

**Sleaford Little Theatre CIO**

**Charity Number 1167463**

**Trustee's Annual Report and Financial Statements**

**For the Year Ended 31 December 2024**

# Sleaford Little Theatre CIO

## Trustees' Annual Report: For the year ended 31 December 2024

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# **Sleaford Little Theatre CIO**

## **Trustees' Annual Report: For the year ended 31 December 2024**

### **Structure, Governance & Management**

Sleaford Little Theatre is a CIO, governed by a Constitution. The CIO was created on 6<sup>th</sup> 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 18<sup>th</sup> April 2024 are:

Chairman	Mr A Canadine
Hon. Secretary	Mr K Bailey
Hon Treasurer	Mrs L Davies
Publicity Manager	Mr R Dutton
Playhouse Manager	Mr T Hayes

#### **Committee Members:**

Mr R Norris  
Mr A Gordon  
Dr A Grant  
Mrs Caroline Johnson

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 Hon Secretary's address is:

54 Westgate  
Sleaford  
NG34 7PP

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 2024

The Independent Examiner is:

Mr Simon Moss  
Accountants  
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 etc 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

As at 31 December 2024 SLT consisted of 1 employee and 68 members.  
2024 saw a wide ranging variety of performances both by our own society and external acts.

Sleaford Little Theatre Academy (SLTA) – In March the academy performed Kei Bailey's 'The Stoneheart Curse' to excellent reviews. The Academy continues to grow in stature with the maximum number of young actors being reached. There are both junior (8-11 yrs) and senior (12 – 16 yrs) groups meeting on a Saturday at the Playhouse. This split into 2 groups happened in mid year due to the popularity of the Academy. Our young performers also represented us at the Belton Estate Community Festival on Sunday 15<sup>th</sup> September. Under the guidance of Maria Bates, Jo Moules and Trustee, Amanda Grant the Academy provides an active and strong base for future performers at SLT and beyond.

Sleaford Little Theatre (SLT) – 2024 saw the Theatre's 3rd Shakespeare play in May. Macbeth, directed by Maria Bates, was well received and supported. This was followed by 'Quartet' (director – Kim Rayner) in the Autumn, another well attended and performed production. The Christmas production was 'Alice in Wonderland' (director – Oli Guilliatt) which involved a large cast and 10 performances. This concluded a successful year both in terms of level of performance and income for the charity.

On an individual note – Both Garry Goodge and Kei Bailey were recognised for their contributions to theatre. Garry received Sleaford Town Council Long Service Award for his dedicated work with The Playhouse. Kei received the NKDC award for Contribution to Arts & Culture for his 'passion for theatre craft'.

External acts were numerous and varied. 2024 saw our first foray into 'Fringe Theatre' hosting 'Remember the Before' a play which had been performed during the Camden Fringe. It is hoped we can build on this in future.

The Playhouse has had an internal makeover with interior decoration and fire regulation upgrades.

### **What the Future Holds**

We are celebrating 75 years of Sleaford Little Theatre in 2025. Showcase events will be arranged.

The Trustees are committed to building on the success of last year.

We recognise that the Playhouse needs to play a role in the community of Sleaford and provide both a place of performance and a community venue which can be used for a variety of purposes.

The Calendar for this year is full and varied. SLTA are involved in the National Theatre Connections programme which will culminate in performances at The Nottingham Playhouse in April. If chosen, they will go on to perform at the National Theatre in London in the summer.

SLT will be performing 'Sandcastles' (Directed by Nigel Guilliatt) in May, 'Pack of Lies' (Directed by Alan Robey) in September and 'Mother Goose' – a pantomime (Directed by Laura Davies) in December. There are many external acts booked throughout the year. The theatre is being utilised by St George's Academy for School Workshops and the University of the Third Age for regular meetings.

We are looking at a variety of ways forward in relation to cinema equipment with the eventual aim of providing Sleaford with an alternative and complimentary option to the proposed mainstream cinema in town.

The Playhouse will continue to be upgraded and refurbished with improvements to the performance area and backstage. Our valued support team are involved in the upgrade of the technical box with a proposed extension to the existing space.

One of the key objectives this year is to promote the Theatre ensuring we reach as wide an audience as possible. This involves participation in events such as Riverlight, The Belton Community Festival and theatre open days.

There will also be an upgrade to the Theatre frontage in terms of signage and advertising.

# Sleaford Little Theatre CIO

## Trustees' Annual Report: For the year ended 31 December 2024

### Financial Review

The charity made a surplus in the year of £10,487 (2023: £15,838).

Receipts in the year were £59,809 (2023: £56,229). The main changes/highlights were as follows:

- Fundraising £894 (2023: £972)
- SLT Productions £20,452 (2023: £18,116)
- SLT Academy £22,733 (2023: £15,697)
- External Hirings £480 (2023: £2,600)

*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 £49,322 (2023: £40,391). The main changes/highlights were as follows:

- SLT Productions £6,266 (2023: £3,117)
- SLTA Academy £13,882 (2023: £6,272)
- Building Repairs & Maintenance £10,088 (2023: £2,248)
- Heating & Lighting £3,110 (2023: £1,824)
- Bar Purchases £1,907 (2023: £3,403)
- Final repayment of interest free loans of £- (2023: £5,250)
- Training £-7 (2023: £577)

Total reserves of the charity were £100,069 (2023: £89,582).

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

# **Sleaford Little Theatre CIO**

## **Statement of Trustees' Responsibilities: For the year ended 31 December 2024**

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:

.....

Laura Davies  
Honorary Treasurer

# Sleaford Little Theatre CIO

## Independent Examiner's Report: For the year ended 31 December 2024

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.

### 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.....

Date .....

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 2024

Notes	2024 Unrestricted £	2023 Total Funds £
<b><u>RECEIPTS</u></b>		
(2) <b>Voluntary Sources:</b>		
Donations	615	825
Transfer from Sleaford Little Theatre	0	0
<b>Income from Assets:</b>		
Interest	0	0
<b>Charitable Activities:</b>		
Member Subscriptions	881	956
Productions - SLT	20,452	18,116
Grants & Fundraising Income	894	972
Productions - External Box Office	5,192	7,019
Productions - Hirings	480	2,600
SLT Academy	22,733	15,697
Other	8,462	9,844
Deposits for 2025 Hirings	100	200
<b>Total Receipts</b>	<b>59,809</b>	<b>56,229</b>
<b><u>PAYMENTS</u></b>		
<b>Direct Charitable Expenditure:</b>		
(3) Sleaford Little Theatre	42,471	28,319
(4) <b>Fundraising &amp; Publicity</b>	1,139	364
(5) <b>Management &amp; Administration</b>	5,618	6,361
<b>Loan Repayments</b>	0	5,250
<b>Finance Charges</b>	94	97
<b>Total Payments</b>	<b>49,322</b>	<b>40,391</b>
<b>NET RECEIPTS</b>	<b>10,487</b>	<b>15,838</b>
Balances Brought Forward	89,582	73,744
<b>Balances Carried Forward</b>	<b>100,069</b>	<b>89,582</b>

# Sleaford Little Theatre CIO

## Statement of Assets & Liabilities: As at 31 December 2024

<b>MONETARY ASSETS</b>	<b>2024</b>	<b>2023</b>
	<b>Unrestricted</b>	<b>Total Funds</b>
	<b>£</b>	<b>£</b>
Bank Account	99,869	89,382
Bank Deposit Account	0	0
Cash in Hand	200	200
	<b>100,069</b>	<b>89,582</b>
<b>NON-MONETARY ASSETS (at current value)</b>		
Property	169,000	169,000
Fixtures & Fittings	2,649	4,847
Lighting & Stage Equipment	2,103	2,724
	<b>173,752</b>	<b>176,571</b>
<b>TOTAL ASSETS</b>	<b>273,821</b>	<b>266,153</b>
<b>LIABILITIES</b>		
Loans (interest free)	0	0
<b>TOTAL LIABILITIES</b>	<b>0</b>	<b>0</b>

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

.....

Andy Canadine  
Interim Chairman

# Sleaford Little Theatre CIO

## Notes to the Accounts: For the year ended 31 December 2024

### (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

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Patron Donations	580	665
Corporate Donations	0	0
Individual Donations	6	100
Other donations	29	60
Gift Aid Tax Rebate	0	0
	<b>615</b>	<b>825</b>

# Sleaford Little Theatre CIO

## Notes to the Accounts: For the year ended 31 December 2024 (cont)

### (3) SLEAFORD LITTLE THEATRE

	2024 £	2023 £
Production Expenses - SLT	6,266	3,117
SLT Academy	13,882	6,272
Production Expenses – External Box Office*	3,227	7,085
External Hirer – Deposits	500	100
Production Expenses – External	70	348
Bar Stock Purchases	1,907	3,403
Production Licence	1,080	1,212
Repairs and Renewals	4,335	1,648
Water & Rates	598	614
Heating & Lighting	3,110	1,824
General Expenses	271	411
Playhouse Refurbishment – Fixtures & Fittings	1,472	1,029
Playhouse Refurbishment – General Repairs	5,753	600
Sleaford Cinema Expenses	0	656
	<b>42,471</b>	<b>28,319</b>

*\*Box Office receipts paid over to others*

### (4) FUNDRAISING & PUBLICITY

	2024 £	2023 £
Playhouse Advertising	1,139	364
Fundraising Expenses	0	0
	<b>1,139</b>	<b>364</b>

### (5) MANAGEMENT & ADMINISTRATION

	2024 £	2023 £
Postage & Stationery	0	0
Box Office Consumables	0	90
General Insurance	2,431	2,379
Fees & Licences	2,007	1,402
Telecommunications	335	247
Card Payments	7	60
General Expenses	12	13
Wages & Salaries	706	1,076
PAYE & NI	120	53
Training Costs	0	577
Professional Fees	0	464
	<b>5,618</b>	<b>6,361</b>

# Sleaford Little Theatre CIO

## Notes to the Accounts: For the Year Ended 31 December 2024 (cont)

### (6) NON-MONETARY ASSETS

These are shown at current valuation.

	2024 £
<b>Property</b>	
Cost	115,567
Increase in value	53,433
<b>Value</b>	<b>169,000</b>

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

	2024 £
<b>Fixtures &amp; Fittings</b>	
Cost	13,773
Depreciation	11,124
Disposal of Asset	0
<b>Value</b>	<b>2,649</b>

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

	2024 £
<b>Lighting &amp; Stage Equipment</b>	
Cost	7,776
Depreciation	5,673
Disposal of Asset	0
<b>Value</b>	<b>2,103</b>

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

# Sleaford Little Theatre CIO

## Appendix 1: List of Playhouse Projects

Project	Estimated Amount £
Stage Curtain	TBC
Renew and refurbish stage lighting	2,500
Extend technical box at rear of auditorium	4,000
Renew and fit noticeboard possibly neon at front of theatre	TBC
Fit updated cinema equipment if sourced at reasonable cost	TBC

### 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.