

**CHESTER LITTLE THEATRE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2022**

# CHESTER LITTLE THEATRE

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

Susan Elliott  
Raymond Bengree  
Margaret Bennett  
Teresa Nunez  
Peter Russell  
Christopher Evans  
Malcolm Gledhill  
Alison Knott  
Marian Lovell  
Jane Barth  
Alastair Goodman  
Patricia Cameron  
Andrew Fox-Hutchings

(Appointed 13 September  
2022)

### Charity number

1178159

### Principal address

The Little Theatre  
Gloucester Street  
Chester  
Cheshire  
CH1 3HR

### Independent examiner

McLintocks (NW) Limited  
2 Hilliards Court  
Chester Business Park  
Chester  
Cheshire  
CH4 9PX

# CHESTER LITTLE THEATRE

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# CHESTER LITTLE THEATRE

## TRUSTEES REPORT

### FOR THE YEAR ENDED 31 JULY 2022

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The trustees present their annual report and financial statements for the year ended 31 July 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

#### **Objectives and activities**

The Charity's objects are to develop public appreciation of the Arts of Drama and to promote the advancement and improvement of general education in relation to all aspects of such Arts.

#### **Significant activities:**

- Our main activity is the presentation of six full length auditorium plays over the season to run for 7 nights each. Plus, three 3-night productions in the Salisbury Studio
- Social evenings for Members/Supporters include, play and poetry readings, quiz nights, showcases, etc.
- We hire out space to other cultural groups.

#### **Volunteers**

The Charity is run entirely by volunteers who are needed for each production not only for the acting, directing and back-stage activities but also to provide Front of House Management, serving refreshments, running the bar, and ensuring that we comply with health and safety regulations

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

As there was still a shadow over when Covid lockdowns would be removed, the Trustees agreed to; a) provide at least 5 auditorium productions once the lockdown restrictions were removed.  
b) the 2021/22 season would provide light entertainment productions for the whole season in order to encourage the public to return to the theatre safely.

Fortunately, Chester Little Theatre (CLT) was able to carry out this proposal beginning auditorium productions in October 2021 plus 3 studio performances and happily 1 visiting company production.

Hiring/visiting groups: CLT was able to provide a pre-Covid regular visiting company with 1 production slot.

Although we were able to provide an extensive programme for the 2021/22 season audience numbers were noticeable poor, which the Trustees put down to many still being wary of leaving their homes for public events.

**Development:** During Covid (subject to the regulations at the time) CLT was able to undertake some outstanding building maintenance such as a revamp and upgrade of our box office area.

**Conclusion:** All Trustees agreed it was good to resume activities including the regular face-to-face trustee meetings. The Trustees agreed to move their meetings from monthly to bi-monthly, with the Business Planning Group (a sub-committee of 4 main trustees) meeting in between to ensure the safe and viable running of the charity

# CHESTER LITTLE THEATRE

## TRUSTEES REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2022

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#### Financial review

The report and accounts for 2021-2022 season have been submitted to the Charity Commission and can be found on their web site.

The Treasurer has carried out a review of our finances and it would seem that we should be able to pay our maintenance bills this season (2022/2023) from our 'reserves' – though there will be regular reviews of the finances to ensure that we are staying solvent. However of course, the sooner we open and begin generating income again the better.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. There is a child protection policy in place and DBS checks are carried out on leaders as appropriate. The Trustees have drawn up and agreed health and safety procedures which have been approved by the local fire service. They are aware of and comply with local licensing requirements, and attend

#### Plans for future periods

The Trustees were keen to progress the extension but having sought cost estimates for the project it has proved to be too expensive. They have therefore decided to undertake remodeling of the public entrance to provide a more welcoming experience for patrons. This will also afford the opportunity for structural repairs to be carried out. We will also be redesigning the kitchen area to provide greater flexibility for studio productions.

#### Structure, governance and management

The charity is controlled by its governing document, a deed of trust, and constitutes a charitable incorporated organisation (CIO) registered from 30 April 2018, being operational from 01 August 2018 with assets transferred from the previous charity Chester Theatre Club.

The trustees who served during the year and up to the date of signature of the financial statements were:

Susan Elliott

Raymond Bengree

Margaret Bennett

Teresa Nunez

Peter Russell

Christopher Evans

John McGinn

(Resigned 13 September 2022)

Malcolm Gledhill

John Turner

(Resigned 7 September 2021)

Alison Knott

Marian Lovell

Ann Massey

(Resigned 13 September 2022)

Jane Barth

Keith Long

(Resigned 13 September 2022)

Alastair Goodman

Patricia Cameron

Andrew Fox-Hutchings

(Appointed 13 September 2022)

# CHESTER LITTLE THEATRE

## TRUSTEES REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2022

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#### **Recruitment and appointment of new trustees**

Members of the charity pay an annual subscription and elect the Committee of Trustees at the AGM.

Following the 2016 AGM the membership approved that though all Trustees should be re-elected annually, the positions of Chair, Vice Chair and ordinary members may hold the same post for four consecutive years, rising to a maximum of five years if no suitable replacement is available. The Treasurer, subject to annual re election, may continue in office at the discretion of the Committee. All other officers, subject to annual re-election, may continue in office for ten consecutive years but shall then not be eligible to seek re-election to the same position until twelve months have elapsed.

At July 2022 Chester Little Theatre had 72 Members and 227 Supporters.

#### **Committee**

The existing General Committee (Trustees) have agreed to remain in their various positions until such time as we can hold an AGM.

The current General Committee is made up of:

Chair: Charlie Nunez	Secretary: Sue Elliott
Treasurer: Marian Lovell	House Manager: Malcolm Gledhill
Box Office: Alison Knott	Bar Manager: Ray Bengree
Artistic Director: Jane Barth	Chief Stage Manager: Pat Cameron
Stage Director: Vacant	Technical Director: Chris Evans
Marketing Manager: Ally Goodman	Wardrobe Supervisor: Peter Russell
Membership Secretary: Charlie Nunez	

General Committee Members:

Margaret Bennett, Andrew Fox-Hutchings

During challenging time our Trustees continued to work hard on behalf of the Charity. There were regular communications either electronically or by telephone between this group during the period of closure with great enthusiasm from all members to keep going using some alternative routes such as our YouTube venture.

The trustees report was approved by the Trustees.

Marian Lovell

**Trustee**

5 May 2023

# CHESTER LITTLE THEATRE

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CHESTER LITTLE THEATRE

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I report to the trustees on my examination of the financial statements of Chester Little Theatre (the charity) for the year ended 31 July 2022.

### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do 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 financial statements to be reached.

Caroline Blake FCCA  
McLintocks (NW) Limited  
2 Hilliards Court  
Chester Business Park  
Chester  
Cheshire  
CH4 9PX

Dated: 5 May 2023

# CHESTER LITTLE THEATRE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 JULY 2022**

	Notes	Unrestricted funds 2022 £	Unrestricted funds 2021 £
<b><u>Income and endowments from:</u></b>			
Donations and legacies	2	7,490	1,311
Charitable activities	3	33,257	39
Other trading activities	4	11,152	30
Investments	5	20	29
Other income	6	-	360
<b>Total income</b>		<b>51,919</b>	<b>1,769</b>
<b><u>Expenditure on:</u></b>			
Raising funds	7	5,107	368
Charitable activities	8	72,723	71,638
<b>Total expenditure</b>		<b>77,830</b>	<b>72,006</b>
<b>Net expenditure for the year/ Net movement in funds</b>		<b>(25,911)</b>	<b>(70,237)</b>
Fund balances at 1 August 2021		1,043,108	1,113,345
<b>Fund balances at 31 July 2022</b>		<b>1,017,197</b>	<b>1,043,108</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



# CHESTER LITTLE THEATRE

## BALANCE SHEET

AS AT 31 JULY 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	11		803,659		827,388
<b>Current assets</b>					
Stocks	12	896		426	
Debtors	13	7,911		3,085	
Cash at bank and in hand		205,918		213,299	
		<u>214,725</u>		<u>216,810</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(1,187)</u>		<u>(1,090)</u>	
Net current assets			213,538		215,720
<b>Total assets less current liabilities</b>			<u>1,017,197</u>		<u>1,043,108</u>
<b>Income funds</b>					
Unrestricted funds			1,017,197		1,043,108
			<u>1,017,197</u>		<u>1,043,108</u>

The financial statements were approved by the Trustees on 5 May 2023

Marian Lovell  
Trustee

# CHESTER LITTLE THEATRE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 JULY 2022

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#### 1 Accounting policies

##### Charity information

Chester Little Theatre is a charitable incorporated organisation (CIO) registered with the charity commission in England and Wales. The registered office is The Little Theatre, Gloucester Street, Chester, Cheshire CH1 3HR.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

##### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

##### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

# CHESTER LITTLE THEATRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

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### 1 Accounting policies

(Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Property	Nil
Property improvements	15% reducing balance
Plant and equipment	15 % reducing balance
Fixtures and fittings	15% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# CHESTER LITTLE THEATRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

### 2 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Donations and gifts	6,003	998
Membership fees	1,487	313
	<u>      </u>	<u>      </u>

### 3 Charitable activities

	Theatre Activities	Theatre Activities
	2022	2021
	£	£
Box office	32,474	-
Programmes	659	-
Sundry receipts	124	39
	<u>      </u>	<u>      </u>
	33,257	39
	<u>      </u>	<u>      </u>

# CHESTER LITTLE THEATRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

### 4 Other trading activities

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Bar sales	10,358	30
Refreshments	794	-
	<u>          </u>	<u>          </u>
Other trading activities	<u>11,152</u>	<u>30</u>

### 5 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Interest receivable	<u>20</u>	<u>29</u>

### 6 Other income

	Total	Unrestricted funds
	2022	2021
	£	£
Net gain on disposal of tangible fixed assets	<u>-</u>	<u>360</u>

### 7 Raising funds

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Raffle Expenses	95	-
Bar Purchases	4,927	368
Refreshments	85	-
	<u>          </u>	<u>          </u>
	<u>5,107</u>	<u>368</u>

# CHESTER LITTLE THEATRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

### 8 Charitable activities

	Theatre Activities 2022 £	Theatre Activities 2021 £
Depreciation and impairment	35,940	40,127
Insurance	5,521	6,954
Light, heat & water	6,104	7,618
Telephone	473	502
Post, stationery & admin	1,541	91
Print & publicity	4,312	826
Production expenses	6,873	409
Repairs & maintenance	10,329	13,993
Licences	265	98
Sundry expenses	285	-
Professional fees	1,080	1,020
	<u>72,723</u>	<u>71,638</u>

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 10 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

# CHESTER LITTLE THEATRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

### 11 Tangible fixed assets

	Property £	Property improvements £	Plant and equipment £	Fixtures and fittings £	Total £
<b>Cost</b>					
At 1 August 2021	600,000	286,810	1,067	23,341	911,218
Additions	-	3,512	-	8,700	12,212
At 31 July 2022	600,000	290,322	1,067	32,041	923,430
<b>Depreciation and impairment</b>					
At 1 August 2021	-	76,925	412	6,494	83,831
Depreciation charged in the year	-	32,010	98	3,832	35,940
At 31 July 2022	-	108,935	510	10,326	119,771
<b>Carrying amount</b>					
At 31 July 2022	600,000	181,387	557	21,715	803,659
At 31 July 2021	600,000	209,886	655	16,847	827,388

### 12 Stocks

	2022 £	2021 £
Finished goods and goods for resale	896	426

### 13 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Prepayments and accrued income	7,911	3,085

### 14 Creditors: amounts falling due within one year

	2022 £	2021 £
Other creditors	98	-
Accruals and deferred income	1,089	1,090
	1,187	1,090

# CHESTER LITTLE THEATRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

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### 15 Analysis of net assets between funds

	Unrestricted 2022 £	Unrestricted 2021 £
Fund balances at 31 July 2022 are represented by:		
Tangible assets	803,659	827,388
Current assets/(liabilities)	213,538	215,720
	<hr/>	<hr/>
	1,017,197	1,043,108
	<hr/>	<hr/>

### 16 Related party transactions

There were no disclosable related party transactions during the year.