

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 2022**

**THEATRE ARTS ACTION TRUST**

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FOR THE YEAR ENDED 31 DECEMBER 2022**

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## **THEATRE ARTS ACTION TRUST**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2022**

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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 2022. 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**

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 paid Headgate Manager and a volunteer Management Committee. Effective links are maintained between the Board and the Committee through the fact that the Treasurer is a Trustee, while the Headgate Manager, who is also Chair of the Management Committee, reports to each meeting of the Board.

##### **Public benefit**

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 space at 12 Chapel Street North 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.

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 2022**

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#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

2022 finished triumphantly with a strong and varied programme of artistically and financially successful productions, playing to full houses.

The year had started quietly, with audiences understandably still anxious about Covid, but the tide turned steadily and energies built through the summer and into the autumn. There was wide variety: the contemporary challenge of Mosquitoes, the traditional comic mayhem of She Stoops to Conquer, the dramatic and technical challenges of How to Disappear Completely and Never Be Found, the innovative script and staging of Frankenstein and the carefree charm of The Boy Friend (Platform Musicals) were only part of a continual stream of enjoyable and rewarding theatre. Such major productions were interspersed with a wide range of other shows including the welcome return of Colchester Fringe. As ever, the year was rounded off by the wonderful Headgate pantomime.

The strong showing of the Headgate in the North Essex Theatre Guild award nominations for 2021-2022 is testament to the quality of the work on offer to our audiences.

The Headgate programme of performances was augmented by workshops, classes and other activities.

The relative quiet of January 2022, combined with a generous grant from the Hervey Benham Trust, allowed the replacement and upgrading of the Headgate's lift, making the bar and Studio accessible to all once more. Preparation for replacement of a boiler was put in hand.

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

- Keep the premises safe, welcoming and secure
- 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

Trustees continued discussions with the freeholders of 12 and 14 Chapel Street to extend the leases to TAAT. We are grateful to the landlord of 12 Chapel Street for a rent rebate in the early part of the year.

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 2022 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.

#### **FINANCIAL REVIEW**

##### **Financial position**

The accounts for 2022 present an encouraging result despite recording a deficit on Headgate activity of £16,935. Despite the loss of Covid subsidies available in 2020 & 2021, revenue from hire of Headgate spaces returned to pre-pandemic levels. Headgate Theatre Productions presented well-received performances during the year, and along with other Headgate administered activities (ACT V, Headgate Young Company and workshops) contributed significantly to the financial outcome in 2022.

The replacement lift installation was completed with generous financial support from the Hervey Benham Charitable Trust, contributing 50% of the cost.

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## **THEATRE ARTS ACTION TRUST**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2022**

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Overheads reflected increasing costs as inflation returned in 2022 and initiatives such as the new booking system were implemented, while essential work to the building's plant and fabric undertaken. Protection from the increase in energy costs was secured due to a supply contract in place expiring in 2024. Trustees and management continue to exercise control in all areas of spend.

#### **Reserves policy**

Trustees are obliged to regularly review the Trust's reserves policy as part of its obligation to the governance of the Trust.

In the opinion of the Trustees sufficient reserves remain available and uncommitted in order to meet an unexpected expenditure (eg replacement of plant or fixtures) or to enable the theatre to remain operational for a minimum period of 2 years in the event of business interruption whilst actions are taken to moderate costs in line with a reduced level of income.

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#### **FUTURE PLANS**

As well as ongoing governance and oversight of the Trust's activities, the trustees have begun approaches to the landlords of 12 & 14 Chapel Street to discuss renewal of property leases. The trustees continue to review the strategy for the Headgate and the building's role as a significant community venue in Colchester, and will continue to seek out interested individuals with relevant skills to join the board.

#### **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.

##### **Organisational structure**

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 Board met on five occasions during the year, briefed by the chair of the Management Committee and the Treasurer. In the course of the year Trustees worked together, and with staff and volunteers, to develop a strategy to increase equality, diversity and integration at the Headgate. This will be developed into an operational plan in the coming years. An improved sustainability strategy is developing. As part of its regular monitoring, the Board received reports at each meeting about any safeguarding issues and on health and safety matters.

In the autumn of 2022 the Trustees appointed two individuals, Paul Button and Emily Palmer, to job share as Headgate Manager. That followed the resignation of the previous postholder, Katie Wright, for personal reasons. We are grateful to Katie for the changes she introduced and wish her well. During the two months prior to the new Manager(s) coming into post, David King ably stepped in to lead the volunteer team as acting Manager. Throughout this period he and other key volunteers kept the theatre running as normal, despite a very busy performance and rehearsal schedule.

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## **THEATRE ARTS ACTION TRUST**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2022**

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Together, our new Headgate Manager(s) brought broad and extensive experience to the role. The job responsibilities are wide-ranging. Reporting to the Chair of Trustees and working together with the Headgate Assistant, Mairead Ladyman, the Manager is charged with managing and motivating staff and volunteers. Working collaboratively with the volunteer Management Committee and Trustees, their task is to operate and develop the Headgate as an effective community facility, with volunteering at its heart. [Subsequently, in 2023, Emily has moved on but Paul continues in post.]

The AGM was held in the theatre in July.

Malcolm Kimmance and Tony Sharp stood down as Trustees by rotation, in accordance with the Memorandum and Articles of Association. Tony Sharp, Ben Wills and Mike Poole were elected as Trustees, joining Jane Blackburn, Maria Calvy, Pat Gaudin, Mike Kerr, Dawn King and Jill Knight. Malcolm Kimmance had decided to retire as a trustee. He was warmly thanked for his service on the Board and the excellent support he has given to the Theatre as a Trustee and volunteer, Malcolm was offered, and accepted, the position of Honorary Vice President.

The new Management Committee; Dean Horler, Tony Saitta, David King, Dawn King, Alison Wheeler, Mike Sullivan, Jonathan Davis, Shannon Hannah, Heidi Mussett, Mike Kerr (Treasurer) and Matthew Young (Company Secretary), was elected. Mike Poole had decided to step down from the Management Committee to serve as a trustee. He was warmly thanked for his long, dedicated and committed service on the Committee.

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## **THEATRE ARTS ACTION TRUST**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2022**

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

**Registered Company number**

03737107 (England and Wales)

**Registered Charity number**

1076399

**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  
T M Kerr (Treasurer)  
M C Kimmance (retired 11/7/22)  
C A Sharp (Vice Chair)  
Ms K D King  
Ms J L Knight  
M W Poole (appointed 11/7/22)  
B I Wills (appointed 11/7/22)

**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

**THEATRE ARTS ACTION TRUST**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2022**

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Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
Ms J M Blackburn - Trustee

DRAFT



**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 2022.

**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  
The Association of Chartered Certified Accountants

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

Date: .....

**THEATRE ARTS ACTION TRUST**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2022**

	Notes	Unrestricted funds £	Restricted funds £	<b>2022 Total funds £</b>	2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	3	6,195	36,000	42,195	116,164
<b>Charitable activities</b>					
Headgate Theatre	6	109,653	-	109,653	49,902
Other trading activities	4	53,973	-	53,973	40,834
Investment income	5	<u>786</u>	<u>-</u>	<u>786</u>	<u>699</u>
<b>Total</b>		<b><u>170,607</u></b>	<b><u>36,000</u></b>	<b><u>206,607</u></b>	<b><u>207,599</u></b>
<b>EXPENDITURE ON</b>					
Raising funds		27,883	-	27,883	22,679
<b>Charitable activities</b>					
Headgate Theatre	7	<u>159,659</u>	<u>31,550</u>	<u>191,209</u>	<u>161,938</u>
<b>Total</b>		<b><u>187,542</u></b>	<b><u>31,550</u></b>	<b><u>219,092</u></b>	<b><u>184,617</u></b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(16,935)</b>	<b>4,450</b>	<b>(12,485)</b>	<b>22,982</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>283,814</u>	<u>56,327</u>	<u>340,141</u>	<u>317,159</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>266,879</u></b>	<b><u>60,777</u></b>	<b><u>327,656</u></b>	<b><u>340,141</u></b>
<b>CONTINUING OPERATIONS</b>					
All income and expenditure has arisen from continuing operations.					

The notes form part of these financial statements

**THEATRE ARTS ACTION TRUST**

**BALANCE SHEET  
31 DECEMBER 2022**

	Notes	Unrestricted funds £	Restricted funds £	<b>2022 Total funds £</b>	2021 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	14	<b>102,958</b>	<b>49,644</b>	<b>152,602</b>	159,625
<b>CURRENT ASSETS</b>					
Stocks	15	<b>1,784</b>	-	<b>1,784</b>	859
Debtors	16	<b>11,067</b>	-	<b>11,067</b>	34,814
Cash at bank and in hand		<b>164,493</b>	<b>11,133</b>	<b>175,626</b>	<u>160,718</u>
		<b>177,344</b>	<b>11,133</b>	<b>188,477</b>	196,391
<b>CREDITORS</b>					
Amounts falling due within one year	17	<b>(13,423)</b>	-	<b>(13,423)</b>	(15,875)
<b>NET CURRENT ASSETS</b>		<b><u>163,921</u></b>	<b><u>11,133</u></b>	<b><u>175,054</u></b>	<u>180,516</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b><u>266,879</u></b>	<b><u>60,777</u></b>	<b><u>327,656</u></b>	340,141
<b>NET ASSETS</b>		<b><u>266,879</u></b>	<b><u>60,777</u></b>	<b><u>327,656</u></b>	<u>340,141</u>
<b>FUNDS</b>	19				
Unrestricted funds				<b>266,879</b>	283,814
Restricted funds				<b><u>60,777</u></b>	<u>56,327</u>
<b>TOTAL FUNDS</b>				<b><u>327,656</u></b>	<u>340,141</u>

The notes form part of these financial statements

**THEATRE ARTS ACTION TRUST**

**BALANCE SHEET - continued**  
**31 DECEMBER 2022**

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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 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 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 ..... and were signed on its behalf by:

.....  
J M Blackburn - Trustee

.....  
T M Kerr - Trustee

The notes form part of these financial statements

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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.

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.

## 2. ACCOUNTING POLICIES - continued

### **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.

### **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.

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2022

2. ACCOUNTING POLICIES - continued

**Going concern**

The accounts are prepared on a going concern basis as there are no material uncertainties about the Charity's ability to continue.

3. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations	3,523	19,348
Grants	38,667	96,796
Subscriptions	5	20
	<u>42,195</u>	<u>116,164</u>

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

	2022	2021
	£	£
Colchester Borough Council Rent Grant	15,000	15,000
Colchester Borough Council Covid Grants	-	16,621
Theatres Trust Covid Adaptations	-	5,000
Art Council Culture Recovery Fund	-	60,175
Our Colchester	2,667	-
Hervey Benham Charitable Trust	21,000	-
	<u>38,667</u>	<u>96,796</u>

4. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Headgate Theatre productions	33,960	20,288
Workshops productions	4,291	4,169
Activity income	<u>15,722</u>	<u>16,377</u>
	<u>53,973</u>	<u>40,834</u>

**THEATRE ARTS ACTION TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2022**

**5. INVESTMENT INCOME**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Deposit account interest	<u><b>786</b></u>	<u><b>699</b></u>

**6. INCOME FROM CHARITABLE ACTIVITIES**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Headgate Theatre		
Booking fees	<b>9,278</b>	4,385
Bar and ice cream sales	<b>28,789</b>	12,827
Other income	<b>3,384</b>	1,173
Theatre hire charges	<u><b>68,202</b></u>	<u><b>31,517</b></u>
	<u><b>109,653</b></u>	<u><b>49,902</b></u>

**7. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 8) £	Support costs (see note 9) £	Totals £
Headgate Theatre	<u><b>190,491</b></u>	<u><b>718</b></u>	<u><b>191,209</b></u>

**8. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Staff costs	<b>35,843</b>	25,634
Rent and service charges	<b>34,998</b>	33,630
Rates and water	<b>2,800</b>	655
Insurance	<b>6,183</b>	5,725
Light and heat	<b>9,356</b>	7,534
Licences	<b>611</b>	794
Cleaning	<b>10,102</b>	8,290
Postage, stationery and telephones	<b>2,250</b>	2,556
Sundries	<b>3,051</b>	856
Bar and ice cream purchases	<b>13,950</b>	5,982
Ticket processing fees	<b>7,327</b>	3,695
Repairs and maintenance	<b>10,731</b>	14,303
Subscriptions and donations	<b>426</b>	329
Bank and credit card charges	<b>1,996</b>	1,245
Covid adaptations	-	9,678
Depreciation	<u><b>50,867</b></u>	<u><b>39,908</b></u>
	<u><b>190,491</b></u>	<u><b>160,814</b></u>



**THEATRE ARTS ACTION TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2022**

**9. SUPPORT COSTS**

		Governance costs £
Headgate Theatre		<u><b>718</b></u>

Support costs, included in the above, are as follows:

	<b>2022</b> Headgate Theatre £	2021 Headgate Theatre £
Accountancy fees	<u><b>718</b></u>	<u><b>1,124</b></u>

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

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

	<b>2022</b> £	2021 £
Depreciation - owned assets	<b>50,867</b>	39,908
Other operating leases	<u><b>34,998</b></u>	<u><b>33,630</b></u>

**11. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 December 2022 nor for the year ended 31 December 2021.

**12. STAFF COSTS**

	<b>2022</b> £	2021 £
Wages and salaries	<b>35,220</b>	24,557
Other pension costs	<b>611</b>	423
Staff training	<u><b>12</b></u>	<u><b>654</b></u>
	<u><b>35,843</b></u>	<u><b>25,634</b></u>

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

	<b>2022</b>	2021
Administrative staff	<u><b>2</b></u>	<u><b>2</b></u>

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

## 13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	20,916	95,248	116,164
<b>Charitable activities</b>			
Headgate Theatre	49,902	-	49,902
Other trading activities	40,834	-	40,834
Investment income	<u>699</u>	<u>-</u>	<u>699</u>
<b>Total</b>	<u>112,351</u>	<u>95,248</u>	<u>207,599</u>
<b>EXPENDITURE ON</b>			
Raising funds	20,744	1,935	22,679
<b>Charitable activities</b>			
Headgate Theatre	<u>104,705</u>	<u>57,233</u>	<u>161,938</u>
<b>Total</b>	<u>125,449</u>	<u>59,168</u>	<u>184,617</u>
<b>NET INCOME/(EXPENDITURE)</b>	(13,098)	36,080	22,982
Transfers between funds	<u>22,500</u>	<u>(22,500)</u>	<u>-</u>
<b>Net movement in funds</b>	9,402	13,580	22,982
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	274,412	42,747	317,159
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>283,814</u>	<u>56,327</u>	<u>340,141</u>

**THEATRE ARTS ACTION TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2022**

**14. TANGIBLE FIXED ASSETS**

	Leasehold property improvement £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 January 2022	<b>406,535</b>	<b>102,667</b>	<b>509,202</b>
Additions	<b><u>41,992</u></b>	<b><u>1,852</u></b>	<b><u>43,844</u></b>
At 31 December 2022	<b><u>448,527</u></b>	<b><u>104,519</u></b>	<b><u>553,046</u></b>
<b>DEPRECIATION</b>			
At 1 January 2022	<b>260,344</b>	<b>89,233</b>	<b>349,577</b>
Charge for year	<b><u>47,046</u></b>	<b><u>3,821</u></b>	<b><u>50,867</u></b>
At 31 December 2022	<b><u>307,390</u></b>	<b><u>93,054</u></b>	<b><u>400,444</u></b>
<b>NET BOOK VALUE</b>			
At 31 December 2022	<b><u>141,137</u></b>	<b><u>11,465</u></b>	<b><u>152,602</u></b>
At 31 December 2021	<b><u>146,191</u></b>	<b><u>13,434</u></b>	<b><u>159,625</u></b>

**15. STOCKS**

	2022 £	2021 £
Bar and ice cream stocks	<b><u>1,784</u></b>	<b><u>859</u></b>

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

	2022 £	2021 £
Trade debtors	<b>7,100</b>	1,995
Other debtors	-	18,539
Prepayments and accrued income	<b><u>3,967</u></b>	<b><u>14,280</u></b>
	<b><u>11,067</u></b>	<b><u>34,814</u></b>

**THEATRE ARTS ACTION TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2022**

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

	2022	2021
	£	£
Trade creditors	427	5,658
Accruals and deferred income	<u>12,996</u>	<u>10,217</u>
	<u>13,423</u>	<u>15,875</u>

**18. LEASING AGREEMENTS**

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

	2022	2021
	£	£
Within one year	33,000	33,000
Between one and five years	<u>78,500</u>	<u>111,500</u>
	<u>111,500</u>	<u>144,500</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.

**19. MOVEMENT IN FUNDS**

	At 1.1.22	Net movement in funds	At 31.12.22
	£	£	£
<b>Unrestricted funds</b>			
General fund	192,130	5,473	197,603
David Forder Designated Fund	<u>91,684</u>	<u>(22,408)</u>	<u>69,276</u>
	283,814	(16,935)	266,879
<b>Restricted funds</b>			
Theatre Renovation Grant	30,209	(7,553)	22,656
Headgate Youth Theatre	1,819	-	1,819
Sound and Light Equipment Fund	15,624	(1,578)	14,046
Art Council Grant	8,675	(2,169)	6,506
HBCT Lift Replacement Fund	-	<u>15,750</u>	<u>15,750</u>
	<u>56,327</u>	<u>4,450</u>	<u>60,777</u>
<b>TOTAL FUNDS</b>	<u>340,141</u>	<u>(12,485)</u>	<u>327,656</u>

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2022

## 19. 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	170,607	(165,134)	5,473
David Forder Designated Fund	-	(22,408)	(22,408)
	<u>170,607</u>	<u>(187,542)</u>	<u>(16,935)</u>
<b>Restricted funds</b>			
Theatre Renovation Grant	-	(7,553)	(7,553)
Rent Grant	15,000	(15,000)	-
Sound and Light Equipment Fund	-	(1,578)	(1,578)
Art Council Grant	-	(2,169)	(2,169)
HBCT Lift Replacement Fund	21,000	(5,250)	15,750
	<u>36,000</u>	<u>(31,550)</u>	<u>4,450</u>
<b>TOTAL FUNDS</b>	<u>206,607</u>	<u>(219,092)</u>	<u>(12,485)</u>

## Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
<b>Unrestricted funds</b>				
General fund	159,408	10,222	22,500	192,130
David Forder Designated Fund	<u>115,004</u>	<u>(23,320)</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 Grant	-	31,175	(22,500)	8,675
	<u>42,747</u>	<u>36,080</u>	<u>(22,500)</u>	<u>56,327</u>
<b>TOTAL FUNDS</b>	<u>317,159</u>	<u>22,982</u>	-	<u>340,141</u>

**19. 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	112,351	(102,129)	10,222
David Forder Designated 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 Grant	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>

**General Fund**

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

**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.

**19. MOVEMENT IN FUNDS - continued**

**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.

**HBCT Replacement Lift Fund**

The fund is restricted and represents a grant received of £21,000 from the Hervey Benahm Charitable Trust in 2022 to fund the replacement lift at the Headgate Theatre less accumulated depreciation to date.

**20. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2022.

**THEATRE ARTS ACTION TRUST**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2022**

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
<b>INCOME AND ENDOWMENTS</b>				
<b>Donations and legacies</b>				
Donations	3,523	-	3,523	19,348
Grants	2,667	36,000	38,667	96,796
Subscriptions	5	-	5	20
	<u>6,195</u>	<u>36,000</u>	<u>42,195</u>	<u>116,164</u>
<b>Other trading activities</b>				
Headgate Theatre productions	33,960	-	33,960	20,288
Workshops productions	4,291	-	4,291	4,169
Activity income	<u>15,722</u>	<u>-</u>	<u>15,722</u>	<u>16,377</u>
	<u>53,973</u>	<u>-</u>	<u>53,973</u>	<u>40,834</u>
<b>Investment income</b>				
Deposit account interest	786	-	786	699
<b>Charitable activities</b>				
Booking fees	9,278	-	9,278	4,385
Bar and ice cream sales	28,789	-	28,789	12,827
Other income	3,384	-	3,384	1,173
Theatre hire charges	<u>68,202</u>	<u>-</u>	<u>68,202</u>	<u>31,517</u>
	<u>109,653</u>	<u>-</u>	<u>109,653</u>	<u>49,902</u>
<b>Total incoming resources</b>	<b>170,607</b>	<b>36,000</b>	<b>206,607</b>	<b>207,599</b>
<b>EXPENDITURE</b>				
<b>Raising donations and legacies</b>				
Advertising and publicity	6,839	-	6,839	5,205
Production and activity costs	<u>21,044</u>	<u>-</u>	<u>21,044</u>	<u>17,474</u>
	<u>27,883</u>	<u>-</u>	<u>27,883</u>	<u>22,679</u>
<b>Charitable activities</b>				
Wages	35,220	-	35,220	24,557
Staff training	12	-	12	654
Pensions	611	-	611	423
Carried forward	<u>35,843</u>	<u>-</u>	<u>35,843</u>	<u>25,634</u>

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**THEATRE ARTS ACTION TRUST**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2022**

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
<b>Charitable activities</b>				
Brought forward	35,843	-	35,843	25,634
Rent and service charges	19,998	15,000	34,998	33,630
Rates and water	2,800	-	2,800	655
Insurance	6,183	-	6,183	5,725
Light and heat	9,356	-	9,356	7,534
Licences	611	-	611	794
Cleaning	10,102	-	10,102	8,290
Postage, stationery and telephones	2,250	-	2,250	2,556
Sundries	3,051	-	3,051	856
Bar and ice cream purchases	13,950	-	13,950	5,982
Ticket processing fees	7,327	-	7,327	3,695
Repairs and maintenance	10,731	-	10,731	14,303
Subscriptions and donations	426	-	426	329
Bank and credit card charges	1,996	-	1,996	1,245
Covid adaptations	-	-	-	9,678
Long leasehold	32,074	14,972	47,046	36,549
Fixtures and fittings	<u>2,243</u>	<u>1,578</u>	<u>3,821</u>	<u>3,359</u>
	158,941	31,550	190,491	160,814
<b>Support costs</b>				
<b>Governance costs</b>				
Accountancy fees	<u>718</u>	-	<u>718</u>	<u>1,124</u>
Total resources expended	<u>187,542</u>	<u>31,550</u>	<u>219,092</u>	<u>184,617</u>
<b>Net income</b>	<u>(16,935)</u>	<u>4,450</u>	<u>(12,485)</u>	<u>22,982</u>

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