

Operating Theatre

Trustees' Report and Financial Statements

for the year ended 30 November 2021

Registered Charity Number: 1100963

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LEGAL AND ADMINISTRATIVE DETAILS

Operating Theatre produces professional plays and workshops on health related themes for the purpose of education and generating debate. The Theatre is a charity registered number 1100963.

Trustees

Dr Richard Thomson
Professor Tanja Pless-Mulloli
Dr Dominic Slowie
Hannah Jane Davies
Mark Blacklock

Charity registered number

1100963

Contact

Carol Clewlow
68 Simpson Street
Cullercoats
North Shields
NE30 4PY

Website

www.operatingtheatre.org.uk

Artistic Director

Alex Elliott

Clinical advisor

Dr John Spencer

Administrator

Carol Clewlow

Accountant

Georg Reudink
49 Seymour Street
North Shields
NE29 6SN

Bankers

HSBC
279 Whitley Road
Whitley Bay
NE26 28W

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REPORT OF THE TRUSTEES

The Trustees submit their annual report and the financial statements of Operating Theatre for the year ended 30 November 2021. The trustees confirm that the annual report and financial statements of the Theatre comply with current statutory requirements, the requirements of the charity's governing documents and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

Structure, governance and management

Constitution

Operating Theatre is a registered charity number 1100963. As such its governing instrument is its Constitution, which was adopted on 5 November 2002.

Method of appointment or election of Trustees

The Constitution states the Committee of Trustees when complete consists of at least three and not more than eight. All the committee members retire at the end of the annual general meeting but they may be re-elected or re-appointed.

Trustees during the financial year were Professor Tanja Pless-Mulloli, Dr Dominic Slowie, Mr Mark Blacklock, Ms Hannah Jane Davies and Professor Richard Thomson.

Alex Elliott is Artistic Director, and Carol Clewlow is Administrator. Dr John Spencer is our Clinical Advisor.

Organisational structure and decision making

Any specific restrictions concerning the way in which Operating Theatre can operate are as set out in the Constitution.

Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity,

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including the impact of Covid. They are satisfied that systems and procedures are in place to mitigate their exposure to the major risks.

Objectives and activities

Policies and objectives

The objects of the charity are the advancements of education and the promotion and protection of good health by using the medium of theatre to complement teaching in medical education and to educate the general public.

Strategies for achieving objectives

The policies adopted to further the objects are as formulated in the Constitution. To further these objectives Operating Theatre produces a wide range of drama on health and social care themes, this with the aim of provoking discussion and hopefully, in the long term, improving that care, this using professional writers, directors and actors. Its work is aimed at anyone with an interest in health – patients, professionals, students and policy makers. The plays are deliberately short and written to be performed in any setting. They can either be presented on their own or as part of a package with accompanying stimulating and creative workshops. Operating Theatre also produced films and has work available on DVD.

Responsibility for policies and objectives

Overall responsibility for the running of the charity is vested in the Trustees. Subject thereto the administration of the day-to-day running of the charity was undertaken by Carol Clewlow.

Achievements and Performance during the year ending November 30 2021

We are pleased to report that the year 20/21 was considerably more successful than the Covid hit 19/20. In March 2021 we were approached by Newcastle Gateshead Clinical Commissioning Group to produce a series of filmed sketches for its How Fit website, promoting simple movements for those not used to exercising, or who had become particularly exercise-averse during lockdown. We wrote and filmed 4 sketches, all deliberately light and amusing while still getting the exercise message over. Also in March we were delighted to work

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with Newcastle University NIHR ARC Senior Research Fellow Dr Stephanie Scott on a project entitled Lockdown Life designed to record the thoughts and feelings of young people about how Lockdown had affected their lives. A series of workshops with the young people were held over the summer resulting in a short imaginative thought-provoking film using their experiences and voices. The film had a highly successful launch at the Alphabetti Theatre in Newcastle attended by a wide variety of interested parties involved in work with young people and provoking a lively Q&A. Watch the film on https://www.youtube.com/watch?v=3dp_haA9sZ4&t=7s

We are pleased to say that following the success of Lockdown Life we shall be involved in two further projects concerned with young people in 2022, one again with Dr Scott again, this time looking at the experiences of young people with a family member in prison. The other project will involve filming our play Squirrels which will then be the centre piece of a series of workshops in the presence of trained professionals designed to encourage young people to voice any mental health concerns, feelings of low mood, anxiety, isolation etc in an attempt to prevent these from developing into more serious problems. In addition we are also pleased to report that following a series of meetings with Sunderland Medical School during the Autumn of 2021, we shall be presenting two plays commissioned by the School to students in the 2nd and 3rd year, with workshops as part of their curriculum.

Financial review

(a) The charity received £25,770 during the financial year, all income from performances. Total payments during the year were £23,035 so the charity's surplus was £2,735. Debtors and creditors did not change.

(b) Most of the charity's income is used to pay the cast and the production team. The other substantial payments include other cost of performances and office costs. Small proportions of the charity's income are employed in the website, travel and governance costs.

(c) The charity has not formulated any specific future plans which would require an unusual level of expenditure or obligations to be incurred. Covid restrictions however will continue to have an impact for several months at least into the next financial year.

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(d) The charity is not financially dependent upon the support of any particular individual, corporation or class of donor.

(e) No Trustee had, during or at the end of the financial year, any material interest in a contract which was significant in relation to the charity's business.

(f) As at 30 November 2021 the charity had £8,478 in cash or in its bank account. This is enough to cover running costs and should enable Operating Theatre to continue into the next financial year.

This report was approved by the Trustees on _____ and signed on their behalf by

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REPORT TO THE TRUSTEES OF OPERATING THEATRE

Audit exemption report for the year ended 30 November 2021

I report on the accounts of Operating Theatre for the year ending 30 November 2021. The Theatre qualifies as an audit-exempt charity.

Responsibilities of the trustees and the reporting accounting technician

The trustees are responsible for preparing the Report of the Trustees and financial statements in accordance with the requirements of the 2011 Charities Act.

The trustees consider that an audit is not required for this year under section 144(2) of the 2011 Charities Act, and want to have the charity's accounts examined by an independent examiner as prescribed under section 145 of the Act.

I have been appointed to examine the accounting records of Operating Theatre for the year ending 30 November 2021. I also prepared receipts and payments accounts, which comprise receipts and payments for the year ending 30 November 2021, and the statement of assets and liabilities as at 30 November 2021, including the related notes.

Basis of opinion

The examination involved a review of the accounting records kept by Operating Theatre and consideration of any unusual items or disclosures, in accordance with directions given out by the Charity Commission under section 145(5)(b) of the 2011 Charities Act. This does not amount to an audit, so, because of the nature and limitations of an examination, there always is a risk some mistakes are not discovered.

The financial statements have been prepared in accordance with the Statement of Recommended Practice for charities (SORP).

Independent examiner's statement

After completing my examination, I can confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

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- a. accounting records were not kept in accordance with section 130 of the 2011 Charities Act or
- b. the financial statements do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

The financial statements have been drawn up in a manner consistent with the Statement of Recommended Practice for charities (SORP), and the information given in the directors' report is consistent with the financial statements. Operating Theatre satisfied the conditions for exemption from an audit of the accounts for the year under section 144(2) of the 2011 Charities Act.

Georg Reudink MAAT
accounting technician

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RECEIPTS AND PAYMENTS ACCOUNTS

Receipts and payments for the year ended 30 November 2021

	Note	2020-21 £	2019-20 £
<i>Receipts</i>			
Income from performances	1	25,770	11,534
Refunds		–	315
		<hr/>	<hr/>
		25,770	11,849
<i>Payments</i>			
Cast / production team	2	13,687	8,411
Cost of performances	3	6,040	1,728
Office costs	4	2,125	2,130
Website	5	609	84
Travel	6	64	340
Governance costs	7	510	748
		<hr/>	<hr/>
		23,035	13,440

Statement of assets and liabilities as at 30 November 2021

	Note	2021 £	2020 £
<i>Assets</i>			
Intellectual property		1	1
Cash at bank and in hand	8	8,478	5,743
<i>Liabilities</i>			
Creditors	9	1,122	1,122

The financial report was approved by the Trustees on _____ and signed on their behalf by _____

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Notes

The receipts and payments accounts are summaries of the receipts and payments made during the year. Amounts are included as received by the charity, or when bank payments are made or cheques are drawn. All funds are unrestricted.

Note 1. Income from performances

How Fit, Newcastle Gateshead CCG	19,270
Lockdown Life, Newcastle University	<u>6,500</u>
	25,770

Note 2. Cast / production team

	2020-21	2019-20
	£	£
Director / Production	8,350	3,100
Actors	2,300	3,432
Writer fees / Research	2,000	900
Workshop training and development	-	350
Insurance	<u>1,037</u>	<u>629</u>
	13,687	8,411

Insurance for 2020-21 does include insurance payments relating to the previous year totalling £722.

Note 3. Cost of performances

	2020-21	2019-20
	£	£
Rehearsal space / Venue hire	84	641
Costumes and props	56	262
Filming and recording	<u>5,900</u>	<u>825</u>
	6,040	784

Note 4. Office costs

	2020-21	2019-20
	£	£
Administration	2,100	2,100
Stationery / Printing	9	-
Other expenses	<u>66</u>	<u>30</u>
	2,125	2,130

Administration includes payments for general administration as well as administration of performances.

Note 5. Website

	2020-21	2019-20
	£	£
Website hosting / WordPress license	65	36
Website maintenance	500	-
Inbox fee	<u>45</u>	<u>48</u>
	609	84

Note 6. Travel

	2020-21	2019-20
	£	£
Transport	-	215
Meals and refreshments	<u>64</u>	<u>124</u>
	64	340

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Note 7. Governance costs

Governance costs are the costs of running the charity. No remuneration or expenses were paid to any trustee, so governance costs of Operating Theatre include only professional fees. During the financial year, £400 was paid for accountancy relating to the accounts for the year ending 30 November 2020, and £110 for membership of the Independent Theatre Council.

Note 8. Cash at bank and in hand

	2021	2020
	£	£
HSBC Bank	8,442	5,705
Petty cash	<u>36</u>	<u>38</u>
	8,478	5,743

Note 9. Creditors

All payments relating to the financial year were made before 30 November 2021, apart from £400 due for accountancy, and also 7 monthly insurance repayments due 3 December 2021 to 3 June 2022, totalling £722.