

## **Trustees annual report from 06.04.2022 to 05.04.2023**

**Charity Name**    **Spectrum Theatre Sheffield**

**Charity Number**    1166807

**Charity address**    14 Montrose Road Sheffield, S7 2EE

**Charity trustees**    Andrew Gardiner    Chair

                                 Lynne Gardiner    Treasurer

                                 Audrey Allen

                                 Ruth Blackburn

                                 Jan Atkins

                                 Pamela Hafekost

There are no advisers, Chief executive, employees or volunteers working for the charity.

### **Structure Governance and management**

Type of governing document    Constitution

How the charity is constituted    Charitable Incorporated organisation

There are no additional governance issues.

### **Objectives and Activities**

#### **Summary of the objects of the charity set out in its governing document.**

1. To provide performance arts opportunities for those on the autistic spectrum to work and perform as part of an integrated theatre group.
2. To enhance the understanding of autism held by the general public in our geographical area of Sheffield and its environs.

#### **Summary of the main activities undertaken for the public benefit in relation to these objects**

The trustees can assert that the charity's activities have continued to meet its declared objectives to the benefit of both members and the wider public.

Between April 2022 and mid-July 2022 we developed and then performed a new piece of theatre, 'Moving On', which explores the challenges faced by those on the Autism spectrum as they transition from one situation to another eg., from school to college/university, from education to work, from being dependant to independence. Members' own experiences provided content and messages. We performed this at the Sheffield Library Theatre. For our newer members, this was their first experience of public performance with Spectrum.

In Autumn 2022 we rehearsed our new, original musical, 'Sanctuary', which told the true stories of two asylum seekers, both of whom were in the production, which also celebrated Sheffield's status as the U.K.'s first 'city of sanctuary'. Audience response was fantastic. 'This is a valuable piece of community theatre both in its content and diverse company...a truly neurodiverse group of talented individuals'.

We continued our collaboration with Sheffield University Medical School, hosting four of their third-year students on a community placement as part of the production.

From January 2023-April 2023, we adapted and rehearsed our show All Change, an exploration of gender-stereotyping, for performance in June 2023. This production provided the opportunity for some less-experienced members to extend their range of acting skills.

#### **Summary of the main achievements and performance of the charity during the year.**

- welcomed new members and provided a range of opportunities for them to develop both skills and confidence,
- continued to develop acting and musical skills of all members,
- used our members' experiences to develop a new piece of theatre about Autism,
- rehearsed and performed a new musical, 'Sanctuary',
- continued to show the wider public the talents and skills of those on the Autism spectrum and to highlight the challenges they face.

#### **Financial Review**

The charity started the financial year with £34,114 in the current account, brought forward from the previous year.

We ended the year with £28,630 in the current account

The charity has no other reserves

There are no funds materially in deficit

Income included the following:

- |  |         |
|--|---------|
| • Grants from Health Education England | £10192, |
| • Ticket sales from Productions        | £2815   |

Expenditure included the following:

- |  |        |
|--|--------|
| • Technical & Sound                                      | £2093, |
| • Rehearsal room hire                                    | £2316, |
| • Production   | £9801, |
| • Other Costs  | £4224  |
| ( including Administration, Transport and Running costs) |        |

The trustees have approved the above report.

15 /07 /2023

Date	item / description	category	Debit £18,491.19	Credit £13,007.20	Balance
	Brought Forward (from 2021-2022)				£34,113.94
14 Apr 2022	refund city taxis	Transport	-£4.50		£34,118.44
18 Apr 2022	HP ink	Admin	£16.49		£34,101.95
21 Apr 2022	City Taxis	Transport	£14.25		£34,087.70
21 Apr 2022	Screfix equipment torch	Tech	£7.39		£34,080.31
21 Apr 2022	B and Q allotment materials	Outdoor	£25.56		£34,054.75
22 Apr 2022	Bank Charges	Admin	£7.50		£34,047.25
28 Apr 2022	City Taxis	Transport	£11.45		£34,035.80
28 Apr 2022	City Taxis	Transport	£11.95		£34,023.85
4 May 2022	Cash withdrawal taxis, refreshments	Sundries	£200.00		£33,823.85
5 May 2022	City Taxis	Transport	£11.85		£33,812.00
5 May 2022	Paper tesco	Admin	£5.90		£33,806.10
6 May 2022	B and Q allotment materials	Outdoor	£147.00		£33,659.10
17 May 2022	hp ink	Admin	£29.49		£33,629.61
22 May 2022	Bank Charges	Admin	£7.50		£33,622.11
26 May 2022	City Taxis	Transport	£14.45		£33,607.66
26 May 2022	Chris Grew petrol expenses	Transport	£30.00		£33,577.66
26 May 2022	Kate petrol expenses	Transport	£30.00		£33,547.66
27 May 2022	New leaf allotment plants ect	Outdoor	£20.58		£33,527.08
27 May 2022	Refreshments - tesco	Sundries	£17.00		£33,510.08
2 Jun 2022	Sharrow room hire	Rehearsal	£345.60		£33,164.48
7 Jun 2022	Cash withdrawal taxis, refreshments	Sundries	£200.00		£32,964.48
8 Jun 2022	Paper Tesc o	Admin	£5.00		£32,959.48
9 Jun 2022	City Taxis	Transport	£13.95		£32,945.53
16 Jun 2022	City Taxis	Transport	£11.15		£32,934.38
16 Jun 2022	City Taxis	Transport	£11.95		£32,922.43
16 Jun 2022	City Taxis	Transport	£11.25		£32,911.18
18 Jun 2022	HP ink	Admin	£47.49		£32,863.69
21 Jun 2022	Sainsburiys stationery refreshments	Sundries	£19.15		£32,844.54
22 Jun 2022	Bank Charges	Admin	£7.50		£32,837.04
23 Jun 2022	City Taxis	Transport	£14.65		£32,822.39
23 Jun 2022	Sheffield CC theatre hire	Production	£44.40		£32,777.99
23 Jun 2022	Sharrow room hire	Rehearsal	£43.20		£32,734.79
23 Jun 2022	Zoe taxi train strike	Transport	£51.70		£32,683.09
24 Jun 2022	Star print flyers	Production	£29.95		£32,653.14
24 Jun 2022	Liabilty insurance Poliy Bee	Admin	£19.24		£32,633.90
29 Jun 2022	City Taxis	Transport	£13.75		£32,620.15
30 Jun 2022	City Taxis	Transport	£14.05		£32,606.10
30 Jun 2022	City Taxis	Transport	£11.45		£32,594.65
30 Jun 2022	Star print programmes	Production	£51.75		£32,542.90
3 Jul 2022	Sainsburys refreshments production	Sundries	£33.60		£32,509.30
6 Jul 2022	City Taxis	Transport	£11.95		£32,497.35
7 Jul 2022	City Taxis	Transport	£11.25		£32,486.10
7 Jul 2022	City Taxis	Transport	£9.65		£32,476.45
7 Jul 2022	Colin sound production	Production	£100.00		£32,376.45
7 Jul 2022	Chris Grew petrol expenses	Transport	£50.00		£32,326.45
7 Jul 2022	John equipment production	Production	£24.00		£32,302.45
8 Jul 2022	Star print scripts	Production	£71.95		£32,230.50
14 Jul 2022	City Taxis	Transport	£14.25		£32,216.25
17 Jul 2022	Tesco barbeque party food	Sundries	£153.32		£32,062.93
17 Jul 2022	waitrose barbeque party food	Sundries	£144.32		£31,918.61
17 Jul 2022	sainsburys barbeque food	Sundries	£16.05		£31,902.56
18 Jul 2022	HP ink	Admin	£33.49		£31,869.07
22 Jul 2022	Bank Charges	Admin	£7.50		£31,861.57
2 Aug 2022	Sheffield CC theatre hire	Production	£399.60		£31,461.97
22 Aug 2022	hp ink	Admin	£16.49		£31,445.48
23 Aug 2022	Bank Charges	Admin	£7.50		£31,437.98

Date	item / description	category	Debit	Credit	Balance
8 Sep 2022	City Taxis	Transport	£14.05		£31,423.93
10 Sep 2022	Star print scripts	Production	£108.00		£31,315.93
10 Sep 2022	Star print paper	Production	£8.98		£31,306.95
18 Sep 2022	hp ink	Admin	£16.49		£31,290.46
20 Sep 2022	Chris Russell Taxi to Rehearsals x4	Transport	£60.00		£31,230.46
20 Sep 2022	Chris Grew petrol expenses	Transport	£60.00		£31,170.46
21 Sep 2022	City Taxis	Transport	£11.85		£31,158.61
21 Sep 2022	Tesco refreshments	Sundries	£4.00		£31,154.61
22 Sep 2022	Bank Charges	Admin	£7.50		£31,147.11
22 Sep 2022	City Taxis	Transport	£12.35		£31,134.76
25 Sep 2022	Waitrose refreshments	Sundries	£9.70		£31,125.06
26 Sep 2022	microsoft licence	Admin	£79.99		£31,045.07
27 Sep 2022	Sainsburys refreshments	Sundries	£2.60		£31,042.47
28 Sep 2022	Josie Robson Vocal Coaching	Production	£350.00		£30,692.47
29 Sep 2022	Sheffield CC theatre hire	Production	£124.20		£30,568.27
29 Sep 2022	City Taxis	Transport	£14.05		£30,554.22
29 Sep 2022	City Taxis	Transport	£11.25		£30,542.97
1 Oct 2022	Tesco refreshments	Sundries	£6.50		£30,536.47
6 Oct 2022	City Taxis	Transport	£14.05		£30,522.42
13 Oct 2022	City Taxis	Transport	£13.50		£30,508.92
13 Oct 2022	Tesco refreshments	Sundries	£12.45		£30,496.47
16 Oct 2022	Chris Russell Taxi to Rehearsals x4	Transport	£60.00		£30,436.47
16 Oct 2022	Chris Grew petrol expenses	Transport	£60.00		£30,376.47
18 Oct 2022	HP ink	Admin	£16.49		£30,359.98
20 Oct 2022	City Taxis	Transport	£13.95		£30,346.03
20 Oct 2022	Abbeydale DIY props	Production	£10.00		£30,336.03
20 Oct 2022	Sainsburys stationery	Production	£4.75		£30,331.28
21 Oct 2022	Vimeo subscription	Admin	£82.80		£30,248.48
22 Oct 2022	Bank Charges	Admin	£7.50		£30,240.98
1 Nov 2022	Josie Robson Vocal Coaching	Production	£350.00		£29,890.98
1 Nov 2022	Gear4Music tech (Bose,Desk,Mikes, etc)	Tech	£1,613.97		£28,277.01
1 Nov 2022	Tesco refreshments	Sundries	£8.05		£28,268.96
2 Nov 2022	Policybee Public liability insurance	Admin	£239.84		£28,029.12
2 Nov 2022	Sainsburys refreshments	Sundries	£18.35		£28,010.77
3 Nov 2022	City Taxis	Transport	£13.75		£27,997.02
4 Nov 2022	Med School café	Sundries	£18.05		£27,978.97
5 Nov 2022	Star print scripts	Production	£143.90		£27,835.07
6 Nov 2022	Rob Calnan Scenery	Production	£246.27		£27,588.80
8 Nov 2022	Tesco refreshments	Sundries	£13.00		£27,575.80
9 Nov 2022	City Taxis	Transport	£14.05		£27,561.75
10 Nov 2022	City Taxis	Transport	£14.35		£27,547.40
11 Nov 2022	Sharrow room hire	Rehearsal	£604.80		£26,942.60
11 Nov 2022	Chris Russell Taxi to Rehearsals x4	Transport	£60.00		£26,882.60
11 Nov 2022	Chris Grew petrol expenses	Transport	£50.00		£26,832.60
12 Nov 2022	Rich Tone Music sound equipment	Tech	£27.98		£26,804.62
17 Nov 2022	Rich Tone Music sound equipment	Tech	£34.00		£26,770.62
17 Nov 2022	Waitrose refreshments	Sundries	£19.10		£26,751.52
17 Nov 2022	City Taxis	Transport	£14.05		£26,737.47
18 Nov 2022	Star print scripts	Production	£35.94		£26,701.53
18 Nov 2022	hp ink	Admin	£16.49		£26,685.04
22 Nov 2022	Bank Charges	Admin	£7.50		£26,677.00
23 Nov 2022	Sharrow café - Food works med students	Sundries	£30.00		£26,647.54
24 Nov 2022	City Taxis	Transport	£14.05		£26,633.49
24 Nov 2022	Abbeydale doors props	Production	£10.00		£26,623.49
29 Nov 2022	Tesco refreshments	Sundries	£9.50		£26,613.99
30 Nov 2022	City Taxis	Transport	£15.35		£26,598.64
1 Dec 2022	Sharrow room hire	Rehearsal	£518.40		£26,080.24
1 Dec 2022	Sharrow room hire	Rehearsal	£101.25		£25,978.99

Date	item / description	category	Debit	Credit	Balance
1 Dec 2022	Chris Russell Taxi to rehearsals x4	Transport	£60.00		£25,918.99
1 Dec 2022	Chris Grew petrol expenses	Transport	£60.00		£25,858.99
1 Dec 2022	Sharrow room hire	Rehearsal	£54.00		£25,804.99
1 Dec 2022	Abbeydale doors props	Production	£34.00		£25,770.99
1 Dec 2022	City Taxis	Transport	£14.25		£25,756.74
2 Dec 2022	Sheffield Van hire deposit	Production	£500.00		£25,256.74
2 Dec 2022	Starprint Scripts	Production	£108.00		£25,148.74
3 Dec 2022	Sheffield Van hire - Luke Biddle	Production	£190.00		£24,958.74
4 Dec 2022	Waitrose refreshments	Sundries	£12.60		£24,946.14
5 Dec 2022	Luke Biddle petrol and expenses	Production	£65.00		£24,881.14
5 Dec 2022	City Taxis	Transport	£14.35		£24,866.79
5 Dec 2022	Tesco refreshments	Sundries	£7.88		£24,858.91
5 Dec 2022	Sheffield Van hire deposit refund	Production	-£500.00		£25,358.91
7 Dec 2022	City Taxis	Transport	£14.05		£25,344.86
8 Dec 2022	Sheffield van hire and deposit	Production	£695.00		£24,649.86
8 Dec 2022	City Taxis	Transport	£13.95		£24,635.91
9 Dec 2022	Lauren med student travel expenses	Transport	£18.96		£24,616.95
9 Dec 2022	Nur med student travel expenses	Transport	£14.85		£24,602.10
9 Dec 2022	Lap top for technical team	Tech	£369.98		£24,232.12
9 Dec 2022	Bannercross Pub Spectrum Xmas Do	Sundries	£258.50		£23,973.62
9 Dec 2022	Amazon tech equipment	Tech	£10.99		£23,962.63
10 Dec 2022	Amazon tech equipment	Tech	£9.98		£23,952.65
10 Dec 2022	Chris Russell Taxi to Rehearsals x4	Transport	£60.00		£23,892.65
10 Dec 2022	Amazon tech equipment	Tech	£18.27		£23,874.38
12 Dec 2022	Luke Biddle petrol and expenses	Production	£70.00		£23,804.38
12 Dec 2022	Starprint Programmes	Production	£275.95		£23,528.43
13 Dec 2022	Q Park car parking for Theatre	Production	£13.50		£23,514.93
13 Dec 2022	City Taxis	Transport	£13.45		£23,501.48
13 Dec 2022	City Taxis	Transport	£13.45		£23,488.03
13 Dec 2022	Q Park car parking for theatre	Production	£6.60		£23,481.43
14 Dec 2022	Tesco refreshments	Sundries	£24.45		£23,456.98
14 Dec 2022	City Taxis	Transport	£13.45		£23,443.53
14 Dec 2022	City Taxis	Transport	£13.15		£23,430.38
14 Dec 2022	Q Park car parking for Theatre	Production	£6.60		£23,423.78
15 Dec 2022	Endalk Expenses	Production	£300.00		£23,123.78
15 Dec 2022	Mark Masling Travel expenses	Transport	£60.00		£23,063.78
15 Dec 2022	Sam med student travel expenses	Transport	£22.92		£23,040.86
15 Dec 2022	City Taxis	Transport	£14.45		£23,026.41
15 Dec 2022	City Taxis	Transport	£12.35		£23,014.06
15 Dec 2022	City Taxis	Transport	£11.95		£23,002.11
15 Dec 2022	City Taxis	Transport	£6.75		£22,995.36
15 Dec 2022	Q Park car parking for Theatre	Production	£6.60		£22,988.76
16 Dec 2022	Sheffield Van Hire	Production	£90.00		£22,898.76
16 Dec 2022	City Taxis	Transport	£13.95		£22,884.81
16 Dec 2022	City Taxis	Transport	£11.15		£22,873.66
16 Dec 2022	City Taxis	Transport	£9.85		£22,863.81
17 Dec 2022	Josie Robson Vocal Coaching	Production	£900.00		£21,963.81
17 Dec 2022	Hansel Drosa Projector hire	Production	£200.00		£21,763.81
17 Dec 2022	Chris Grew petrol expenses	Transport	£133.20		£21,630.61
17 Dec 2022	Luke Biddle petrol and expenses	Production	£20.00		£21,610.61
18 Dec 2022	hp ink	Admin	£16.49		£21,594.12
19 Dec 2022	Rob Calnan Scenery	Production	£58.98		£21,535.14
19 Dec 2022	Sheffield van hire deposit refund	Production	-£500.00		£22,035.14
20 Dec 2022	D.J Gregory Sounds - mic hire etc	Production	£939.00		£21,096.14
21 Dec 2022	Homebase picture frames	Sundries	£40.00		£21,056.14
22 Dec 2022	Bank Charges	Admin	£7.50		£21,048.64
22 Dec 2022	P Nortcliff Sound and tech support	Production	£630.00		£20,418.64
22 Dec 2022	Alice Costumes and Makeup	Production	£152.49		£20,266.15

# Spectrum Theatre Sheffield

## 2022-23 Accounts

Date	item / description	category	Debit	Credit	Balance
22 Dec 2022	Tesco Paper and photo paper	Admin	£18.05		£20,248.10
22 Dec 2022	City Taxis	Transport	£17.50		£20,230.60
22 Dec 2022	City Taxis	Transport	£12.50		£20,218.10
22 Dec 2022	Jan Atkin Costumes and Props	Production	£1,520.65		£18,697.45
5 Jan 2023	Library Theatre hire	Production	£1,117.80		£17,579.65
9 Jan 2023	Josie Robson Vocal Coaching	Production	£600.00		£16,979.65
12 Jan 2023	City Taxis	Transport	£14.25		£16,965.40
17 Jan 2023	Christine Russell Taxi to rehearsals x4	Transport	£60.00		£16,905.40
17 Jan 2023	hp ink	Admin	£16.49		£16,888.91
19 Jan 2023	City Taxis	Transport	£15.85		£16,873.06
19 Jan 2023	City Taxis	Transport	£11.25		£16,861.81
21 Jan 2023	Starprint Printing scripts	Production	£68.45		£16,793.36
22 Jan 2023	Bank Charges	Admin	£7.50		£16,785.86
23 Jan 2023	Sheffield theatres ticket sales	Tickets		£2,815.20	£19,601.06
26 Jan 2023	Chris Grew petrol expenses	Transport	£33.09		£19,567.97
26 Jan 2023	City Taxis	Transport	£16.05		£19,551.92
26 Jan 2023	City Taxis	Transport	£11.95		£19,539.97
26 Jan 2023	Waitrose refreshments	Sundries	£3.20		£19,536.77
28 Jan 2023	Starprint Printing scripts	Production	£44.55		£19,492.22
2 Feb 2023	City Taxis	Transport	£13.95		£19,478.27
7 Feb 2023	Sainsburys stationery	Admin	£13.60		£19,464.67
9 Feb 2023	City Taxis	Transport	£14.25		£19,450.42
11 Feb 2023	DEC [wrong card later refunded]	Sundries	£50.00		£19,400.42
12 Feb 2023	Waitrose refreshments	Sundries	£15.99		£19,384.43
13 Feb 2023	Grant Med Sch Health Ed	Grant		£10,192.00	£29,576.43
16 Feb 2023	Chrisine Russell Taxi to rehearsals x4	Transport	£60.00		£29,516.43
16 Feb 2023	City Taxis	Transport	£11.95		£29,504.48
18 Feb 2023	John equipment production	Production	£22.40		£29,482.08
18 Feb 2023	hp ink	Admin	£16.49		£29,465.59
22 Feb 2023	Bank Charges	Admin	£7.50		£29,458.09
23 Feb 2023	City Taxis	Transport	£17.15		£29,440.94
2 Mar 2023	Sharrow room hire	Rehearsal	£648.00		£28,792.94
2 Mar 2023	City Taxis	Transport	£14.25		£28,778.69
7 Mar 2023	Tesco refreshments	Sundries	£4.50		£28,774.19
8 Mar 2023	Q Park car parking for Theatre	Production	£6.50		£28,767.69
10 Mar 2023	DEC [wrong card refunded]	Transport	-£50.00		£28,817.69
16 Mar 2023	City Taxis	Transport	£17.50		£28,800.19
17 Mar 2023	hp ink	Admin	£16.49		£28,783.70
22 Mar 2023	Bank Charges	Admin	£7.50		£28,776.20
23 Mar 2023	City Taxis	Transport	£14.05		£28,762.15
23 Mar 2023	Starprint Printing scripts	Production	£104.45		£28,657.70
30 Mar 2023	City Taxis	Transport	£12.75		£28,644.95
31 Mar 2023	Sainsburys stationery	Admin	£15.00		£28,629.95