

## **Trustees annual report from 06.04.2024 to 05.04.2025**

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

**Charity Number**   1166807

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

**Charity trustees**   Lynne Gardiner   Treasurer

Audrey Allen

Ruth Blackburn

Jan Atkins

Pamela Hafekost

Andrew Gardiner who was chairman sadly died in July 2024

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 2024 and July 202 Andy developed a 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 first performed this at the Sheffield Library Theatre. For our newer members, this was going to be their first experience of public performance with Spectrum. This was for a performance in July 2024 at the Lantern Theatre, a new venue for us but we cancelled this after Andy's sudden death.

We held a memorial for Andy when members past and present attended. Wonderful tributes were made and Josie who helped arrange some of the songs that Andy and Ben had written led the singing.

In November, as a tribute to Andy, we performed at the library theatre a special evening of 'Looking Back, Moving on' where the members performed the piece of theatre, Moving on and then they sang 9 of their favourite songs from all the Spectrum musicals Andy wrote from 2017 to 2023.

In January 2024 the group started meeting regularly again and a steering group was formed to arrange the session. One of the members is writing a new scrip and others are organising different activities each week.

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

- continued to develop acting and musical skills of all members,
- used our members' experiences to develop a new piece of theatre about Autism,
- continued to show the wider public the talents and skills of those on the Autism spectrum and to highlight the challenges they face.
- Planned the future of the group without Andy leading

#### **Financial Review**

The charity started the financial year with £27,752 in the current account, brought forward from the previous year.

We ended the year with £15,805 in the current account

The charity has no other reserves

There are no funds materially in deficit

Income included the following:

- Ticket sales      £675

Expenditure included the following:

- Production costs, including room hire      £6420,
- Transport      £1320
- Other costs      £4881  
( including Administration and Running costs)

The trustees have approved the above report. 23/06/25

# Spectrum Theatre Sheffield

# 2024-25 Accounts

Date	item / description	category	Debit	Credit	Balance
			£12,622.30	£675.00	
	Brought Forward (from 2023-2024)				£27,752.60
05 Apr 2024	Sheffield city council parking	sundries	£1.10		£27,751.50
18 Apr 2024	Veezu taxi	transport	£12.20		£27,739.30
18 Apr 2024	HP ink	admin	£11.99		£27,727.31
19 Apr 2024	Tesco refreshments	sundries	£12.60		£27,714.71
23 Apr 2024	Bank charges	admin	£7.50		£27,707.21
24 Apr 2024	Chris Grew travel expenses	transport	£60.00		£27,647.21
25 Apr 2024	Veezu taxi	transport	£12.65		£27,634.56
29 Apr 2024	Lantern theatre booking [Dilys Guite]	room-hire	£420.00		£27,214.56
29 Apr 2024	Lantern theatre booking [Dilys Guite]	room-hire	£185.00		£27,029.56
02 May 2024	Veezu taxi	transport	£13.20		£27,016.36
04 May 2024	Sharrow room hire	room-hire	£648.00		£26,368.36
16 May 2024	Veezu taxi	transport	£13.40		£26,354.96
18 May 2024	HP ink	admin	£11.99		£26,342.97
22 May 2024	Bank charges	admin	£7.50		£26,335.47
23 May 2024	Veezu taxi	transport	£12.40		£26,323.07
23 May 2024	Tesco refreshments	sundries	£5.50		£26,317.57
29 May 2024	Veezu taxi	transport	£11.90		£26,305.67
30 May 2024	Josie Vocal coachng	production	£400.00		£25,905.67
05 Jun 2024	Tesco refreshments	sundries	£22.00		£25,883.67
06 Jun 2024	Veezu taxi	transport	£12.60		£25,871.07
11 Jun 2024	Chris Russel ltravel expenses	transport	£60.00		£25,811.07
12 Jun 2024	Waitrose refreshments	sundries	£5.40		£25,805.67
13 Jun 2024	Veezu taxi	transport	£13.10		£25,792.57
14 Jun 2024	Starprint scripts	production	£71.45		£25,721.12
17 Jun 2024	HP ink	admin	£11.99		£25,709.13
22 Jun 2024	Bank charges	admin	£7.50		£25,701.63
26 Jun 2024	Veezu taxi	transport	£13.10		£25,688.53
26 Jun 2024	Tesco refreshments	sundries	£1.80		£25,686.73
27 Jun 2024	Veezu taxi	transport	£13.40		£25,673.33
27 Jun 2024	Tesco refreshments	sundries	£10.85		£25,662.48
06 Jul 2024	Banner Cross Pub Gathering	room-hire	£50.00		£25,612.48
10 Jul 2024	Costco Catering for Gathering	sundries	£68.37		£25,544.11
10 Jul 2024	Waitrose refreshments	sundries	£33.18		£25,510.93
10 Jul 2024	M and S food for Gathering	sundries	£26.85		£25,484.08
10 Jul 2024	Knab Farm shop food for Gathering	sundries	£11.00		£25,473.08
10 Jul 2024	Aldi food for Gathering	sundries	£4.95		£25,468.13
18 Jul 2024	HP ink	admin	£11.99		£25,456.14
23 Jul 2024	Bank charges	admin	£7.50		£25,448.64
14 Aug 2024	Josie Vocal coachng	production	£550.00		£24,898.64
18 Aug 2024	HP ink	admin	£11.99		£24,886.65
22 Aug 2024	Bank charges	admin	£7.50		£24,879.15
17 Sep 2024	HP ink	admin	£11.99		£24,867.16
22 Sep 2024	Bank charges	admin	£7.50		£24,859.66
26 Sep 2024	Microsoft Office	admin	£79.99		£24,779.67
26 Sep 2024	Veezu taxi	transport	£12.40		£24,767.27
26 Sep 2024	Tesco refreshments	sundries	£5.10		£24,762.17
28 Sep 2024	Starprint scripts	production	£71.45		£24,690.72
30 Sep 2024	Chris Russel ltravel expenses	transport	£120.00		£24,570.72
02 Oct 2024	Sainsbury's refreshments	sundries	£7.97		£24,562.75
08 Oct 2024	Sharrow room hire	room-hire	£594.00		£23,968.75
10 Oct 2024	Sainsbury's refreshments	sundries	£12.55		£23,956.20
14 Oct 2024	Christine Russell travel expenses	transport	£120.00		£23,836.20
16 Oct 2024	Sainsbury's refreshments	sundries	£16.72		£23,819.48
17 Oct 2024	HP ink	admin	£5.49		£23,813.99

# Spectrum Theatre Sheffield

# 2024-25 Accounts

Date	item / description	category	Debit	Credit	Balance
21 Oct 2024	Chris Russel ltravel expenses	transport	£120.00		£23,693.99
21 Oct 2024	Vimeo Video	admin	£82.80		£23,611.19
22 Oct 2024	Bank charges	admin	£7.50		£23,603.69
22 Oct 2024	Lantern theatre booking [Dilys Guite]	room-hire	£555.00		£23,048.69
23 Oct 2024	Sainsbury's refreshments	sundries	£21.20		£23,027.49
24 Oct 2024	Sainsbury's refreshments	sundries	£2.00		£23,025.49
26 Oct 2024	Policy Bee Public liability insurance	admin	£263.04		£22,762.45
04 Nov 2024	Josie Vocal coachng	production	£400.00		£22,362.45
04 Nov 2024	Chris Russel ltravel expenses	transport	£120.00		£22,242.45
06 Nov 2024	Sainsbury's refreshments	sundries	£7.49		£22,234.96
17 Nov 2024	HP ink	admin	£5.49		£22,229.47
19 Nov 2024	Paul Nortcliff Mastering 2022 to 2024	production	£1,165.00		£21,064.47
19 Nov 2024	Chris Russel ltravel expenses	transport	£120.00		£20,944.47
20 Nov 2024	Sainsbury's refreshments	sundries	£16.92		£20,927.55
21 Nov 2024	Chris Grew travel expenses	transport	£60.00		£20,867.55
22 Nov 2024	Bank charges	admin	£7.50		£20,860.05
28 Nov 2024	Starprint scripts	production	£140.95		£20,719.10
28 Nov 2024	Sainsbury's refreshments	sundries	£8.04		£20,711.06
03 Dec 2024	Josie Vocal coachng	production	£600.00		£20,111.06
03 Dec 2024	Chris Russel ltravel expenses	transport	£40.00		£20,071.06
04 Dec 2024	Khira Rhodes sound technician	production	£218.75		£19,852.31
04 Dec 2024	Costco Catering for Party	sundries	£67.16		£19,785.15
04 Dec 2024	Waitrose refreshments	sundries	£29.91		£19,755.24
05 Dec 2024	Costco Catering for Party	sundries	£49.97		£19,705.27
06 Dec 2024	Ticket sales Lantern theatre	tickets		£675.00	£20,380.27
17 Dec 2024	HP ink	admin	£5.49		£20,374.78
22 Dec 2024	Bank charges	admin	£7.50		£20,367.28
17 Jan 2025	HP ink	admin	£5.49		£20,361.79
22 Jan 2025	Bank charges	admin	£7.50		£20,354.29
25 Jan 2025	Chris Russel ltravel expenses	transport	£120.00		£20,234.29
25 Jan 2025	Food works Sharrow meeting	sundries	£12.00		£20,222.29
25 Jan 2025	Food works Sharrow meeting	sundries	£6.00		£20,216.29
25 Jan 2025	Food works Sharrow meeting	sundries	£2.00		£20,214.29
26 Jan 2025	Nat. Autistic Soc Donation Enthuse	admin	£250.00		£19,964.29
05 Feb 2025	Sharrow room hire	room-hire	£162.00		£19,802.29
18 Feb 2025	HP ink	admin	£2.99		£19,799.30
19 Feb 2025	Chris Russel ltravel expenses	transport	£120.00		£19,679.30
22 Feb 2025	Bank charges	admin	£7.50		£19,671.80
03 Mar 2025	Kate Bradshaw Refreshments expenses	sundries	£50.00		£19,621.80
06 Mar 2025	Chris Russel ltravel expenses	transport	£120.00		£19,501.80
13 Mar 2025	Sharrow room hire	room-hire	£189.00		£19,312.80
22 Mar 2025	Bank charges	admin	£7.50		£19,305.30
25 Mar 2025	Loan repayment	admin	£3,500.00		£15,805.30

Date	item / description	category	Debit £12,622.30	Credit £0.00	Balance
	Brought Forward (for this year only)				£0.00
05 Apr 2024	Sheffield city council parking	sundries	£1.10		-£1.10
18 Apr 2024	Veezu taxi	transport	£12.20		-£13.30
18 Apr 2024	HP ink	admin	£11.99		-£25.29
19 Apr 2024	Tesco refreshments	sundries	£12.60		-£37.89
23 Apr 2024	Bank charges	admin	£7.50		-£45.39
24 Apr 2024	Chris Grew travel expenses	transport	£60.00		-£105.39
25 Apr 2024	Veezu taxi	transport	£12.65		-£118.04
29 Apr 2024	Lantern theatre booking [Dilys Guite]	room-hire	£420.00		-£538.04
29 Apr 2024	Lantern theatre booking [Dilys Guite]	room-hire	£185.00		-£723.04
02 May 2024	Veezu taxi	transport	£13.20		-£736.24
04 May 2024	Sharrow room hire	room-hire	£648.00		-£1,384.24
16 May 2024	Veezu taxi	transport	£13.40		-£1,397.64
18 May 2024	HP ink	admin	£11.99		-£1,409.63
22 May 2024	Bank charges	admin	£7.50		-£1,417.13
23 May 2024	Veezu taxi	transport	£12.40		-£1,429.53
23 May 2024	Tesco refreshments	sundries	£5.50		-£1,435.03
29 May 2024	Veezu taxi	transport	£11.90		-£1,446.93
30 May 2024	Josie Vocal coachng	production	£400.00		-£1,846.93
05 Jun 2024	Tesco refreshments	sundries	£22.00		-£1,868.93
06 Jun 2024	Veezu taxi	transport	£12.60		-£1,881.53
11 Jun 2024	Chris Russel ltravel expenses	transport	£60.00		-£1,941.53
12 Jun 2024	Waitrose refreshments	sundries	£5.40		-£1,946.93
13 Jun 2024	Veezu taxi	transport	£13.10		-£1,960.03
14 Jun 2024	Starprint scripts	production	£71.45		-£2,031.48
17 Jun 2024	HP ink	admin	£11.99		-£2,043.47
22 Jun 2024	Bank charges	admin	£7.50		-£2,050.97
26 Jun 2024	Veezu taxi	transport	£13.10		-£2,064.07
26 Jun 2024	Tesco refreshments	sundries	£1.80		-£2,065.87
27 Jun 2024	Veezu taxi	transport	£13.40		-£2,079.27
27 Jun 2024	Tesco refreshments	sundries	£10.85		-£2,090.12
06 Jul 2024	Banner Cross Pub Gathering	room-hire	£50.00		-£2,140.12
10 Jul 2024	Costco Catering for Gathering	sundries	£68.37		-£2,208.49
10 Jul 2024	Waitrose refreshments	sundries	£33.18		-£2,241.67
10 Jul 2024	M and S food for Gathering	sundries	£26.85		-£2,268.52
10 Jul 2024	Knab Farm shop food for Gathering	sundries	£11.00		-£2,279.52
10 Jul 2024	Aldi food for Gathering	sundries	£4.95		-£2,284.47
18 Jul 2024	HP ink	admin	£11.99		-£2,296.46
23 Jul 2024	Bank charges	admin	£7.50		-£2,303.96
14 Aug 2024	Josie Vocal coachng	production	£550.00		-£2,853.96
18 Aug 2024	HP ink	admin	£11.99		-£2,865.95
22 Aug 2024	Bank charges	admin	£7.50		-£2,873.45
17 Sep 2024	HP ink	admin	£11.99		-£2,885.44
22 Sep 2024	Bank charges	admin	£7.50		-£2,892.94
26 Sep 2024	Microsoft Office	admin	£79.99		-£2,972.93
26 Sep 2024	Veezu taxi	transport	£12.40		-£2,985.33
26 Sep 2024	Tesco refreshments	sundries	£5.10		-£2,990.43
28 Sep 2024	Starprint scripts	production	£71.45		-£3,061.88
30 Sep 2024	Chris Russel ltravel expenses	transport	£120.00		-£3,181.88
02 Oct 2024	Sainsbury's refreshments	sundries	£7.97		-£3,189.85
08 Oct 2024	Sharrow room hire	room-hire	£594.00		-£3,783.85
10 Oct 2024	Sainsbury's refreshments	sundries	£12.55		-£3,796.40
14 Oct 2024	Christine Russell travel expenses	transport	£120.00		-£3,916.40
16 Oct 2024	Sainsbury's refreshments	sundries	£16.72		-£3,933.12
17 Oct 2024	HP ink	admin	£5.49		-£3,938.61
21 Oct 2024	Chris Russel ltravel expenses	transport	£120.00		-£4,058.61
21 Oct 2024	Vimeo Video	admin	£82.80		-£4,141.41
22 Oct 2024	Bank charges	admin	£7.50		-£4,148.91
22 Oct 2024	Lantern theatre booking [Dilys Guite]	room-hire	£555.00		-£4,703.91

Date	item / description	category	Debit	Credit	Balance
23 Oct 2024	Sainsbury's refreshments	sundries	£21.20		-£4,725.11
24 Oct 2024	Sainsbury's refreshments	sundries	£2.00		-£4,727.11
26 Oct 2024	Policy Bee Public liability insurance	admin	£263.04		-£4,990.15
04 Nov 2024	Josie Vocal coachng	production	£400.00		-£5,390.15
04 Nov 2024	Chris Russel ltravel expenses	transport	£120.00		-£5,510.15
06 Nov 2024	Sainsbury's refreshments	sundries	£7.49		-£5,517.64
17 Nov 2024	HP ink	admin	£5.49		-£5,523.13
19 Nov 2024	Paul Nortcliff Mastering 2022 to 2024	production	£1,165.00		-£6,688.13
19 Nov 2024	Chris Russel ltravel expenses	transport	£120.00		-£6,808.13
20 Nov 2024	Sainsbury's refreshments	sundries	£16.92		-£6,825.05
21 Nov 2024	Chris Grew travel expenses	transport	£60.00		-£6,885.05
22 Nov 2024	Bank charges	admin	£7.50		-£6,892.55
28 Nov 2024	Starprint scripts	production	£140.95		-£7,033.50
28 Nov 2024	Sainsbury's refreshments	sundries	£8.04		-£7,041.54
03 Dec 2024	Josie Vocal coachng	production	£600.00		-£7,641.54
03 Dec 2024	Chris Russel ltravel expenses	transport	£40.00		-£7,681.54
04 Dec 2024	Khira Rhodes sound technician	production	£218.75		-£7,900.29
04 Dec 2024	Costco Catering for Party	sundries	£67.16		-£7,967.45
04 Dec 2024	Waitrose refreshments	sundries	£29.91		-£7,997.36
05 Dec 2024	Costco Catering for Party	sundries	£49.97		-£8,047.33
17 Dec 2024	HP ink	admin	£5.49		-£8,052.82
22 Dec 2024	Bank charges	admin	£7.50		-£8,060.32
17 Jan 2025	HP ink	admin	£5.49		-£8,065.81
22 Jan 2025	Bank charges	admin	£7.50		-£8,073.31
25 Jan 2025	Chris Russel ltravel expenses	transport	£120.00		-£8,193.31
25 Jan 2025	Food works Sharrow meeting	sundries	£12.00		-£8,205.31
25 Jan 2025	Food works Sharrow meeting	sundries	£6.00		-£8,211.31
25 Jan 2025	Food works Sharrow meeting	sundries	£2.00		-£8,213.31
26 Jan 2025	Nat. Autistic Soc Donation Enthuse	admin	£250.00		-£8,463.31
05 Feb 2025	Sharrow room hire	room-hire	£162.00		-£8,625.31
18 Feb 2025	HP ink	admin	£2.99		-£8,628.30
19 Feb 2025	Chris Russel ltravel expenses	transport	£120.00		-£8,748.30
22 Feb 2025	Bank charges	admin	£7.50		-£8,755.80
03 Mar 2025	Kate Bradshaw Refreshments expenses	sundries	£50.00		-£8,805.80
06 Mar 2025	Chris Russel ltravel expenses	transport	£120.00		-£8,925.80
13 Mar 2025	Sharrow room hire	room-hire	£189.00		-£9,114.80
22 Mar 2025	Bank charges	admin	£7.50		-£9,122.30
25 Mar 2025	Loan repayment	admin	£3,500.00		-£12,622.30

Date	item / description	category	Debit	Credit	Balance
			£0.00	£675.00	
	Brought Forward (for this year only)				£0.00
06 Dec 2024	Ticket sales Lantern theatre	tickets		£675.00	£675.00