



**STARBURST  
FOUNDATION**

Starburst Foundation

(A Company Limited by Guarantee)

Report and Financial Statements

Year ending 28<sup>th</sup> February 2021

Charity Number: 1152478

Company Number: 7966258

# **Report of the Trustees for the year ending 28<sup>th</sup> February 2021**

## **Reference and administrative information**

Registered Charity Name: Starburst Foundation

Charity number: 1152478

Company number: 7966258

Registered Address: April Cottage, 24 Minley Road, Farnborough, Hampshire, GU14 9RS

Trustees/Company Directors for the period 1<sup>st</sup> May 2021 – 29<sup>th</sup> December 2021

Peter Woodford (Chairman)

Amanda Webb (Secretary)

Emma Griffiths (Treasurer)

Lynne Main

Sophie Trowsdale

Leanne McDermid

Charlee Prentice-Raine

Joshua Prentice-Raine

Max Topliss

## **Structure, governance, and management**

### **Governing Document**

Starburst Foundation is a Company limited by guarantee governed by its Memorandum and Articles of Association dated 2018 (Updated) and agreed at a regular committee meeting with quorate of trustees. It is registered as a charity with the Charity Commission.

### **Appointment of Trustees**

Starburst Foundation elects a minimum of 3 and a maximum of 11 individuals (as per the Articles of Association) at the annual general meeting. Those elected are normally individuals who regularly support the charity and who are willing to give up their time free of charge in order to continue the charity's work. Trustees may also be elected by a decision of the Board if extenuating circumstances are encountered. All the Trustees for the purposes of Companies House are known as Directors. The charity follows guidance from the Charities Commission for Finding New Trustees.

### **Trustee Induction**

Trustees are inducted as soon as possible after they are recruited. They are provided with appropriate charity and company paperwork such as relevant policies and Articles of Association. In addition, new Trustees are provided with

links to Charity Commission paperwork to enable them to become familiar with their roles and responsibilities.

## **Objectives and activities**

Starburst Foundation is a registered charity based in Farnborough, Hampshire. Starburst Foundation's objectives are "the promotion of education appreciation and enjoyment of music and drama by the presentation of concerts and other musical and dramatic events".

The charity is run completely by volunteers who give up their time in order to support the charity. The profits from various events staged throughout the year are used to buy specialised equipment for children with special needs within the surrounding communities with the vision of the charity being "to support children with special needs in reaching their full potential by providing them with specialist equipment."

In addition to the annual events, money is raised in several other ways to fund equipment including the hire of our owned theatre equipment and costumes and the undertaking of fundraising events by the company or other individual or organisations, with the purpose of a monetary donation.

We have our Starburst Theatre Academy that has a full register of students for Saturday morning classes and workshops are delivered.

Starburst Foundation supports children in the Hampshire, Surrey and Berkshire borders.

All Starburst Foundation Activities are undertaken with due regard to the Charity Commissions' Public Benefit Guidance.

## **Activities for reporting period 1<sup>st</sup> March 2020-28<sup>th</sup> February 2021**

### **Theatre Activities**

#### **1st March 2020 - 28th February 2021**

Due to the turbulent nature of COVID, the theatre department has been limited on what has been able to happen this year. Nevertheless, the talent and determination of the Starburst theatre community has shone through, and there have been some fantastic performances.

In April 2020, the theatre department and creative team made the difficult decision to cancel the Summer production of 'Movie Medley: A Journey Through Film' which had been rehearsing for approximately a month prior to the pandemic.

In December 2020, many members of Starburst Theatre Company and Starburst Theatre Academy (STA) took part in a streamed, online event titled, '12 Days of Christmas'. The performance saw a series of twelve Christmas themed musical numbers which were recorded and streamed to the public via social media and on our website. Although the performances took place online, the event raised £270 for the Starburst Foundation charity.

Since this point, the 2021 pantomime has been announced as 'Sleeping Beauty', and production meetings are well underway ahead of auditions and rehearsals later on this year. Auditions for this show have been scheduled, and we are very excited to be announcing a date in the coming weeks.

As is the case for theatres, theatre companies, and events across the globe, COVID-19 has had a devastating impact on us. The loss of fleet panto in 2020, which would have seen over 5000 patrons enjoying our annual Christmas production, was detrimental to the company, both for morale and financially. The cast and crew bring so much to the local community, not only with the performances running all through December; but with carol concerts at Fleet Hospital and annual performances to children with special needs and disabilities, allowing them and their families to access theatre. Starburst Theatre Company is keen to get back to bringing joy to the local community and is ready to hit the ground running!

## Charity Activities

### **1<sup>st</sup> March 2020 to 28<sup>th</sup> February 2021**

The Charity function - overseen by the Charity Director - is split into two teams: Applications and Fundraising.

Each team works independently but liaise regularly to ensure good communication on income coming in, and application spend going out.

This also enables the fundraising team to be aware of any upcoming applications that they might be able to specifically fundraise for.

#### 1. Fundraising

The Fundraising team was heavily impacted by the COVID-19 pandemic which began in the UK shortly after the beginning of our reporting year in March 2020.

Our annual ball was due to be held in October 2020 but had to be cancelled due to COVID-19 restrictions. We were also unable to raise funds via front of house activities as both our Summer Show and Christmas Pantomime were also both cancelled.

However, we continued to receive quarterly donations via Amazon Smile with a total of £153.07 received during the reporting period. We also received donations of £270 from the public during Starburst Theatres virtual '12 Days' performances on the lead up to Christmas 2020. Bringing a **total of £423.07 was received in donations.**

#### 2. Applications

During the reporting period we have assisted multiple children within the surrounding community. We **funded 8 applications funding a total of £5,273 worth of items**

<b>Applicant 1</b>	Tracheostomy due to Cystic Hygromas	iPad + Apple Vouchers for Apps	£557.94
<b>Applicant 2</b>	ASD and sensory needs	iPad + Apple Vouchers for Apps	£857.94
<b>Applicant 3</b>	Quadriplegic Cerebral Palsy	Double Buggy	£656.00
<b>Applicant 4</b>	ASD/social communication difficulties	Double Buggy	£656.00
<b>Applicant 5</b>	Cerebral Palsy	Therapy Benches	£700.80
<b>Applicant 6</b>	Autism, AHD, behaviour	Soft Space Play	£1,239.00
<b>Applicant 7</b>	Noonan's syndrome	Rain Hood for Wheelchair	£176.40
<b>Applicant 8</b>	Development Delay	iPad	£429.00

## **Academy activities**

### **1st March 2020 - 28th February 2021**

Starburst Theatre Academy (STA) overseen by the Academy Director and Principal, aims to reach out to various children, including disadvantaged children from difficult backgrounds who would not normally undertake the arts due to domestic circumstances. It also aims to give high-quality training using professionally trained teachers and working professionals.

In regard to performing experience, we give students the opportunity to audition for roles in our own award-winning shows, most notably the Fleet pantomime which Starburst Theatre produce and create every year.

### **Staff**

All of our teachers are highly experienced in their fields and committed to supporting students in achieving their potential:

Pete Woodford - Principal

Liz Woodford  
Izzy Stevenson  
Alex Barron  
Daniel Woodhouse – Guest Teacher

Joshua Prentice-Raine  
Charlee Prentice-Raine  
Max Topliss

### **Overview of Year:**

Within two weeks of the reporting year beginning, COVID-19 caused STA to close its doors to face-to-face lessons. Online lessons began via Zoom, both on a Saturday for the musical theatre classes for children and for adults during the week in Tap and Jazz. The price of lessons on a Saturday was lowered to £7 for two hours. Despite the huge adjustment to Saturdays, the staff at STA rose to the challenge fantastically, creating online content, both live and pre-recorded for the students to take part in from home. Between April and July 2020, online lessons happened every Saturday, except half term. To add to this challenge, rent increases at Starburst HQ from our landlord led to the difficult but necessary decision to move out of the building in the summer of 2020, meaning all theatre equipment had to be put in temporary storage.

Face-to-face lessons resumed in September at Ash Hall, and students began technique lessons each Saturday. Adult classes did not resume as coronavirus regulations prohibited this. After October half term, students began rehearsing for 'Every Pantomime That Ever There Was in Under 15 Minutes'. The students were cast following an in-house informal audition. Between November and December, students were back online. Rehearsals continued online, and announcements were made to say the final two weeks of term time could be face to face. Despite many discussions about trying to stage the show online, the decision was made to leave the pantomime until January 2021 in the hope that the students might be allowed to perform it live.

The announcement was made in early January that schools would not be returning until February half term at the earliest, and therefore a new plan was formulated to film the pantomime online and edit this to create a show for the students to watch. Filming therefore happened in the first two weeks of the new term. Between February and now, students have once again been learning online, with each two week window focusing on a different musical.

Whilst the pandemic has certainly proved an enormous challenge for both us at STA and the students and parents at home, it has to be said that the commitment from all involved has been truly commendable, and we are eternally thankful for the loyalty and assistance many of the friends and family of Starburst Foundation have shown us in the last year. We keep our fingers, toes, ears and eyes crossed that the current guidance of face-to-face sessions restarting from April 12<sup>th</sup> happens. We look forward to welcoming our students back in person and continuing to hone their skills in Musical Theatre.



## **Financial review (following 7 pages) Policy**

## **Reserves**

Whilst the charity does not currently hold a reserves policy, the trustees have a robust fiscal process to facilitate adequate funding of all company activity allowing a recovery balance if needed.

## **Future plans**

Starburst foundation has strategic directions for each of its departments.

### **The Charity**

We hope to be able to host our scheduled spring annual black tie ball in March 2022 as planned to raise income for the charity.

### **The Theatre Company**

Our plan for the future is to use the theatre company to provide a platform for the charity team to raise funds and awareness of their work. We would like to nurture young and rising talent, both onstage and behind the scenes. Over the next year, we will continue to produce theatre productions of an extremely high standard and develop our relationships with the local theatre and its audiences.

### **The Theatre Academy**

Going forward, the Academy intends to increase its reach to young people in the local area, especially to those who are disadvantaged and would not otherwise access the arts. It also intends to continue its search for a new base from which the Charity, Theatre and Academy can all operate.

The Foundation has an overall goal to maximize awareness of all it undertakes to engage the community into using the foundation. It also looks to maintain fiscal control and efficiency to allow full and transparent support where needed.

## **Funds held as a custodian**

The trustees of the charity do not act as custodian trustees.

## **Legal Status of the Charity**

The Charity is a company limited by guarantee and has no share capital. The liability of each Trustee is limited to £1.

## **Risk Management**

The trustees continually assess the risks that face the charity and take appropriate action to mitigate any potential risks. The trustees are happy that systems are currently in place to manage any potential risks associated with its day to day business. Starburst Foundation continues to look towards updating all its policies to ensure that they meet the needs of the charity.



**1<sup>st</sup> Signature**

**Signed:**

**Name:** Peter Woodford

**Position:** Chair

**Date:** 20<sup>th</sup> December 2021

**2<sup>nd</sup> Signature**

**Signed:**

**Name:** Amanda Webb

**Position:** Secretary

**Date:** 20<sup>th</sup> December 2021

# Starburst Foundation

## Profit and Loss

March 2020 - February 2021

	TOTAL
Income	
Academy Income	13,892.86
Academy Uniform	8.88
Ball	10.00
Donations	847.70
Fundraising	87.50
Musical 19	250.00
Sales	25,000.00
Services	3,354.00
Unapplied Cash Payment Income	-120.00
Uncategorised Income	343.90
<b>Total Income</b>	<b>£43,674.84</b>
Cost of Sales	
Cost of sales	228.00
<b>Total Cost of Sales</b>	<b>£228.00</b>
<b>GROSS PROFIT</b>	<b>£43,446.84</b>
Expenses	
Academy expense Merchandise	467.00
Academy Expenses	3,422.13
Academy Merchandise for sale	1,218.00
Advertising	1,162.81
Bank charges	-0.03
foundation expense storage	110.15
hall hire	128.00
Insurance	2,151.78
Legal and professional fees	1,111.20
Office expenses, repairs & maintenance	386.33
PayPal Fees	88.70
Rent	21,157.22
Show fee refund	45.00
Storage	1,109.64
Subscriptions	650.74
Tech Expenses	10.99
Telephone	425.68
Unapplied Cash Bill Payment Expense	2,601.65
Uncategorised Expense	1,069.05
Wages	6,015.00
<b>Total Expenses</b>	<b>£43,331.04</b>
<b>NET OPERATING INCOME</b>	<b>£115.80</b>
Other Income	
Other finance income	45.69
<b>Total Other Income</b>	<b>£45.69</b>
Other Expenses	
Applications	4,902.48
Company Costs	475.86
Company Stock	38.97
Panto 19 Expenses	-235.84
Show 18 Transport	152.00
<b>Total Other Expenses</b>	<b>£5,333.47</b>
<b>NET OTHER INCOME</b>	<b>£ -5,287.78</b>
<b>NET INCOME</b>	<b>£ -5,171.98</b>

# Management Report

Starburst Foundation

For the period ended 28 February 2021



Prepared on

23 December 2021

# Table of Contents

---

Profit and Loss .....3

Balance Sheet.....5

# Profit and Loss

March 2020 - February 2021

	Total
<b>INCOME</b>	
Academy Income	13,982.86
Academy Uniform	8.88
Ball	10.00
Donations	847.70
Fundraising	87.50
Musical 19	250.00
Sales	25,000.00
Services	2,704.00
Uncategorised Income	343.90
<b>Total Income</b>	<b>43,234.84</b>
<b>COST OF SALES</b>	
Cost of sales	228.00
<b>Total Cost of Sales</b>	<b>228.00</b>
<b>GROSS PROFIT</b>	<b>43,006.84</b>
<b>EXPENSES</b>	
Academy expense Merchandise	467.00
Academy Expenses	2,592.13
Academy Merchandise for sale	1,218.00
Advertising	1,162.81
Bank charges	-0.03
foundation expense storage	110.15
hall hire	128.00
Insurance	2,151.78
Legal and professional fees	1,111.20
Office expenses, repairs & maintenance	386.33
PayPal Fees	88.70
Rent	21,157.22
Show fee refund	45.00
Storage	1,109.64
Subscriptions	650.74
Tech Expenses	10.99
Telephone	425.68
Uncategorised Expense	1,069.05
Wages	6,015.00
<b>Total Expenses</b>	<b>39,899.39</b>
<b>NET OPERATING INCOME</b>	<b>3,107.45</b>
<b>OTHER INCOME</b>	
Other finance income	45.69
<b>Total Other Income</b>	<b>45.69</b>
<b>OTHER EXPENSES</b>	
Applications	4,902.48
Company Costs	475.86
Company Stock	38.97
Panto 19 Expenses	-235.84

	Total
Show 18 Transport	152.00
<b>Total Other Expenses</b>	<b>5,333.47</b>
NET OTHER INCOME	-5,287.78
NET INCOME	£ -2,180.33

# Balance Sheet

As of February 28, 2021

	Total
<b>FIXED ASSET</b>	
<b>Total Fixed Asset</b>	
<b>CASH AT BANK AND IN HAND</b>	
Academy (6656)	685.33
Academy Expense venue hire	309.97
Academy Income fees	-3,064.27
Charity	6,551.63
Charity (6664)	4,666.57
Foundation (6642)	0.08
foundation expense DBS	46.00
grotto 2019	-111.00
Paypal	1,568.16
PayPal (6642)	1,018.67
Theatre Company (6650)	-10,832.80
Paypal	-35.96
<b>Total Theatre Company (6650)</b>	<b>-10,868.76</b>
uniform expense	17.81
<b>Total Cash at bank and in hand</b>	<b>820.19</b>
<b>DEBTORS</b>	
Debtors	90.00
<b>Total Debtors</b>	<b>90.00</b>
<b>CURRENT ASSETS</b>	
Uncategorised Asset	-45.00
Undeposited Funds	70.00
<b>Total Current Assets</b>	<b>25.00</b>
<b>NET CURRENT ASSETS</b>	<b>935.19</b>
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	
<b>Trade Creditors</b>	
Charity goods for donation	-5,052.70
Creditors	40.52
<b>Total Trade Creditors</b>	<b>-5,012.18</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>-5,012.18</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>5,947.37</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>5,947.37</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£5,947.37</b>
<b>CAPITAL AND RESERVES</b>	
Retained Earnings	-17,900.59
Retained profit balance forward account	26,028.29
Profit for the year	-2,180.33
<b>Total Capital and Reserves</b>	<b>£5,947.37</b>