

## **Trustees annual report from 06.04.2023 to 05.04.2024**

**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 2023 and mid-July 2023 we developed and then performed a new piece of theatre, All Change, an exploration of gender-stereotyping, This production provided the opportunity for some less-experienced members to extend their range of acting skills. We performed this at Hallam University Performance Lab. For our newer members, this was their first experience of public performance with Spectrum.

In Autumn 2023 we rehearsed our new, musical, Christmas Carol, which was based on the original story written by Dickens and we used the Script Christmas Carol the play which had been written for Spectrum and

was first performed in 2017. We performed this at the University Drama Studio. A new and lovely venue for us

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

From January 2024 -April 2024, we adapted and rehearsed our show 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. This is for a performance in June 2024 at the Lantern Theatre, a new venue for us. Members' own experiences provided content and messages.

#### **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, Christmas Carol,
- 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 £28629 in the current account, brought forward from the previous year.

We ended the year with £27752 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 | £15288, |
| • Ticket sales from Productions        | £3418   |

Expenditure included the following:

- |   |        |
|---|--------|
| • Technical & Sound                           | £3227  |
| • Rehearsal room hire                         | £4814, |
| • Production                                  | £8550  |
| • Transport                                   | £1649  |
| • Other costs                                 | £1343  |
| ( including Administration and Running costs) |        |

The trustees have approved the above report.

15 /06 /2024

# Spectrum Theatre Sheffield

## 2023-24 Accounts

Date	item / description	category	Debit	Credit	Balance
			£19,583.40	£18,706.05	
	Brought Forward (from 2022-2023)				£28,629.95
5 Apr 2023	Wix website renewal	Admin	£302.40		£28,327.55
11 Apr 2023	Sweeney Todd tickets	Admin	£78.08		£28,249.47
18 Apr 2023	Christine Russell taxi to rehearsals x4	Transport	£60.00		£28,189.47
18 Apr 2023	HP ink	Sundries	£16.49		£28,172.98
22 Apr 2023	Bank charges	Admin	£7.50		£28,165.48
27 Apr 2023	Waitrose refreshments	Rehearsal	£5.00		£28,160.48
27 Apr 2023	Christine Russell taxi to rehearsals x4	Transport	£60.00		£28,100.48
28 Apr 2023	Qpark Uni Drama studio	Transport	£4.00		£28,096.48
28 Apr 2023	Qpark Uni Drama studio	Transport	£4.00		£28,092.48
28 Apr 2023	Qpark Uni Drama studio	Transport	£4.00		£28,088.48
4 May 2023	City Taxis	Transport	£14.05		£28,074.43
11 May 2023	City Taxis	Transport	£13.55		£28,060.88
18 May 2023	HP ink	Admin	£16.49		£28,044.39
18 May 2023	City Taxis	Transport	£9.00		£28,035.39
18 May 2023	City Taxis	Transport	£5.05		£28,030.34
21 May 2023	Waitrose refreshments	Rehearsal	£19.90		£28,010.44
23 May 2023	Bank charges	Admin	£7.50		£28,002.94
25 May 2023	City Taxis	Transport	£13.55		£27,989.39
1 Jun 2023	Sharrow Room hire	Rehearsal	£324.00		£27,665.39
1 Jun 2023	Christine Russell taxi to rehearsals x4	Transport	£60.00		£27,605.39
1 Jun 2023	City Taxis	Transport	£14.05		£27,591.34
3 Jun 2023	Star print scripts	Rehearsal	£33.95		£27,557.39
8 Jun 2023	City Taxis	Transport	£14.05		£27,543.34
18 Jun 2023	HP ink	Admin	£16.49		£27,526.85
22 Jun 2023	Bank charges	Admin	£7.50		£27,519.35
22 Jun 2023	City Taxis	Transport	£14.25		£27,505.10
23 Jun 2023	Qpark Hallam Uni Drama studio	Transport	£2.50		£27,502.60
24 Jun 2023	Star print printing	Rehearsal	£15.50		£27,487.10
25 Jun 2023	Waitrose refreshments	Rehearsal	£12.35		£27,474.75
25 Jun 2023	Party town props	Production	£5.98		£27,468.77
26 Jun 2023	Christine Russell taxi to rehearsals x4	Transport	£60.00		£27,408.77
26 Jun 2023	Decathlon props	Production	£2.99		£27,405.78
27 Jun 2023	City Taxis	Transport	£10.85		£27,394.93
27 Jun 2023	City council parking	Transport	£1.55		£27,393.38
28 Jun 2023	Cash withdrawal performance expenses	Production	£100.00		£27,293.38
29 Jun 2023	Starprint programmes	Production	£64.95		£27,228.43
29 Jun 2023	M&S refreshments	Production	£14.00		£27,214.43
29 Jun 2023	City Taxis	Transport	£13.25		£27,201.18
29 Jun 2023	City Taxis	Transport	£10.85		£27,190.33
29 Jun 2023	Q Park Hallam Uni Drama Studio	Transport	£8.40		£27,181.93
4 Jul 2023	Kiera Rhodes Lighting Technician	Production	£615.00		£26,566.93
6 Jul 2023	City Taxis	Transport	£14.05		£26,552.88
8 Jul 2023	Starprint scripts	Production	£32.25		£26,520.63
12 Jul 2023	John Allen tech equipment	Tech	£34.30		£26,486.33
13 Jul 2023	Christine Russell taxi to rehearsals x4	Transport	£60.00		£26,426.33
13 Jul 2023	City Taxis	Transport	£11.45		£26,414.88
17 Jul 2023	HP ink	Admin	£16.49		£26,398.39
18 Jul 2023	Amazon	Tech	£9.49		£26,388.90
21 Jul 2023	Sainsburys refreshments	Rehearsal	£4.50		£26,384.40
22 Jul 2023	Bank charges	Admin	£7.50		£26,376.90
25 Jul 2023	Wix website renewal	Admin	£40.39		£26,336.51
6 Aug 2023	Apple.com Equipment laptop	Tech	£1,999.00		£24,337.51
18 Aug 2023	HP ink	Admin	£16.49		£24,321.02
22 Aug 2023	Bank charges	Admin	£7.50		£24,313.52

# Spectrum Theatre Sheffield

## 2023-24 Accounts

Date	item / description	category	Debit	Credit	Balance
7 Sep 2023	Sharrow Room hire	Rehearsal	£594.00		£23,719.52
7 Sep 2023	Christine Russell taxi to rehearsals x4	Transport	£60.00		£23,659.52
7 Sep 2023	City Taxis	Transport	£15.00		£23,644.52
9 Sep 2023	Starprint scripts	Rehearsal	£132.48		£23,512.04
14 Sep 2023	City Taxis	Transport	£14.80		£23,497.24
14 Sep 2023	Tesco refreshments	Rehearsal	£14.10		£23,483.14
15 Sep 2023	Richer sounds.com tech equipment	Tech	£149.00		£23,334.14
15 Sep 2023	Sainsburys stationery	Admin	£41.80		£23,292.34
16 Sep 2023	City Taxis	Transport	£7.37		£23,284.97
17 Sep 2023	Waitrose refreshments	Rehearsal	£9.50		£23,275.47
18 Sep 2023	HP ink	Admin	£16.49		£23,258.98
22 Sep 2023	Bank charges	Admin	£7.50		£23,251.48
24 Sep 2023	Christine Russell taxi to rehearsals x4	Transport	£60.00		£23,191.48
24 Sep 2023	Chris Grew petrol expenses	Transport	£60.00		£23,131.48
26 Sep 2023	Microsoft subscription	Admin	£79.99		£23,051.49
27 Sep 2023	Josie Singing coaching	Rehearsal	£400.00		£22,651.49
28 Sep 2023	Veezu taxis	Transport	£12.80		£22,638.69
29 Sep 2023	Sharrow food works refreshments	Rehearsal	£5.00		£22,633.69
3 Oct 2023	Vimeo subscription	Admin	£82.80		£22,550.89
4 Oct 2023	Veezu Taxi	Transport	£12.30		£22,538.59
5 Oct 2023	Veezu taxi	Transport	£14.80		£22,523.79
7 Oct 2023	M and S costume	Production	£25.00		£22,498.79
7 Oct 2023	Party town props	Production	£6.98		£22,491.81
10 Oct 2023	Rich tone Microphone	Tech	£85.00		£22,406.81
11 Oct 2023	Sharrow Room hire	Rehearsal	£1,134.00		£21,272.81
11 Oct 2023	Chris Grew petrol expenses	Transport	£60.00		£21,212.81
11 Oct 2023	Christine Russell taxis to rehearsals x4	Transport	£60.00		£21,152.81
11 Oct 2023	Veezu Taxi	Transport	£14.80		£21,138.01
12 Oct 2023	Veezu Taxi	Transport	£13.10		£21,124.91
12 Oct 2023	Theatre Deli refreshments for performance	Production	£9.00		£21,115.91
14 Oct 2023	Sainsburys props	Production	£63.85		£21,052.06
14 Oct 2023	Rich tone Music stand	Tech	£50.00		£21,002.06
18 Oct 2023	HP ink	Admin	£16.49		£20,985.57
19 Oct 2023	Veezu taxi	Transport	£12.60		£20,972.97
22 Oct 2023	Bank charges	Admin	£7.50		£20,965.47
25 Oct 2023	Veezu Taxi	Transport	£12.50		£20,952.97
25 Oct 2023	Halfords props , bike horns	Production	£6.00		£20,946.97
25 Oct 2023	Q park University Drama Studio	Transport	£5.00		£20,941.97
26 Oct 2023	Veezu Taxi	Transport	£12.60		£20,929.37
31 Oct 2023	WH Smith stationery	Admin	£10.50		£20,918.87
31 Oct 2023	NCP car parking	Transport	£1.95		£20,916.92
1 Nov 2023	Christine Russell taxis to rehearsals x4	Transport	£60.00		£20,856.92
1 Nov 2023	Sharrow café refreshments med students	Rehearsal	£19.95		£20,836.97
1 Nov 2023	Veezu Taxi	Transport	£12.60		£20,824.37
2 Nov 2023	Policy Bee Public liability Insurance	Admin	£239.84		£20,584.53
2 Nov 2023	Veezu Taxi	Transport	£14.80		£20,569.73
2 Nov 2023	Veezu Taxi	Transport	£11.60		£20,558.13
7 Nov 2023	Josie Singing coaching	Rehearsal	£500.00		£20,058.13
7 Nov 2023	Tesco refreshments	Admin	£12.90		£20,045.23
7 Nov 2023	Christmas Carol Tickets	Tickets		£30.00	£20,075.23
7 Nov 2023	Christmas Carol Tickets	Tickets		£80.00	£20,155.23
8 Nov 2023	Veezu taxi	Transport	£15.00		£20,140.23
9 Nov 2023	Veezu taxi	Transport	£14.70		£20,125.53
10 Nov 2023	Starprint publicity	Production	£70.00		£20,055.53
11 Nov 2023	Christmas Carol tickets	Tickets		£10.00	£20,065.53
14 Nov 2023	Christmas Carol Tickets	Tickets		£20.00	£20,085.53

# Spectrum Theatre Sheffield

## 2023-24 Accounts

Date	item / description	category	Debit	Credit	Balance
15 Nov 2023	Framework Gallery Photo frame	Production	£24.00		£20,061.53
16 Nov 2023	Veezu taxi	Transport	£12.80		£20,048.73
16 Nov 2023	Christmas Carol Tickets	Tickets		£20.00	£20,068.73
17 Nov 2023	Christmas Carol Tickets	Tickets		£100.00	£20,168.73
18 Nov 2023	Mad hatters Costumes	Production	£235.20		£19,933.53
18 Nov 2023	Christmas Carol Tickets	Tickets		£60.00	£19,993.53
20 Nov 2023	Christine Russell taxis to rehearsals x4	Transport	£60.00		£19,933.53
20 Nov 2023	Christmas Carol Tickets	Tickets		£40.00	£19,973.53
20 Nov 2023	HP ink	Admin	£16.49		£19,957.04
20 Nov 2023	Christmas Carol Tickets	Tickets		£50.00	£20,007.04
21 Nov 2023	Christmas Carol Tickets	Tickets		£110.00	£20,117.04
22 Nov 2023	Bank charges	Admin	£7.50		£20,109.54
22 Nov 2023	Chris Grew petrol expenses	Transport	£60.00		£20,049.54
22 Nov 2023	Christmas Carol Tickets	Tickets		£140.00	£20,189.54
22 Nov 2023	Veezu Taxi	Transport	£14.80		£20,174.74
22 Nov 2023	Sharrow food works refreshments	Rehearsal	£12.00		£20,162.74
22 Nov 2023	Tesco stationery - paper	Admin	£5.00		£20,157.74
23 Nov 2023	Amazon replacement lead	Tech	£28.99		£20,128.75
23 Nov 2023	Veezu taxi	Transport	£17.00		£20,111.75
24 Nov 2023	Starprint publicity	Production	£68.90		£20,042.85
25 Nov 2023	Christmas Carol Tickets	Tickets		£80.00	£20,122.85
26 Nov 2023	Waitrose refreshments	Rehearsal	£28.05		£20,094.80
27 Nov 2023	Sharrow food works refreshments	Rehearsal	£8.00		£20,086.80
29 Nov 2023	Craft house Inns Party Bannercross pub	Sundries	£50.00		£20,036.80
29 Nov 2023	Veezu taxi	Transport	£12.80		£20,024.00
29 Nov 2023	Sharrow food works refreshments	Rehearsal	£8.00		£20,016.00
30 Nov 2023	Sheffield Van hire (inc £500 deposit)	Production	£298.00		£19,718.00
30 Nov 2023	Christine Russell taxis to rehearsals x4	Transport	£60.00		£19,658.00
30 Nov 2023	Veezu taxi	Transport	£14.70		£19,643.30
2 Dec 2023	Graces fabrics costume	Production	£21.85		£19,621.45
2 Dec 2023	Sew Rite ribbon for costume	Production	£4.65		£19,616.80
3 Dec 2023	Mane Homes Ltd Door for Set	Production	£415.00		£19,201.80
3 Dec 2023	Ben Barker production costs	Production	£124.00		£19,077.80
3 Dec 2023	M Mujakachi Costumes - Suit	Production	£110.00		£18,967.80
3 Dec 2023	Waitrose refreshments	Rehearsal	£23.70		£18,944.10
4 Dec 2023	Veezu taxi	Transport	£16.00		£18,928.10
7 Dec 2023	Denise Appleton Costume	Production	£48.88		£18,879.22
7 Dec 2023	Christmas Carol Tickets	Tickets		£10.00	£18,889.22
7 Dec 2023	Sewrite ribbon for costumes	Production	£6.37		£18,882.85
7 Dec 2023	Christmas Carol Tickets	Tickets		£20.00	£18,902.85
8 Dec 2023	Sharrow Room hire	Rehearsal	£67.50		£18,835.35
8 Dec 2023	Alice Siberry Costume	Production	£42.00		£18,793.35
8 Dec 2023	Amazon tech equipment	Tech	£184.00		£18,609.35
8 Dec 2023	B&Q props	Production	£29.48		£18,579.87
9 Dec 2023	Starprint stationery	Production	£24.00		£18,555.87
9 Dec 2023	B&Q props	Production	£20.60		£18,535.27
11 Dec 2023	Josie Singing coaching	Rehearsal	£300.00		£18,235.27
11 Dec 2023	Luke Biddle Petrol for hire van	Transport	£19.92		£18,215.35
11 Dec 2023	Starprint programmes	Production	£252.95		£17,962.40
11 Dec 2023	Veezu taxi	Transport	£14.80		£17,947.60
12 Dec 2023	Rob Calman Scenery	Production	£107.30		£17,840.30
12 Dec 2023	Veezu taxi	Transport	£14.05		£17,826.25
12 Dec 2023	Sheff Uni Medical Shool Funding	Funding		£15,288.00	£33,114.25
13 Dec 2023	Veezu taxi	Transport	£13.80		£33,100.45
13 Dec 2023	Veezu taxi	Transport	£8.85		£33,091.60
13 Dec 2023	Coop refreshments	Rehearsal	£8.50		£33,083.10

# Spectrum Theatre Sheffield

## 2023-24 Accounts

Date	item / description	category	Debit	Credit	Balance
13 Dec 2023	Christmas Carol Tickets	Tickets		£70.00	£33,153.10
14 Dec 2023	Waitrose refreshments	Rehearsal	£14.75		£33,138.35
14 Dec 2023	Veezu taxi	Transport	£12.55		£33,125.80
14 Dec 2023	Veezu taxi	Transport	£11.90		£33,113.90
15 Dec 2023	Luke Biddle Petrol for hire van	Transport	£13.35		£33,100.55
17 Dec 2023	John Allen Technical equipment	Tech	£687.50		£32,413.05
18 Dec 2023	Keira Rhodes Technical support	Production	£665.00		£31,748.05
18 Dec 2023	HP ink	Admin	£16.49		£31,731.56
18 Dec 2023	Sheffield Van hire deposit (£500 returned)	Production	£0.00		£31,731.56
20 Dec 2023	Sheff Uni Drama Studio Hire	Production	£4,070.40		£27,661.16
21 Dec 2023	Waitrose party food	Sundries	£87.55		£27,573.61
21 Dec 2023	Veezu taxi	Transport	£8.90		£27,564.71
22 Dec 2023	Bank Charges	Admin	£7.50		£27,557.21
27 Dec 2023	Sheffield Theatres ticket sales	Tickets		£2,578.05	£30,135.26
3 Jan 2024	Jan Atkin Props and Costumes	Production	£964.89		£29,170.37
9 Jan 2024	Josie Singing coaching	Rehearsal	£450.00		£28,720.37
11 Jan 2024	Veezu Taxi	Transport	£12.50		£28,707.87
17 Jan 2024	HP ink	Admin	£16.49		£28,691.38
18 Jan 2024	Veezu Taxi	Transport	£12.80		£28,678.58
23 Jan 2024	Bank charges	Admin	£7.50		£28,671.08
25 Jan 2024	Veezu Taxi	Transport	£13.10		£28,657.98
26 Jan 2024	Starprint scripts	Rehearsal	£70.20		£28,587.78
27 Jan 2024	Tesco stationery - paper	Admin	£16.90		£28,570.88
1 Feb 2024	Veezu Taxi	Transport	£13.00		£28,557.88
8 Feb 2024	Chris Grew petrol expenses	Transport	£60.00		£28,497.88
8 Feb 2024	Veezu Taxi	Transport	£14.80		£28,483.08
15 Feb 2024	Sharrow Room hire	Rehearsal	£594.00		£27,889.08
18 Feb 2024	HP ink	Admin	£9.99		£27,879.09
22 Feb 2024	Bank charges	Admin	£7.50		£27,871.59
22 Feb 2024	Veezu Taxi	Transport	£12.80		£27,858.79
24 Feb 2024	Sainsburys stationery	Admin	£17.90		£27,840.89
29 Feb 2024	Veezu Taxi	Transport	£12.10		£27,828.79
7 Mar 2024	Veezu taxi	Transport	£12.20		£27,816.59
14 Mar 2024	Veezu taxi	Transport	£15.10		£27,801.49
18 Mar 2024	HP ink	Admin	£11.99		£27,789.50
21 Mar 2024	Veezu taxi	Transport	£12.20		£27,777.30
22 Mar 2024	Bank charges	Admin	£7.50		£27,769.80
24 Mar 2024	Tesco refreshments	Rehearsal	£5.50		£27,764.30
28 Mar 2024	Veezu taxi	Transport	£11.70		£27,752.60