

Sleaford Little Theatre CIO

Charity Number 1167463

Trustee's Annual Report and Financial Statements

For the Year Ended 31 December 2020

Sleaford Little Theatre CIO

Trustees' Annual Report: For the year ended 31 December 2020

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Sleaford Little Theatre CIO

Trustees' Annual Report: For the year ended 31 December 2020

Structure, Governance & Management

Sleaford Little Theatre is a CIO, governed by a Constitution. The CIO was created on 6th June 2016 to replace the unincorporated Charity number 1051537. The day to day running of the charity is through the Management Committee incorporating the nominated officers and other trustees.

The Registered Charity Number is 1167463.

Reference & Administrative Details

The Management Committee/charity trustees voted in at the AGM on 20 May 2019 are:

Chairman	Mr J Hoare
Hon. Secretary	Mrs C Malkin (appointed as Interim Secretary)
Hon Treasurer	Mrs C Morris
Publicity Manager	Mr T Creasey

Committee Members:

Mr G Goodge
Mrs C Malkin
Mr C Pakes
Mr T Hayes
Ms M Bates
Mr S Bradford

The trustees are all appointed for one year and at each AGM one third of the trustees will retire by rotation. All retiring trustees are eligible for re-election if they wish to continue as a trustee. Election is by ballot of all members attending the Annual General Meeting.

The Interim Hon Secretary's address is:

60 North Parade
Sleaford
NG34 8AN

Telephone No: 01529 300612

The Society's bankers are:

HSBC Bank plc
Market Place
Newark
Nottinghamshire
NG24 1EQ

Sleaford Little Theatre CIO

Trustees' Annual Report: For the year ended 31 December 2020

The Independent Examiner is:

Mr Simon Moss
F.C.C.A
Prestige Accounting Limited
Chartered Certified
Accountants 34a Southgate
Sleaford
Lincs NG34 7RY

Tel no.: 01529 302111

Objectives & Activities

The objects of the Charity are

- to promote, maintain, improve and advance education by the encouragement of the Arts including the arts of drama, mime, dance, singing and music and
- to provide facilities for the practical participation in the production and performance of stage plays and other activities of a similar kind.

When setting the objectives for the year and determining the activities of the charity, the trustees have considered the Charity Commission's general guidance on public benefit, including the guidance on public benefit and fee charging. In order to offer the facilities of The Playhouse, Sleaford Little Theatre continues to rely on income from fees to cover the running costs of the building supplemented by donations from our Patrons, other individuals and companies. Grants are sought in relation to major refurbishments or developments. In setting the level of fees, ticket prices and concession rates, the trustees gave careful consideration to those on low incomes.

The charity aims to provide a varied programme of stage performances and concerts and offers members the opportunity to learn stage craft and a variety of technical skills.

Achievements and Performance

2020 saw SLT launch its youth academy and organised workshops for the actors and general community. It also successfully prepared for the Spring Production "TWO" but days before it was due to be performed the Covid-19 Pandemic meant the Playhouse had to close its doors and remain closed for the whole of 2020. The impact of the Pandemic meant the academy was not able to complete its first term, no more workshops could take place and SLT could not have any performances. It was also deemed unsafe to hold the AGM. The Trustees did manage to secure funding from North Kesteven District Council to support the ongoing overheads of the Playhouse. Late in 2020 SLT auditioned and started rehearsals for the virtual play reading of Polly Perkins.

Property owned by the society, comprising of The Playhouse, was transferred to the CIO in January 2017.

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Trustees' Annual Report: For the year ended 31 December 2020

Financial Review

The charity made a surplus in the year of £3,938 (2019 ££37,263) despite not being able to host any performances at the Playhouse in line with government restrictions.

Receipts in the year were £20,197 (2019: £48,453).

The main changes were as a result of the Covid Pandemic so no revenue generated from performances. These figures are for a 12 month period compared to 2019 which was only a 3 month period:

- Covid-19 Grants from North Kesteven District Council £12,668 to compensate us for having to close
- SLT Academy Income £2,270 which was new to SLT in 2020
- Donations £1,694 (2019 £388) consisting of an anonymous donation and advance ticket sales, people chose to donate rather than reclaim
- Compensation of £200 from HSBC for closing the current account in error

NOTE: The income and expenditure in respect of fees taken on behalf of other organisations is highlighted separately in the analysis below

Payments in the year amounted to £16,259 (2019 £11,190).

The main changes were as a result of the Covid Pandemic so minimal expenses related to performances. These figures are for a 12 month period compared to 2019 which was only a 3 month period:

- An initial instalment of the repayment of the interest free loans of £9,000
- SLT Academy expenses £841 which was new to 2020
- Insurance £1,476 was paid out of Sleaford Little Theatre (Registered Charity 1051537 in 2019)
- Utilities totalled £1,304 compared to 2019 which totalled £3,053 in both SLT companies
- Major repairs & refurbishments £0 compared to 2019 £48,930

Total reserves of the charity were £41,201 (2019 ££37,263).

The Trustees have adopted the principle of the retention of 25% of annual expenditure as appropriate and prudent liquid reserves for the Charity.

Future Plans

Subject to government guidelines Sleaford Little Theatre will endeavour to offer a variety of performances in 2021, both by its own members and by encouraging professionals and other groups to use the Playhouse facilities. Even if we are unable to have people inside the Playhouse, plans are underway to produce an outdoor performance of Shakespeare's A Midsummer Night's Dream.

Whilst the Playhouse remains close, we will continue to trial online recordings of plays for broadcast on local radio, the first of 2021 being Polly Perkins and the lost treasure of Captain Crabfoot.

When safe to do so Sleaford Little Theatre's intention is to reopen its doors to the academy and other adult workshops.

The charity will continue to improve the facilities of the Playhouse and the committee is continuing to review the list of potential projects.

A copy of the Charity's Receipts and Payments Account for the financial year ended 31 December 2020 is attached.

Sleaford Little Theatre CIO

Statement of Trustees' Responsibilities: For the year ended 31 December 2020


The trustees are responsible for preparing the Report of the Trustees and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to Charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the Constitution requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including income and expenditure, of the charity for that period. In preparing those financial statements, the Trustees are required to:

- a. Select suitable accounting policies and apply them consistently;
- b. Observe the methods and principles of the Charity SORP;
- c. Make judgements and estimates that are reasonable and prudent;
- d. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping accounting records that disclose in reasonable accuracy the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reporting) Regulations 2011 and the provisions of the Constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on and is signed on their behalf by:



23/9/21

Christina Morris
Honorary Treasurer

Sleaford Little Theatre CIO

Independent Examiner's Report: For the year ended 31 December 2020

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

Respective Responsibilities of trustees and examiner

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts do not accord with the accounting records;
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 in order to enable a proper understanding of the accounts to be reached.

Signed.....

Date23/9/2021.....

Simon Moss F.C.C.A
Prestige Accounting
Limited
Chartered Certified
Accountants 34a Southgate
Sleaford NG34 7RY

Sleaford Little Theatre CIO

Receipts & Payments Account: For the year ended 31 December 2020

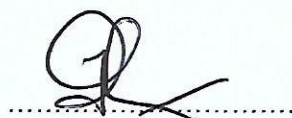
Notes	2020 Unrestricted £	2019 Total Funds £
<u>RECEIPTS</u>		
(2) Voluntary Sources:		
Donations	1,694	388
Transfer from Sleaford Little Theatre	0	29,668
Income from Assets:		
Interest	0	0
Charitable Activities:		
Member Subscriptions	700	12
Productions - SLT	0	9,239
Productions - External Box Office	0	3,130
Productions - Hiring's	0	2,514
SLT Academy	2,270	0
Other	2,661	2,740
Grants & Fundraising Income	12,872	462
Deposits for 2020 Hiring's	0	300
Total Receipts	20,197	48,453
<u>PAYMENTS</u>		
Direct Charitable Expenditure:		
(3) Sleaford Little Theatre	4,855	9,957
(4) Fundraising & Publicity	330	94
(5) Management & Administration	2,074	1,139
Loan Repayments	9,000	0
Total Payments	16,259	11,190
NET RECEIPTS	3,938	37,263
Balances Brought Forward	37,263	0
Balances Carried Forward	41,201	37,263

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Statement of Assets & Liabilities: As at 31 December 2020

MONETARY ASSETS	2020	2019
	Unrestricted	Total Funds
	£	£
Bank Account	41,001	37,063
Bank Deposit Account	0	0
Cash in Hand	200	200
	<u>41,201</u>	<u>37,263</u>
NON-MONETARY ASSETS (at current value)		
Property	169,000	169,000
Fixtures & Fittings	1,580	2,001
Lighting & Stage Equipment	2,723	3,067
	<u>173,303</u>	<u>174,068</u>
TOTAL ASSETS	<u>214,504</u>	<u>211,331</u>
LIABILITIES		
Loans (interest free)	13,500	22,500
TOTAL LIABILITIES	<u>13,500</u>	<u>22,500</u>

This report was approved by the Trustees on 23rd/09/21 and is signed on their behalf by:



Mr J Hoare
Chairman

Sleaford Little Theatre CIO

Notes to the Accounts: For the year ended 31 December 2020

(1) ACCOUNTING POLICIES

The receipts and payments accounts have been drawn up as a summary of the receipts and payments made during the year by the charity. Amounts are included as received by the charity or as cheques drawn or electronic transfers made.

The accounts and statement do not include accruals and prepayments in respect of income and expenses.

The receipts and payments account and statement of assets and liabilities have been prepared following the guidance for accounting for smaller charities issued by the Charities Commission.

(2) DONATIONS RECEIVED

	2020	2019
	£	£
Patron Donations	305	50
Corporate Donations	0	0
Individual Donations	0	0
Other donations	1,389	338
	1,694	388

Sleaford Little Theatre CIO

Notes to the Accounts: For the year ended 31 December 2020 (cont)

(3) SLEAFORD LITTLE THEATRE

	2020 £	2019 £
Production Expenses - SLT	934	2,655
SLT Academy	841	0
Production Expenses – External Box Office*	0	5,042
External Hirer – Deposits	400	292
Production Expenses – External	121	400
Bar Stock Purchases	11	1,109
Production Licence	384	0
Repairs and Renewals	233	14
Water & Rates	275	69
Heating & Lighting	796	217
General Expenses	227	105
Playhouse Refurbishment – Fixtures & Fittings	633	0
Playhouse Refurbishment – General Repairs	0	54
	4,855	9,957

**Box Office receipts paid over to others*

(4) FUNDRAISING & PUBLICITY

	2020 £	2019 £
Playhouse Advertising	240	94
Fundraising Expenses	90	0
	330	94

(5) MANAGEMENT & ADMINISTRATION

	2020 £	2019 £
Postage & Stationery	48	47
Box Office Consumables	18	28
General Insurance	1,476	0
Fees & Licences	163	666
Telecommunications	94	12
Card Payments	1	0
General Expenses	0	0
Wages & Salaries	60	207
PAYE & NI	34	35
Training Costs	0	0
Professional Fees	180	144
	2,074	1,139

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Notes to the Accounts: For the Year Ended 31 December 2020 (cont)

(6) NON-MONETARY ASSETS

These are shown at current valuation.

	2020 £
Property	
Cost	115,567
Increase in value	53,433
Value	169,000

The last valuation of the property was carried out in November 2016 by Escritt Barrell Golding.

	2020 £
Fixtures & Fittings	
Cost	2,106
Depreciation	527
Disposal of Asset	0
Value	1,580

Depreciation has been based on a 5-year straight line basis.

	2020 £
Lighting & Stage Equipment	
Cost	3,606
Depreciation	883
Disposal of Asset	0
Value	2,723

Depreciation has been based on a 5-year straight line basis.

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Appendix 1: List of Playhouse Projects

Project	Estimated Amount £
Repayment of Interest Free Loans	13,500
Replace guttering and roof repairs	3,550
Renew and refurbish stage/lighting/sound equipment	9,350
Continuation of improved heating/cooling systems throughout the Playhouse	6,000
Painting, decorating and renewing plasterwork	3,000
New blackout/stage curtain	4,000
Restoration works – completion of replacement windows	12,000
Review and update of electrical systems	2,000

Notes:

- a. This is a list of items which have been mentioned by members and users of the Playhouse. The Committee is currently reviewing these projects and they are listed here in no particular order.
- b. The estimates provided have not been formalised and, as the Committee reviews this over the next year, firmer estimates will be sought to determine the feasibility of each project.
- c. It is envisaged that fundraising will be required for some of these projects and that appropriate grants will be applied for if available.
- d. The list is not exhaustive, nor does it constitute any restrictions on reserves or how they might be utilised in the future.