

PHOENIX ARTS

The Phoenix Theatre & Arts Centre

Trustees' Annual Report & Statement of Accounts
1 April 2023/31 March 2024



Phoenix Arts

Station Road, Bordon, Hampshire, GU35 0LR
CIO Charity No. 1166858

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Administrative Information

The Phoenix Theatre & Arts Centre is a CIO Registered Charity (Number 1166858). The primary objectives, management and operation of the Association are laid down in its Constitution, which is based on the Model Constitution recommended by the National Federation of Community Organisations (Community Matters).

Trustees for the Period 1/4/2023 – 31/3/2024

Davina Hudson	President
Eric Clifford	Chair
Jim Miles	Vice-Chair
Brent Sigley	Treasurer
Paul Edwards	Secretary
Elaine Miles	
Maureen Reid	
Nick Tupper	
Sarah Bawtree	Co-opted
David Cartwright Forbes	Co-opted
Grant Dawkins	Representative of the Deadwater Valley Trust
Cllr Penny Flux	Representative of East Hampshire District Council
Cllr James Fryer	Representative of Whitehill Town Council
Cllr Lynn Malikoff-Johnston	Reserve Representative of Whitehill Town Council

Bankers:

Lloyds TSB plc, 75 Castle Street, Farnham, Surrey, GU9 7LT

Independent Examiner:

Michelle Wise, Wise Accountancy Services www.wiseaccountancyservices.com

Creating Community

Primary Aims

The Objectives laid down in the Constitution are:

- (a) Providing facilities to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation
- (b) To establish or to secure the establishment of a Community Arts Centre and to maintain and manage or to co-operate with any local authority in the maintenance and management of such a centre for the activities promoted by the Association and its constituent bodies, without distinction of sex or of political, religious, or other opinions.

The principal activities of the charity reflect its objectives in that they provide opportunities for the wider public to have access to a variety of arts based activities and provide educational programmes and learning through the arts to all ages and abilities. To achieve this The Phoenix Theatre & Arts Centre:

- Offers a broad programme of drama, music and theatre performances, both professional and amateur, at the theatre venue
- Provides a programme of art and drama activities for children and young people at the centre
- Delivers a programme of learning opportunities in visual and performing arts for adults with learning disabilities
- Delivers an Adult Learning Programme in the creative arts in Whitehill & Bordon
- Provides workshops in the arts to schools and community groups as one-off or longer-term projects
- Offers artists studio space available for rent
- Offers conference / meeting rooms
- Provides rooms available to hire for band practises and other rehearsals
- Is home to an amateur theatrical group, The Phoenix Players, in which members of the community participate to perform plays at The Phoenix Theatre

Management

In accordance with its Constitution, the policy and affairs of the Association are determined by the Council which meets monthly. The members of the Council are also the Charity Management Trustees.

The Council consists of:

- The Officers of the Association
- The representatives appointed by the constituent bodies / sections
- Representatives of the full members
- One representative of the junior members
- Up to four co-opted members
- Representatives from funding bodies

Members of the Association are invited to nominate new Trustees when the notice of the AGM is issued.

A CEO is appointed by the Trustees to manage the day to day operations of the charity. To facilitate effective operations, the CEO has delegated authority for operational matters such as artistic and performance related activity policy, finance and staffing. The parameter of the authority is laid out by the Trustees who review this as appropriate.

Reserves Policy

A charity has an obligation to disburse money raised for its charitable objectives, without delay. However, all organisations need a certain level of cash reserves to ensure their smooth day-to-day running. The Trustees feel that it would be appropriate to build up a cash reserve of 20 - 25% of the annual running costs to cover operational requirements but are prepared to run the Association with a lower level of reserves in pursuance of our charitable objectives.

Public Benefit

The Charity Trustees understand the Charity Commissions guidance on public benefit and in accordance with the objectives of the organisation recognise that the charity operates primarily to provide public benefit in advancement of the arts and also through the advancement of education and community development. To facilitate this, work the charity maintains the fabric of a community arts centre in addition to providing arts related activities within the community.

Staffing

The staff for the year comprised the following:

- 1 x full-time CEO
- 1 x full-time Operations Coordinator
- 1 x full-time Marketing Officer
- 1 x part-time Marketing Assistant
- 1 x full-time Theatre Technician
- 1 x part-time Cleaner
- Freelance, self-employed artists and actors are engaged to run workshops and to perform in productions under the Phoenix Arts umbrella
- Volunteer Bar Staff
- Volunteer Front of House Staff
- Volunteer Box Office Staff
- Volunteer Office Staff
- Volunteer Theatre Technicians
- Volunteers who distribute Marketing print locally

Funding Bodies

Revenue funding has been received from:

- Arts Council England
- Whitehill Town Council

Project Funding has been received from:

- East Hampshire District Councillors devolved budget

Annual Report by the Chair of the Board of Trustees 2023-24

Looking back over the past twelve months, I can report that Phoenix Arts has had a good year; Of the utmost importance to us, the first Annual Review of our partnership with Arts Council England at end of Year 1 of our NPO funding was extremely positive, reflecting the excellent progress we have made. It has been a steep learning curve, and we are working hard to continue to deliver on our various activities. We will return to this next year, to give a full report at the halfway stage of what is now a four-year project with ACE.

This month of July marks the start of the second and final phase of the refurbishment of our building. Originally built as an Army School, it is now over 100 years old and has been a theatre and community arts centre for the past 40 years. Having stabilised the structure of the building and made a number of improvements to it during the first phase of the refurbishment, it was clear that in some respects it still wasn't fully fit for public use. Therefore, under this second phase we are improving the physical access to the building, with disabled entrances both front and back, and installing an internal lift to the first floor, so that the building is fully accessible for wheel-chair users; also installing air conditioning in the theatre. We are also installing 34 solar panels on the south facing roof to generate our own electricity as well as improving the front fascia of the building and making other improvements internally. All this will enable us to continue our work as the driving force for arts and culture, not only in Whitehill & Bordon but also as the only full-time venue and arts organisation in the whole of East Hampshire.

Plans are under discussion regarding a second venue (a 200-300 seat entertainment space) in the Mess Hall of the old Sergeants' Mess building. This is adjacent to The Shed in the Town Square. It is important to emphasise that the existing Phoenix building will remain open and continue as our base should we move up to another level of operation and run the new venue in partnership with the W.B.R.C.

The Phoenix Theatre & Arts Centre is a hugely popular community asset, offering a wide range of entertainment, including drama, music and theatre performances as well as attracting big name comedians throughout the year. Important as that is, it is fundamental to our existence that we are also seen as a meeting place for all local people, coming together to take part in the various activities we offer, whether attending classes and workshops, being offered the opportunity to be creative, promoting well-being or just having a space to meet up together.

As well as our theatre performances we provide a range of activities for children and young adults with a programme of art, music, drama and dance. Our Youth Theatre includes various groups for ages from 4 to 20. This gives opportunities for like-minded young people to come together in supportive groups led by theatre professionals to be creative and learn theatre making skills. We offer two opportunities for dance classes, firstly *Firebird Dance* for 4 to 7 year-olds, with the aim of developing confidence,

coordination and rhythm. Secondly, *Street Nation* is aimed at 4 to 11 year-olds, and aims to create a dance community through the power of movement.

Through our partnership with Backbeat Collective, there is an opportunity for young musicians to come together on Saturday mornings to develop their instrumental skills. Recently we gave the Petersfield Area Schools String Orchestra the opportunity to play a concert at the venue, allowing them to present their work to a whole new audience. Additionally, we have just announced that we will run a youth-focused music festival called *The Rising Festival* with partners including Backbeat Collective, Y+ and the Whitehill & Bordon Community Trust.

Over many years we have gained widespread recognition for the work we do with adults with learning disabilities, offering them a programme of learning opportunities in the visual and performing arts. Highlights are our two classes in Drumming and Music & Movement; they also have fun at our regular Friday morning relaxed Sensory Discos.

We offer a wide range of opportunities for adults to come and have fun as well as improving their fitness and wellbeing by offering classes such as *Dance Fitness* and the ever popular *Dance Picnic*. Importantly, there is always the chance to take a moment to unwind and socialise over refreshments afterwards. This Autumn our Dance Officer will be launching another new Dance Project aimed at professional dancers or those who are returning to dance. We also offer a Pilates class.

For many years we have provided workshops in the arts to schools and community groups in Hampshire, most recently through the work of our Outreach Consultant Sarah Burch. She has developed a new relationship with two schools in Alton - Amery Hill and Eggars. We successfully delivered four Domestic Abuse Workshops to Year 9 and 10 students at Eggars at the end of June. Subsequently, the School sent us a message thanking "the Phoenix Arts team for providing such a quality experience for our students". In consultation with the School we are developing further issue-based plays and workshops, firstly around the problem of Vaping, which we expect to offer early in 2025. We are also addressing wellbeing and mental health issues locally with our relaunched *Turn My Camera On* initiative with Oakmoor School providing direct referral for their students. Our Activity Partners Y+ will utilise the Centre as a safe space to help and support these referrals.

Our workshop/meeting rooms at the Phoenix are available for community use as well as hire for conferences, band practices and other rehearsals. Following another successful Open Art Exhibition in our downstairs lounge this Spring, a local artist, Christopher Cole, is currently showcasing an exhibition of over 60 pieces of his work under the title *Light Elusive*. Two groups that regular meet in the building are the ladies of the Handmaidens' Craft Group and the Board Gamers. I am pleased to say that the local Muslim community also meets in one of our rooms on a regular basis.

We are, of course, proud of our own amateur dramatics group, The Phoenix Players, who stage a wide range of shows during the year, including plays, musicals, comedies and their ever-popular pantomime. I have no doubt that this extraordinary range of activities provides real social benefit to the local community, enhancing the quality of many people's lives.

The Phoenix Board of Trustees would like again to thank Andy Tree, the Leader of Whitehill & Bordon Town Council, and his fellow Councillors, for their continuing financial support, without which it would be impossible for us to continue to run Phoenix Arts as we do. We are always open to opportunities to work in partnership with the Council, to assist them in delivering their goals for the local community. Ideally, this would be through the vehicle of a three year Service Level Agreement (SLA) which would remove our uncertainty over future levels of funding. This would give us the confidence to achieve our

ambitious long-term targets for Phoenix Arts and its key role in the development of a vibrant arts scene in the town, including the existing Phoenix building, the Shed, and the proposed Mess Hall venue.

We would also like to thank East Hampshire District Council for its continued support and assistance, especially for fully funding the second phase of our refurbishment, the cost of which is being met from the EHDC Section 106 fund, made up from contributions from local developers. In this, the detailed practical advice from Danielle Freedman-Brown, our EHDC consultant adviser has proved invaluable.

We would also like to express our very real appreciation to our Phoenix Arts partner, James Child, and his team at the Whitehill & Bordon Regeneration Company for their continued invaluable support and other advice. Working with them as our partner, we are ambitious in our plans to work to develop the arts and wider cultural sector in Whitehill & Bordon as the key component and driving force in the success of the development of the new town centre.

The Board recognises the tremendous contribution that Rob Allerston, our C.E.O., provides through his leadership and continued personal dedication; over the years this has ensured the continuing success of Phoenix Arts. On a personal note, it is particularly gratifying to me that over the years Rob and I have developed a very positive and supportive working relationship. In many respects Rob has had a challenging and stressful year, particularly at the end of 2023 when our Operations Director and Marketing Officer both left to further their careers, followed a couple of months later by the departure of our Administrator.

Although this provoked something of an issue for the organisation at the time, I am delighted to be able to inform you that this has all proved a bit of a silver lining. We have outsourced our accounts to a local accounting firm and made hugely positive appointments, with the arrival of Rachel Jackson as our brilliant new Operations Coordinator, Sally McIlhone as our imaginative new Marketing Officer and Amy Wheeler as her fast learning Marketing Assistant. They have been joined by Sarah Burch as our Outreach Consultant, so we have moved forward very positively and effectively as an organisation. Our Creative Venue Technician Sam Cole comes to the end of his apprenticeship this month, and I would like to thank him on behalf of the Board for the hard work and commitment he has put in over the last two years and wish him well in his future career. He will be providing mentoring for his successor Apprentice.

Finally, I would like to thank Liz Blake, our Dance Officer, who makes a huge contribution through her work with *Dance Picnic* and activities for people with disabilities, as well as running several classes both at The Phoenix and out in the community. It gives me great pleasure to tell you about Liz's other great achievement this year; this is her new play about Clarice Cliff, titled *Sunshine on a Plate*, about the legendary ceramics designer, who rose from very humble beginnings to become the hugely successful Art Director of a famous commercial firm, and whose Art Deco work is highly collectible today. Directed by Brenda Longman and developed under the Phoenix Arts umbrella, the first three performances sold out, here at the Phoenix, in Petersfield and at the very prestigious Everyman Theatre in Cheltenham. All these venues are keen to put on further performances, such was the demand for tickets. With a Spring tour being planned for 2025 she has our full support and best wishes for the future of this brilliant work. As part of our New Writing Programme we have three other plays currently in development, *The Booth* by Cavan Syrad, *The Butterfly* by Claire Jackson and *The Play's the Thing* by local theatre group 440 Theatre.

Our building is always busy and there is a real buzz about the place. The Board of Trustees would like to thank all our staff for their commitment and ongoing contribution to the success of Phoenix Arts.

On a personal note, as Chair, I would like to thank the members of the Board for their continued support to Rob and myself during the past year. All the members of the Board have, in their different ways, contributed to the smooth running of our organisation, making possible the success of the Phoenix Arts venture, they are:

Jim Miles: Deputy Chair (Organisation and Management issues and Health & Safety)

Brent Sigley: Treasurer

Davina Hudson: President (Health & Safety)

Nick Tupper: (Health & Safety and in-house DIY)

Elaine Miles: (Legal & Employment Issues Adviser)

Paul Edwards: (Minutes Secretary and Volunteer Coordinator)

Maureen Reid: (Bar Manager and Special Events Organiser)

Sarah Bawtree: (Co-opted Trustee with responsibility for Safeguarding and Bar work, who provides invaluable support to the work of our office).

David Cartwright-Forbes (Co-opted Trustee, Business Advice)

Grant Dawkins represents the Deadwater Trust, which has offices in our building, and whose knowledge and expert advice has been greatly appreciated during the preparations for the refurbishment of the building.

Finally, on behalf of the Board and Members I would like to thank all those who volunteer, both at the Phoenix itself and in our work outside the building in any and every capacity on our behalf. They steward, sell tickets, staff the bar and undertake anything else we ask of them.

I would particularly like to mention Susie, Ros, Bev, Sarah, Maureen and Nick for their regular commitment, continuing to provide a very warm welcome to all our patrons. It is that which fully justifies our reputation, which we always strive to maintain, as 'Hampshire's friendliest little Theatre'.

The Phoenix is recognised by Arts Council England as a welcoming venue which is a key and vital part of Hampshire's cultural life, in which they are pleased to invest. We have a strong track record of facilitating creative opportunities for local artists, as well as a providing a wide-ranging programme of live events. We have a proven track record of bringing the arts into the local community and giving creative opportunities to young people and disadvantaged groups.

On behalf of the Board and staff, I pledge that we will continue our drive to deliver community-focused arts and entertainment in Whitehill & Bordon and continue our commitment to make the arts accessible to all - as we have done so successfully for so many years.

Eric Clifford: Chair of the Board of Trustees

July 2024

Annual Report by the Treasurer for Year Ending 31 March 2024

The year has ended with a surplus of £15,531 compared to a loss of £21,404. However, part of the reason the improved position in the current year is attributable to the unspent funds received from the Arts Council following our successful application for funding.

This funding has been a great boost to The Phoenix not just from a financial perspective but it also gives those involved a greater sense that the Phoenix has an optimistic future.

The funding is £80,234 per year for 3 years, but the Arts Council has recently announced that this could be extendable to 4 years. The Phoenix received the full £80,234 for the

current year which largely explains why Incoming resources from other than charitable activities has increased from £188,985 in 2023 to £299,121 in 2024.

Expenditure of £58,085 was spent in the year against the Arts Council funding. The unspent residue £22,063 represented 27.5% of the funding provided. Ideally the Arts Council would like to see the residue after expenditure for the year to be as close as possible to 15%, however they do accept that as this is the first year of funding there is inevitably some settling down as to which projects can be undertaken and when. In spite of the underspend a number of different projects have been undertaken such as Talking Together, New Writing Programme, Turn My Camera On, Widening Participation Scheme, New Music and Dance. The funding has also enabled us to employ an Operations Coordinator, Rachel Jackson who is managing many different responsibilities extremely well.

As mentioned above our grant income increased significantly with the Arts Council funding. The Whitehill Town Council funding increased in 2024 over 2023, although sadly this appears not to be the case in the new financial year. Pleasingly funds raised other activities as shown in Note 2 of the accounts have all almost without exception increased. The only exception in fact being Sponsorship.

Bar takings rose significantly to £30,293 from £16,551 in 2023. This is an impressive increase in one year. In relation to the bar a new computerised sales and stock system has been installed which following some inevitable glitches seems to be performing as advertised. On the expenditure side the direct costs related to the earning of the income above has increased but in line with the increase in income.

Overhead costs have been stable, although salaries did increase to £102,168 from £96,503 partly due to the recruitment of new staff members to replace those leaving.

The obvious and perturbing cost to the Phoenix is the Bad debt write-off. This arose after a review of amounts owed to the Phoenix following the departure of the administrator. There were several balances going back to 2017 which had not been paid by customers and not chased up. These balances were deemed to be too old and without sufficient documentary evidence unlikely to be collectable.

I am pleased to say Rachel is monitoring slow payers and reminding them of their responsibility to pay the amounts due going forward.

As a result of this write-off the amount called debtors in the balance sheet has fallen to £20,457 from £31,340 in 2023. Much of this fall is attributed to the bad debt write-off. Stock levels have increased to £1,833 from £688 in the previous year, this will be due to the increased activity in the bar. Monitoring stock levels has also become easier because the new computerised bar system known as Square keeps account of stock levels continuously. Our cash position has improved over the previous year due in part to the Arts Council funding but also due to the increased economic activity. Cash at 31 March 2024 stood at £67,511 compared to £47,808 at 31 March 2023.

Creditors, that is the amount we owe others has decreased to £17,897 from £21,079 which means we are not over burdened with liabilities.

During the financial year in addition to introducing Square we have implemented a new

accounting system called Xero. This replaced our previous system called Sage. The new system is much user friendly and automated. It also helped us more readily identify the bad debts mentioned above.

With the departure of the Administrator we decided to outsource the bookkeeping functions on Xero to Mad about Bookkeeping. The quotation to do this work was approximately £11,500 compared to the administrators salary of £22,000. We thought this arrangement was worth a trial and thus we went ahead with it but we are also keeping the working relationship under review. As many of you are aware the new works on the upgrades to the building enabled by the S106 funding has commenced. As the theatre will be closed for the next few months the ability of the Phoenix to maintain the fund earning levels for these months will be curtailed, so funding levels will have to be carefully managed.

On the other hand the future benefits arising from the increased visibility and accessibility to the building it is anticipated will encourage all within our community to take part in our activities.

Brent Sigley: Treasurer
July 2024

A Footnote from the CEO

Thinking back to Monday 29 November 2010 and my first day as Director of The Phoenix Theatre & Arts Centre, I gave myself 6 initial challenges. They were...

1. Secure building lease from DIO
2. Identify funding opportunities and make applications
3. Produce a 4-year Business Plan
4. Define the Artistic Direction of the Centre
5. Maximise all income streams
6. Marketing and audience development

Returning to those early targets it's good to see progress has been made against them all. However the world has moved on and with a pandemic (mostly) behind us, confrontations on the global stage and major concerns over global warming we can't stand still. I'll therefore be working with the team to reach our true potential and with their skill and imagination give the community of Whitehill & Bordon and those across East Hampshire, a Centre to be proud of, where the impossible is possible and creativity is championed by all.

Rob Allerston: CEO
July 2024

Annual Health & Safety Task Force Report

The Health & Safety Task Force has the following members:

Rob Allerston (Chair)

Rachel Jackson (Chair) from January 2024

Eric Clifford

Jim Miles

Davina Hudson

Nick Tupper

Sarah Bawtree

The Health & Safety Task Force meets quarterly.

Based on the excellent foundations laid by Ted Wood, Linda Gouldsmith and David Birch, we have continued to review the scheduled inspections needed in the building and of the management systems involved.

A calendar programme of tasks is reviewed at each meeting so that all aspects of The Phoenix health and safety management system are regularly checked for necessity, practicality and implementation. Checks are carried out by the Health and Safety Task Force through walk-around inspections of the building, the examination of documents, physical checks on lights, signs, fire alarms, extinguishers and first aid boxes etc.

During the year we carried over a simple system of quantified risk assessment to sharpen focus on those aspects of activities and tasks which have the greatest potential to cause harm. The Health and Safety Task Force will now implement this system across all our audited activities.

With major enhancement works on the building about to begin and a number of areas of concern now resolved, the Health and Safety Task Force, along with the CEO / Operations Coordinator, will use this positive window to ensure health and safety monitoring is continuous and building wide.

Appendix A

Independently Examined Accounts for the Year
Ended 31 March 2024

Independent examiner's report to the trustees of The Phoenix Theatre & Arts Centre (‘the Company’)

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Chartered Institute of Management Accountants (CIMA), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Signed: *Michelle Wise*

Name: Michelle Wise

Chartered Institute of Management Accountants

Address: 5 Vixen Drive, Aldershot, Hampshire, GU12 4FN

Date: 12th July 2024

The Phoenix Theatre & Arts Centre
Registered CIO Charity No. 1166858
Annual Accounts for the year ended 31st March 2024

Statement of Financial Activities

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Incoming Resources (Note 2)				
Incoming resources from generated funds	-	-	-	-
Voluntary income	1,681	-	1,681	1,516
Activities for generating funds	30,293	-	30,293	16,551
Investment income	1,001	-	1,001	370
Incoming resources from other charitable activities	299,121	-	299,121	188,985
Other incoming resources	-	-	-	-
Total Incoming Resources	332,096	-	332,096	207,422
Resources Expended (Notes 3 - 5)				
Costs of generating funds				
Costs of generating voluntary income	-	-	-	-
Fundraising trading costs	9,758	-	9,758	6,707
Charitable activities	306,627	-	306,627	222,020
Governance costs	180	-	180	100
Total Resources Expended	316,565	-	316,565	228,827
Net incoming/(outgoing) resources	15,531		15,531	(21,404)
Total funds brought forward	58,757		58,757	80,161
Total funds transferred in	0		0	-
Total Funds Carried Forward	74,288	-	74,288	58,757

The notes on pages 14-22 also form an integral part of these accounts

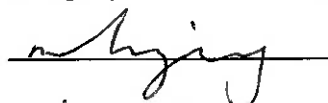

The Phoenix Theatre & Arts Centre
Registered CIO Charity No. 1166858
Annual Accounts for the year ended 31st March 2024

Balance Sheet

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Fixed Assets					
Computer equipment	6	2,383	-	2,383	-
		<u>2,383</u>	<u>-</u>	<u>2,383</u>	<u>-</u>
Current Assets					
Stock and work in progress		1,833	-	1,833	688
Debtors	7	20,457	-	20,457	31,340
Cash at bank & in hand		67,511	-	67,511	47,808
Total Current Assets		<u>89,801</u>	<u>-</u>	<u>89,801</u>	<u>79,836</u>
Creditors: amounts falling due within one year	8	17,897	-	17,897	21,079
Net current assets/(liabilities)		<u>71,905</u>	<u>-</u>	<u>71,905</u>	<u>58,757</u>
Total assets less current liabilities		<u>74,288</u>	<u>-</u>	<u>74,288</u>	<u>58,757</u>
Creditors: amounts falling due after one year	8	-	-	-	-
Net assets		<u>74,288</u>	<u>-</u>	<u>74,288</u>	<u>58,757</u>
Funds Of The Charity					
Unrestricted funds	9	74,288	-	74,288	58,757
Restricted funds		-	-	-	-
Total Funds		<u>74,288</u>	<u>-</u>	<u>74,288</u>	<u>58,757</u>

The notes on pages 14 - 22 also form an integral part of these accounts

Signed on behalf of the trustees

Print name BRENT SIGLEY

Print name ERIC U. CLIFTON

Date of approval: 16 July 2024

Notes To The Accounts

Note 1 Accounting Policies

Basis of Accounting

These Accounts have been prepared under the basis of historic cost in accordance with applicable accounting standards and follow recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice (SORP 2005) and with the Charities Act 1993

Incoming Resources

Incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income, and the amount can be quantified with reasonable accuracy.

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Intangible Income

Intangible income, which comprises donated services, is included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised when there is no financial cost borne by a third party.

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis.

Stock

Bar stock is stated at the lower of cost or net realisable value.

Fund accounting

Funds held by the charity are either:

- Unrestricted funds. These are funds which can be used in accordance with the charitable objectives at the discretion of the trustees.
- Restricted funds. These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

The Phoenix Theatre & Arts Centre
Registered CIO Charity No. 1166858
Annual Accounts for the year ended 31st March 2024

Note 2

Analysis of incoming resources

		2024 £	2023 £
Voluntary income	Donations	1,463	1,131
	Barbados House Association Membership	218	385
	Total	1,681	1,516
Activities for generating funds	Theatre bar takings	30,293	16,551
	Amazon.co.uk royalty payments	-	-
	Total	30,293	16,551
Investment income	COIF deposit fund income	1,001	370
	Total	1,001	370
Incoming resources from charitable activities	Grants:		
	East Hampshire District Council - <i>Arts centre</i>	-	909
	Hampshire County Council - <i>Culture & Recreation Fund</i>		
	Hampshire County Council - <i>Cllr Grant Adam Carew</i>		
	Headley Parish Council - <i>Arts Centre</i>		
	Just Giving - <i>Arts Centre</i>	-	-
	Whitehill Town Council - <i>Arts Centre</i>	20,475	18,490
	Arts Council England	81,148	7,500
	Annington Homes		
	HMRC Furlough Grant	-	-
	Other activities:		
	Arts workshops	22,544	28,522
	Phoenix Players	4,593	5,839
	Phoenix Theatre Company/Productions		
	Arts projects	64,344	48,412
	Theatre	85,019	61,450
	Sponsorship	950	1,125
	Room Hire	19,488	16,680
	Other Income - Sundries	560	60
	Total	299,121	188,985
	Restricted Funds:	-	-

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Note 3 **Analysis of resources expended**

		2024 £	2023 £
Fundraising trading costs	Cost of Bar sales	9,758	6,707
	Total	9,758	6,707
Charitable activities	Arts Workshops	58,085	11,350
	Phoenix Players	1,549	3,279
	Room Hire	717	752
	Arts Projects	16,665	11,377
	Theatre	69,659	57,408
	Premises Costs	7,249	6,050
	Staff Costs	102,168	96,503
	Consultant costs	4,563	-
	Office Costs	28,782	32,495
	Marketing	2,728	2,501
	Interest expense	383	306
	Writeoff of Bad debts	14,079	-
	Total	306,627	222,020
Governance Costs	Independent examination fee	180	100
	Total	180	100
Restricted Funds		-	-
	Total	-	-

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Note 4 Trustee Expenses

	2024	2023
Number of trustees who were paid expenses	-	-

Note 5 Paid Employees

5.1 Staff Costs

	2024 £	2023 £
Gross wages, salaries and benefits in kind	98,771	81,560
Employer's National Insurance costs	3,397	2,457
Total Staff Costs	102,168	84,017

5.2 Average number of full-time equivalent employees in the year

	2024	2023
Part of the charity in which the Employees work		
Fundraising	-	-
Charitable activities	5	3
Other	-	-
Total	3	3

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Note 6 Fixed Assets

	Computer Equipment £
Cost	
Opening balance 1 April 2023	5,726
Additions	2,383
Closing balance 31 March 2024	<u>8,109</u>
Depreciation	
Opening balance 1 April 2023	5,726
Depreciation	
Closing balance 31 March 2024	<u>5,726</u>
Carrying amount 31 March 2024	<u>2,383</u>
Carrying amount 31 March 2023	<u>- 0</u>

Note 7 Debtors and Prepayments

	Amounts Falling due within one year	
Analysis of debtors	2024 £	2023 £
Trade debtors	18,600	16,479
Prepayments and Accrued income	82	101
Other debtors	1,775	-
Total	<u>20,457</u>	<u>16,580</u>

Note 8 Creditors and Accruals

	Amounts Falling due within one year	
Analysis of Creditors	2024 £	2023 £
Trade creditors	15,971	12,720
Other taxes and Social security costs	-	-
Accruals and Deferred income	1,746	12,873
Advanced sales and other deferred income	-	-
Unexpended grants - Arts Council	-	-
Unexpended grants - East Hampshire District Council-Marketing role contribution	-	-
Unexpended grants - East Hampshire District Council-Marketing role contribution	-	-
Accred examiners fees	180	300
Total	<u>17,897</u>	<u>25,893</u>

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Note 9 Restricted Funds

8.1 Funds Held	None
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Note 10 Movement of Funds

Fund name	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfer from another fund £	Gains & Losses £	Fund balances carried forward £
Unrestricted Funds	58,757	332,096	316,565	-	-	74,288
Restricted Funds	-	-	-	-	-	-
Total Funds	58,757	332,096	316,565	-	-	74,288

Note 11

Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

Note 12

Transactions With Related Parties

12.1 Remuneration and benefits

No remuneration or any other benefits were paid to a trustee or other related parties by the charity this financial year (2024) or in the previous financial year (2023).

12.2 Loans

	Name of trustee or connected party	Legal Authority	Amount Owing			
			2024	£	2023	£
Due to trustees and related parties			None		None	
Due from trustees and related parties			None		None	

12.3 Other transaction(s) with trustees and related parties

Name of trustee or related party	Relationship to charity	Description of the transaction	2024	£	2023	£
None	None	None	None		None	

