	<u>138,417</u>
		183,406	12,985	196,391	140,113
<b>CREDITORS</b>					
Amounts falling due within one year	18	(15,875)	-	(15,875)	(7,736)
<b>NET CURRENT ASSETS</b>		<u>167,531</u>	<u>12,985</u>	<u>180,516</u>	<u>132,377</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>283,814</u>	<u>56,327</u>	<u>340,141</u>	<u>317,159</u>
<b>NET ASSETS</b>		<u>283,814</u>	<u>56,327</u>	<u>340,141</u>	<u>317,159</u>
<b>FUNDS</b>	20				
Unrestricted funds				283,814	274,412
Restricted funds				<u>56,327</u>	<u>42,747</u>
<b>TOTAL FUNDS</b>				<u>340,141</u>	<u>317,159</u>

The notes form part of these financial statements

**THEATRE ARTS ACTION TRUST**

**BALANCE SHEET - continued**  
**31 DECEMBER 2021**

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The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.


The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on .....*26<sup>th</sup> May 2022*... and were signed on its behalf by:

  
.....  
J M Blackburn - Trustee

  
.....  
T M Kerr - Trustee

The notes form part of these financial statements



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021

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**1. GENERAL INFORMATION**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The maximum liability of each member in the event of the company being dissolved is £1.

The address of the registered office is The Headgate Theatre, 14 Chapel Street North, Colchester, Essex CO2 7AT.

The financial statements are prepared in sterling, which is the functional currency of the entity.

**2. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Income**

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

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the Charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the Charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Charity that a distribution will be made, or when a distribution is received from the estate.

Donations and other voluntary income are reflected in the accounts for the period in which they are received. Donations in kind are recognised by the Charity when received except in the case of services provided free or undervalue by voluntary staff or others which are not reflected in the accounts.

Ticket sales are not included where the Charity is acting as agent for the user group.

**2. ACCOUNTING POLICIES - continued**

**Income**

Donated goods are included at the value to the Charity where this can clearly and easily be quantified. The value of services provided by volunteers has not been included in these financial statements.

Investment income is included when receivable and comprises bank interest.

**Expenditure**

Expenditure is recognised on an accruals basis as liabilities are incurred. Expenditure includes non-recoverable VAT and is reported as part of the expenditure to which it relates.

Costs of raising funds comprise the costs associated with attracting voluntary income and fundraising activities.

Expenditure on charitable activities comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries.

Governance costs are included as support costs and allocated to the activities to which they relate.

**Tangible fixed assets**

Fixed assets are stated at cost, less accumulated depreciation. The costs of additions less than £1,000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected life, as follows:

Leasehold property improvements – straight line over the life of the lease  
Fixtures, fittings and equipment – 20% reducing balance

**Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**Debtors**

Debtors are recognised at the settlement amount due. Prepayments are valued at the net amount prepaid net of any trade discounts due.

**Cash at Bank and in Hand**

Cash at bank and cash in hand includes cash, bank and short-term investments.

**Creditors**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**THEATRE ARTS ACTION TRUST****NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021****2. ACCOUNTING POLICIES - continued****Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**3. DONATIONS AND LEGACIES**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Donations	<b>19,348</b>	8,011
Grants	<b>96,796</b>	30,001
Subscriptions	<b>20</b>	5
	<b><u>116,164</u></b>	<b><u>38,017</u></b>

Grants received, included in the above, are as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Colchester Borough Council Rent Grant	<b>15,000</b>	15,000
Colchester Borough Council Covid Grants	<b>16,621</b>	13,501
Theatres Trust Covid Adaptations	<b>5,000</b>	1,500
Art Council Culture Recovery Fund	<b>60,175</b>	-
	<b><u>96,796</u></b>	<b><u>30,001</u></b>

**4. OTHER TRADING ACTIVITIES**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Headgate Theatre productions	<b>20,288</b>	3,316
Workshops productions	<b>4,169</b>	1,530
Activity income	<b><u>16,377</u></b>	<b><u>5,211</u></b>
	<b><u>40,834</u></b>	<b><u>10,057</u></b>



**THEATRE ARTS ACTION TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**5. INVESTMENT INCOME**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Deposit account interest	<u><b>699</b></u>	<u><b>1,061</b></u>

**6. INCOME FROM CHARITABLE ACTIVITIES**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Headgate Theatre		
Government grants	-	8,897
Booking fees	<b>4,385</b>	1,695
Bar and ice cream sales	<b>12,827</b>	6,565
Other income	<b>1,173</b>	1,450
Theatre hire charges	<u><b>31,517</b></u>	<u><b>30,724</b></u>
	<u><b>49,902</b></u>	<u><b>49,331</b></u>

Grants received, included in the above, are as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Job Retention Scheme		
	<u>-</u>	<u><b>8,897</b></u>

**7. RAISING FUNDS**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Advertising and publicity	<b>5,205</b>	1,538
Production and activity costs	<u><b>17,474</b></u>	<u><b>7,774</b></u>
	<u><b>22,679</b></u>	<u><b>9,312</b></u>

**THEATRE ARTS ACTION TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**8. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 9) £	Support costs (see note 10) £	Totals £
Headgate Theatre	<u>160,814</u>	<u>1,124</u>	<u>161,938</u>

**9. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2021 £	2020 £
Staff costs	25,634	19,804
Rent and service charges	33,630	29,230
Rates and water	655	1,421
Insurance	5,725	5,332
Light and heat	7,534	4,852
Licences	794	1,323
Cleaning	8,290	5,680
Postage, stationery and teleph	2,556	1,389
Sundries	856	517
Bar and ice cream purchases	5,982	3,116
Ticket processing fees	3,695	1,408
Repairs and maintenance	14,303	9,249
Subscriptions and donations	329	183
Bank and credit card charges	1,245	710
Covid adaptations	9,678	-
Depreciation	<u>39,908</u>	<u>37,842</u>
	<u>160,814</u>	<u>122,056</u>

**10. SUPPORT COSTS**

	Governance costs £
Accountancy fees	<u>1,124</u>

**11. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2021 £	2020 £
Depreciation - owned assets	39,908	37,842
Other operating leases	<u>33,630</u>	<u>29,230</u>

**THEATRE ARTS ACTION TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**12. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 December 2021 nor for the year ended 31 December 2020.

**13. STAFF COSTS**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>24,557</b>	19,520
Staff training	<b>654</b>	70
Employers pension costs	<b>423</b>	214
	<b><u>25,634</u></b>	<b><u>19,804</u></b>

The average monthly number of employees during the year was as follows:

	<b>2021</b>	<b>2020</b>
Administrative staff	<b><u>2</u></b>	<b><u>3</u></b>

No employees received emoluments in excess of £60,000.



**THEATRE ARTS ACTION TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	19,517	18,500	38,017
<b>Charitable activities</b>			
Headgate Theatre	49,331	-	49,331
Other trading activities	10,057	-	10,057
Investment income	<u>1,061</u>	<u>-</u>	<u>1,061</u>
<b>Total</b>	79,966	18,500	98,466
<b>EXPENDITURE ON</b>			
Raising funds	8,428	884	9,312
<b>Charitable activities</b>			
Headgate Theatre	99,669	22,887	122,556
<b>Total</b>	<u>108,097</u>	<u>23,771</u>	<u>131,868</u>
<b>NET INCOME/(EXPENDITURE)</b>	(28,131)	(5,271)	(33,402)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	302,543	48,018	350,561
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>274,412</u></u>	<u><u>42,747</u></u>	<u><u>317,159</u></u>

**THEATRE ARTS ACTION TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**15. TANGIBLE FIXED ASSETS**

	Leasehold property improvement £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 January 2021	395,691	98,760	494,451
Additions	<u>10,844</u>	<u>3,907</u>	<u>14,751</u>
At 31 December 2021	<u>406,535</u>	<u>102,667</u>	<u>509,202</u>
<b>DEPRECIATION</b>			
At 1 January 2021	223,795	85,874	309,669
Charge for year	<u>36,549</u>	<u>3,359</u>	<u>39,908</u>
At 31 December 2021	<u>260,344</u>	<u>89,233</u>	<u>349,577</u>
<b>NET BOOK VALUE</b>			
At 31 December 2021	<u>146,191</u>	<u>13,434</u>	<u>159,625</u>
At 31 December 2020	<u>171,896</u>	<u>12,886</u>	<u>184,782</u>

**16. STOCKS**

	2021 £	2020 £
Bar stocks	<u>859</u>	<u>346</u>

**17. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 £
Trade debtors	1,995	1,081
Other debtors	18,539	-
Prepayments and accrued income	<u>14,280</u>	<u>269</u>
	<u>34,814</u>	<u>1,350</u>

**THEATRE ARTS ACTION TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021	2020
	£	£
Trade creditors	5,658	2,748
Accruals and deferred income	<u>10,217</u>	<u>4,988</u>
	<u><b>15,875</b></u>	<u><b>7,736</b></u>

**19. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2021	2020
	£	£
Within one year	33,000	33,000
Between one and five years	111,500	129,500
In more than five years	<u>-</u>	<u>15,000</u>
	<u><b>144,500</b></u>	<u><b>177,500</b></u>

The Headgate Theatre (14 Chapel Street) lease expires in October 2025. Funds to meet this commitment are provided by Colchester Borough Council through a grant each year.

The lease agreement related to The Warehouse (12 Chapel Street) expires in October 2026.

**20. MOVEMENT IN FUNDS**

	At 1.1.21	Net movement	Transfers	At
	£	in funds	between funds	31.12.21
		£	£	£
<b>Unrestricted funds</b>				
General Fund	159,408	10,222	22,500	192,130
David Forder Fund	<u>115,004</u>	<u>(23,320)</u>	<u>-</u>	<u>91,684</u>
	274,412	(13,098)	22,500	283,814
<b>Restricted funds</b>				
Theatre Renovation Grant	37,762	(7,553)	-	30,209
Headgate Youth Theatre	1,819	-	-	1,819
Sound and Light Equipment Fund	1,666	13,958	-	15,624
Covid Adaptation Grant	1,500	(1,500)	-	-
Art Council Culture Recovery Fund	<u>-</u>	<u>31,175</u>	<u>(22,500)</u>	<u>8,675</u>
	<u>42,747</u>	<u>36,080</u>	<u>(22,500)</u>	<u>56,327</u>
<b>TOTAL FUNDS</b>	<u><b>317,159</b></u>	<u><b>22,982</b></u>	<u><b>-</b></u>	<u><b>340,141</b></u>

The transfer from the Art Council Culture Recovery Fund to General Funds of £22,500 is in respect of reflatting the Charity reserves as specified in the grant award. The balance of the Art Council Culture Recovery Fund not expended during the year relates to future depreciation charges for capital expenditure funded from the grant.



**THEATRE ARTS ACTION TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**20. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General Fund	112,351	(102,129)	10,222
David Forder Fund	-	(23,320)	(23,320)
	112,351	(125,449)	(13,098)
<b>Restricted funds</b>			
Theatre Renovation Grant	-	(7,553)	(7,553)
Rent Grant	15,000	(15,000)	-
Sound and Light Equipment Fund	15,073	(1,115)	13,958
Covid Adaptation Grant	5,000	(6,500)	(1,500)
Art Council Culture Recovery Fund	60,175	(29,000)	31,175
	95,248	(59,168)	36,080
<b>TOTAL FUNDS</b>	<b>207,599</b>	<b>(184,617)</b>	<b>22,982</b>

**Comparatives for movement in funds**

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
<b>Unrestricted funds</b>			
General Fund	164,219	(4,811)	159,408
David Forder Fund	138,324	(23,320)	115,004
	302,543	(28,131)	274,412
<b>Restricted funds</b>			
Theatre Renovation Grant	45,315	(7,553)	37,762
Headgate Youth Theatre	1,819	-	1,819
ACT V Grant	884	(884)	-
Sound and Light Equipment Fund	-	1,666	1,666
Covid Adaptation Grant	-	1,500	1,500
	48,018	(5,271)	42,747
<b>TOTAL FUNDS</b>	<b>350,561</b>	<b>(33,402)</b>	<b>317,159</b>

**THEATRE ARTS ACTION TRUST****NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021****20. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General Fund	79,966	(84,777)	(4,811)
David Forder Fund	-	(23,320)	(23,320)
	79,966	(108,097)	(28,131)
<b>Restricted funds</b>			
Theatre Renovation Grant	-	(7,553)	(7,553)
Rent Grant	15,000	(15,000)	-
ACT V Grant	-	(884)	(884)
Sound and Light Equipment Fund	2,000	(334)	1,666
Covid Adaptation Grant	1,500	-	1,500
	18,500	(23,771)	(5,271)
<b>TOTAL FUNDS</b>	<u>98,466</u>	<u>(131,868)</u>	<u>(33,402)</u>

**General Fund**

The fund is unrestricted and available for the general purposes of the Charity. The fund represents accumulated surpluses of the Charity.

**David Forder Fund**

The fund is unrestricted but has been designated by the Trustees for use for a particular purpose, being now determined as funds available to expense improvements to the bar and common areas in the theatre building (2017) and to undertake leasehold improvements following acquisition of a lease to the adjacent Warehouse building (2018). During 2018 a grant was received from the Hervey Benham Charitable Trust to be applied towards the cost of improvements to the Warehouse; this grant is shown as an addition to the Trust's designated funds. The amortisation of the improvements to the Warehouse building is written off against this fund.

**Theatre Renovation Grant**

The fund is restricted and represents grants received in 2001 and 2002 for the renovation of the theatre are being written off over 25 years in line with the amortisation of expenditure on the long leasehold.

**Rent Grant**

The fund is restricted and represents grants received from Colchester Borough Council and is equal to the rent due on The Headgate Theatre lease.

**Headgate Youth Theatre**

The fund is restricted and is available to promote amateur theatre for youngsters.

**ACT V Grant**

The fund is restricted and remains an adopted activity from the Mercury Theatre, fully integrated into the programme of The Headgate Theatre.

**20. MOVEMENT IN FUNDS - continued**

**Sound and Light Equipment Fund**

The fund is restricted and represents donations received in 2020 and 2021 to purchase sound and lighting equipment less accumulated depreciation to date.

**Covid Adaptation Grants**

The fund is restricted and was available to enable the theatre to make adaptations to become Covid safe.

**Art Council Culture Recovery Fund**

The fund is restricted and was available to enable the theatre to reopen safely following closure due to Covid restrictions. The transfer from the fund to General Funds of £22,500 is in respect of reflatting the Charity reserves as specified in the grant award. The balance of the fund not expended during the year relates to future depreciation charges for capital expenditure funded from the grant.

**21. CAPITAL COMMITMENTS**

Authorised and contracted for - replacement lift £29,495.

Authorised but not contracted for - replacement auditorium lighting and sound £8,900.

**22. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2021.



**THEATRE ARTS ACTION TRUST**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>INCOME AND ENDOWMENTS</b>				
<b>Donations and legacies</b>				
Donations	4,275	15,073	19,348	8,011
Grants	16,621	80,175	96,796	30,001
Subscriptions	<u>20</u>	<u>-</u>	<u>20</u>	<u>5</u>
	20,916	95,248	116,164	38,017
<b>Other trading activities</b>				
Headgate Theatre productions	20,288	-	20,288	3,316
Workshops productions	4,169	-	4,169	1,530
Activity income	<u>16,377</u>	<u>-</u>	<u>16,377</u>	<u>5,211</u>
	40,834	-	40,834	10,057
<b>Investment income</b>				
Deposit account interest	699	-	699	1,061
<b>Charitable activities</b>				
Government grants	-	-	-	8,897
Booking fees	4,385	-	4,385	1,695
Bar and ice cream sales	12,827	-	12,827	6,565
Other income	1,173	-	1,173	1,450
Theatre hire charges	<u>31,517</u>	<u>-</u>	<u>31,517</u>	<u>30,724</u>
	49,902	-	49,902	49,331
<b>Total incoming resources</b>	<b>112,351</b>	<b>95,248</b>	<b>207,599</b>	<b>98,466</b>
<b>EXPENDITURE</b>				
<b>Raising donations and legacies</b>				
Advertising and publicity	3,270	1,935	5,205	1,538
Production and activity costs	<u>17,474</u>	<u>-</u>	<u>17,474</u>	<u>7,774</u>
	20,744	1,935	22,679	9,312
<b>Charitable activities</b>				
Wages	17,378	7,179	24,557	19,520
Staff training	-	654	654	70
Carried forward	<u>17,378</u>	<u>7,833</u>	<u>25,211</u>	<u>19,590</u>

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**THEATRE ARTS ACTION TRUST**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Charitable activities</b>				
Brought forward	17,378	7,833	25,211	19,590
Pensions	423	-	423	214
Rent and service charges	13,630	20,000	33,630	29,230
Rates and water	490	165	655	1,421
Insurance	4,295	1,430	5,725	5,332
Light and heat	5,649	1,885	7,534	4,852
Licences	794	-	794	1,323
Cleaning	6,743	1,547	8,290	5,680
Postage, stationery and telephone	1,916	640	2,556	1,389
Sundries	856	-	856	517
Bar and ice cream purchases	5,982	-	5,982	3,116
Ticket processing fees	3,695	-	3,695	1,408
Repairs and maintenance	11,085	3,218	14,303	9,249
Subscriptions and donations	329	-	329	183
Bank and credit card charges	1,245	-	1,245	710
Covid adaptations	-	9,678	9,678	-
Leasehold property depreciation	26,827	9,722	36,549	34,380
Fixtures, fittings and equipment depreciation	2,244	1,115	3,359	3,462
	<u>103,581</u>	<u>57,233</u>	<u>160,814</u>	<u>122,056</u>
<b>Support costs</b>				
<b>Governance costs</b>				
Accountancy fees	<u>1,124</u>	<u>-</u>	<u>1,124</u>	<u>500</u>
Total resources expended	<u>125,449</u>	<u>59,168</u>	<u>184,617</u>	<u>131,868</u>
<b>Net (expenditure)/income</b>	<u>(13,098)</u>	<u>36,080</u>	<u>22,982</u>	<u>(33,402)</u>

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