

Registered Charity Number: 1157234

TONIC THEATRE CIO
CHARITY ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

TONIC THEATRE CIO

REFERENCE AND ADMINISTRATIVE INFORMATION

Trustees

The trustees during the year ended 31 March 2024 were as follows:

Craig Bennett
Bhavita Bhatt
Moiria Buffini
Emma Escurier
Tighe Feldman
Gabriela Gandolfini
Sacha Milroy
Joanne Royce appointed 1 November 2023

Principal Address

Studio 101, 198 Contemporary Arts & Learning, 198 Railton Road, London SE24 0JT

Independent Examiner

Bells Accountants, 10a High Street, Chislehurst, Kent, BR7 5AN

Charity Number

1157234

TONIC THEATRE CIO

REPORT OF THE TRUSTEES

Name and Status

The name of the charity is Tonic Theatre CIO and this is the name under which it operates. The charity was constituted as a charitable incorporated organisation on 29th May 2014 under registration number 1157234.

Address

The charity's registered address is Tonic Theatre, Studio 101, 198 Contemporary Arts & Learning, 198 Railton Road, London, SE1 9PX. Its operational address is Tonic Theatre, c/o White Light, Merton Industrial Park, Jubilee Way, Wimbledon, London, SE24 30JT.

Trustees

Throughout the year the trustees were: Craig Bennett, Bhavita Bhatt, Moira Buffini, Emma Escurier, Tighe Feldman, Gabriela Gandolfini, Sacha Milroy, Joanne Royce (joined 1st November 2023).

Objects

The purpose of the charity is the advancement of the arts for the public benefit, by carrying out research and publishing the useful results thereof and by encouraging and fostering interest and active participation in all aspects of theatre among women and other sections of society which are under-represented in theatre (or in certain areas of theatrical work) or which are denied access to theatre through a lack of awareness, opportunity or cost.

Structure, governance and management

The Trustees are satisfied that the charity works within the objects. The day-to-day work is undertaken by a team of seven employees.

The trustees meet quarterly to receive reports on and to review the work being undertaken.

Financial matters

Tonic Theatre's income for the financial period was £236,963 and its expenditure was £229,222.

Income was derived from a combination of income from our charitable activities (£236,913), and donations from individuals (£50).

The main area of expenditure was carrying out the charitable objects of the company of which the largest part was spent on project staff and artists' fees (£184,207). Charitable expenditure of £25,042, running costs of £19,253 and governance costs of £720 (net) made up the remainder of expenditure.

At the end of the year there was £nil of restricted expenditure.

The company became VAT registered on 13th January 2017. The company's VAT number is: 264 3327 10.

Public benefit

The trustees are aware of their public benefit obligations and are satisfied that they have complied throughout the year with the guidance published by the Charity Commission.

TONIC THEATRE CIO

REPORT OF THE TRUSTEES (cont'd)

Public benefit

The trustees are aware of their public benefit obligations and are satisfied that they have complied throughout the year with the guidance published by the Charity Commission.

Policies

Reserves Policy

In defining its reserve policy, the trustees have considered the level of free reserves it is appropriate for the charity to hold to ensure its financial sustainability, future strategic development, and ability to continue to operate if unforeseen financially damaging circumstances arise. Considering the reliability and continuance of future income and funding, timing of cash flows, working capital requirements, and cover for unplanned costs, the trustees consider the optimum amount to set aside is an amount equivalent to a minimum of three months of the forthcoming year's planned fixed expenditure (primarily salaries and rent) plus a contingency for planned development this year.

This policy will be reviewed every 3 years (next review: February 2026)

In view of the nature of the charity and the manner in which it works the trustees do not consider it necessary to adopt any other formal policies at this time.

Activity from 1 April 2023 to 31 March 2024

Tonic Theatre continued to grow and expand its work during this period, delivering our programme of activities through a combination of in-person and on-line interactions.

Key activity in the year saw Tonic Theatre:

- Launch Changemakers, a membership programme for people who lead work on Equality, Diversity and Inclusion (EDI) within arts organisations. Changemakers provides a year-round rolling programme of training, support and community activities. At the commencement of the programme, 18 organisations from across the arts and cultural sector had signed up as participants.
- Continue to deliver training and consultancy to a wide range of arts and cultural organisations across the UK. In total Tonic Theatre delivered training or consultancy to 50 organisations across the UK and beyond during the year.
- Build on our work with drama schools and performing arts training institutions via our 'Participate' programme. We worked with 16 institutions across the UK, delivering sessions covering various areas of EDI as well those focusing on consent, boundaries and forming healthy professional relationships.
- Deliver an industry-facing event to raise awareness around menopause, hosted at Soho Theatre in London. In connection with this, Tonic Theatre launched a new training course for arts organisations, focused on increasing confidence and support in relation to menopause.
- Collaborate with the Research Department of Royal Central School of Speech and Drama on a research study examining challenges and barriers for young people seeking to build careers in arts administration in a post-Covid landscape.
- Commence a period of R&D, to explore how a coherent and expanded programme of upskilling and life-long learning could be provided for freelancers working in the theatre industry. The R&D was supported by Guildhall School of Music and Drama.
- Continue our collaboration with ENOA (European Network of Opera Academies), working with its 12 member organisations across Europe, supporting them through their EU Commission-funded Empowering Opera programme, to implement more equitable processes in European opera-making.
- Continue to offer our Platform plays to schools, colleges and youth theatre organisations. Platform is our series of plays written for young people to perform which increase opportunities and aspirations in girls and young women taking part in youth drama.

TONIC THEATRE CIO

REPORT OF THE TRUSTEES (cont'd)

Staffing

During the year, Tonic Theatre continued to employ a Director, a Senior Delivery Lead, three Delivery Leads and an Office Coordinator. A new post, Events & Projects Coordinator was created. Due to three members of the team being on maternity leave at various point during the year we increased our team through a combination of permanent and fixed-term staff. In addition to expanding the team of core salaried staff, Tonic Theatre continued to work with a pool of freelance associate practitioners who deliver training and work on our projects.

In terms of the Board of Trustees, Tonic Theatre's trustees Craig Bennett and Moira Buffini continued to act as Interim Co-Chair roles. A recruitment process for a new Chair secured Sarah Holmes, due to start as Chair from summer 2024.

Plans for 2024/25

Tonic Theatre will continue to deliver its programme of training and consultancy, its Participate programme for drama schools, its Changemakers programme for people leading EDI work in the arts and cultural sector, and its range of Platform plays for schools and youth theatres. In addition, it plans to:

- Present the findings of our research collaboration with Royal Central School of Speech and Drama, examining challenges and barriers to young people seeking to build careers in arts administration in a post-Covid landscape.
- Continue our period of R&D, looking into how a coherent and expanded programme of upskilling and life-long learning could be provided for freelancers working in the theatre industry. We will continue to work with Guildhall School of Music and Drama on this.

We plan to recruit for a new role, Head of Operations, to increase the operational capacity and resilience of the organisation. Our aim is for this role to be in place by summer 2024.

The Director and Board will be working on a new strategic plan for the charity to take it through the period from 2025 to 2028.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees



Sarah Holmes
Chair, Board of Trustees

Date: 10 January 25

TONIC THEATRE CIO

Independent Examiner's Report to the Trustees of Tonic Theatre CIO

I report on the accounts for the year ended 31 March 2024, which are set out on pages 6 to 8.

Respective responsibilities of the trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosure in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention.

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section s130 of the 2011 Act: and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or.

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Bells Accountants
10a High Street
Chislehurst
Kent
BR7 5AN

17 December 24

TONIC THEATRE CIO

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2024

	Unrestricted Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£
Receipts				
Turnover	236,913		236,913	194,825
Sponsorship	-	-	-	3,000
Grants	-	-	-	1,000
Gift Aid	-	-	-	-
Donations	<u>50</u>	<u>-</u>	<u>50</u>	<u>904</u>
Total receipts	<u>236,963</u>	<u>-</u>	<u>236,936</u>	<u>199,729</u>
Payments				
Charitable expenditure				
<i>Direct charitable expenditure</i>	25,042	-	25,042	31,000
<i>Support costs</i>				
<i>Administration:</i>				
Staff costs	184,207	-	184,207	159,574
Running costs	<u>19,253</u>	<u>-</u>	<u>19,253</u>	<u>13,143</u>
	<u>203,460</u>	<u>-</u>	<u>203,460</u>	<u>172,717</u>
<i>Governance costs:</i>				
Accountancy fees	<u>720</u>	<u>-</u>	<u>720</u>	<u>680</u>
Total payments	<u>229,222</u>	<u>-</u>	<u>229,222</u>	<u>204,397</u>
Net receipts/(payments)	<u>7,741</u>	<u>-</u>	<u>7,741</u>	<u>(4,668)</u>
Net assets b/f	<u>53,340</u>	<u>6,443</u>	<u>59,783</u>	<u>64,451</u>
Net assets c/f	<u>61,081</u>	<u>6,443</u>	<u>67,524</u>	<u>59,783</u>

TONIC THEATRE CIO

STATEMENTS OF ASSETS AND LIABILITIES AS AT 31 MARCH 2024

	2024 £	2023 £
Cash funds		
Bank current account	88,084	73,340
	<u> </u>	<u> </u>
Assets retained for own use		
Accounts receivable	12,939	8,254
	<u> </u>	<u> </u>
Liabilities		
VAT	19,960	12,957
Accruals	<u> 750 </u>	<u> 600 </u>
	<u>20,710</u>	<u>13,557</u>

We approve the accounts on pages 5 to 7 and confirm that we have made available all relevant records and information for their compilation.

Signed on behalf of the trustees



Sarah Holmes
Chair, Board of Trustees

Date: 10 January 25

TONIC THEATRE CIO

NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT *FOR THE YEAR ENDED 31 MARCH 2024*

1 Trustees transactions

There were no transactions with trustees during the year that require disclosure.