

EMPIRE THEATRE TRUST CIO

CHARITY NUMBER 1178975

COMPANY NUMBER CE014458

FINANCIAL STATEMENTS & TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2020

EMPIRE THEATRE TRUST CIO

CONTENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2020

	Pages
Charity Information	1
Trustees' Annual Report	2-4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8-14

EMPIRE THEATRE TRUST CIO

CHARITY INFORMATION FOR THE YEAR ENDED 30 SEPTEMBER 2020

TRUSTEES:

Andrea Mary Morrall (chair)
Neil Keith Hardy
Elizabeth Janette Barrow

CHAIRMAN OF THE EXECUTIVE COMMITTEE:

Mike George

TREASURER

Jayne Djidjelli MAAT, ATT

REGISTERED CHARITY NUMBER

1178975

COMPANY NUMBER

CE014458

PRINCIPAL ADDRESS

Empire Theatre Trust CIO
Empire Theatre
Butler Road
Halstead
Essex
CO9 1LL

INDEPENDENT EXAMINER

Beaumont Seymour
47 Butt Road
Colchester
Essex
CO3 3BZ

BANKERS:

Barclays Bank plc
35 Market Hill
Sudbury
Suffolk
CO10 2EP

EMPIRE THEATRE TRUST CIO

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2020

INTRODUCTION

The Trustees present their annual report together with the financial statements of the charity for the year ended 30 September 2020.

The financial statements have been prepared in accordance with 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 (FRS102) (effective 1 January 2015) (amended 2 February 2016) as detailed in the accounting policies.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number 1178975: Company Number CE014458

Principal address

Empire Theatre
Butler Road
Halstead
Essex
CO9 1LL

Trustees

The following trustees have served throughout the year:

Andrea Mary Morrall (chair)
Neil Keith Hardy
Elizabeth Janette Barrow

Officers

The Chairman of the Executive Committee: Mike George
Treasurer: Jayne Djidjelli MAAT, ATT

Governing document

Halstead Empire Trust was approved by the Charity Commissioners as a registered charity on 31 March 1978. The Trust is governed by a constitution adopted on 31 March 1978. By resolution of the Trustees, dated the 11 September 2018, Halstead Empire Trust registered charity number 275693 agreed to merge with Empire Theatre Trust CIO, a charitable incorporated organisation, charity registered number 1178975. A pre-merger vesting declaration was made by Halstead Empire Trust that with effect from 1 October 2018 in accordance with S310(2) of the Charities Act 2011 the Empire Theatre Trust CIO shall assume full responsibility for the management and running of all its charitable activities. All the objectives, activities remain the same as set out below.

The charity operates under the name of the "Empire Theatre". An executive committee administers the everyday running of the theatre.

Recruitment and appointment of new trustees

All trustees are briefed on their responsibilities as trustees prior to their acceptance of the role. Trustees shall hold office until they resign.

EMPIRE THEATRE TRUST CIO

TRUSTEES' ANNUAL REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2020

Organisational structure

The trustees hold meetings every three months at which decisions are made.

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. The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to ensure regular reports are produced for Trustees to ensure all necessary actions are taken to lessen the risks.

PUBLIC BENEFIT

The Trustees have complied with the duty in Section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission in respect of public benefit and in planning the activities for the year, have kept this in mind.

OBJECTIVES AND ACTIVITIES

The objectives, as set out in the original Halstead Empire Theatre Trust constitution document, are for the Trust to promote for the benefit of the inhabitants of Halstead and the neighbourhood surrounding the town, without distinction of sex, political religious or other opinions by associating with the Local Authorities, voluntary organisations and inhabitants in a common effort to advance education and particularly to educate the said inhabitants in the Arts and Sciences of theatre including arts, drama, mime, dancing, singing, and music by the presentation of performances, lectures, film shows, exhibitions, recitals, art exhibitions, arts festivals and other artistic educational and recreational activities and events.

The trustees believe that being involved with “theatre” can play an active role in bringing benefits to all ages of society, including social interaction, relationships and confidence building, as well as the benefits from attending performances and being entertained. The Theatre is very much a community project, involving local people to use the Theatre for a variety of activities.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Trust is active in fund raising by holding a variety of events. There was a good start to the year with streaming events, musical evenings with bands performing, bingo sessions and a successful pantomime in January. Cinema also did well with a string of popular films including separate Dementia and Autism friendly events. We also created a Dementia Friendly Choir project. New Equipment was purchased including a new lighting console and Dolby sound system. Unfortunately the coronavirus spread through Europe impacting in March and The Empire Theatre was forced to close. It was felt what we had brought better facilities to be utilised, with new equipment, sound system etc., to improve on the quality of the product we offer to performing groups, artistes and bands etc.

Performance

During lockdown all shows including the annual Music in the Park fund raising event were cancelled. With strong finances and a rent holiday granted by Halstead Town Council, volunteers embarked on a steady maintenance programme including structural repairs and a new cinema screen. All covid friendly procedures were introduced into the theatre with sanitisers, perspex screens, one way system, socially distanced seating plans, new entry and exit protocols in preparation for re-opening. Also during lockdown we held an AGM and a new committee was elected with a new chairman elected in place.

EMPIRE THEATRE TRUST CIO

TRUSTEES' ANNUAL REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2020

FINANCIAL REVIEW

The total incoming resources for the year amounted to £83,321 (2019 - £103,895). Expenditure for the year amounted to £88,349 (2019 - £110,256) which brought a (loss) surplus for the year of (£5,029) (2019 - (£6,361)).

VOLUNTEERS

The trust has no paid employees and is operated solely by between 30 – 40 unpaid volunteers. The trustees express their thanks to them for their hard work and achievements during the year.

RESERVES POLICY

The charity holds reserves in order that levels of service provided may be maintained should there be a reduction in incoming resources. Reserves in this context mean funds that are freely available for the purpose of the charity after all commitments have been met these funds were transferred to the Empire Theatre Trust CIO on 1 October 2018.

FUTURE PLANS

Since re-opening in May 2021 the cinema will continue to show films at least three times a week, our Dementia Friendly and Autism Friendly Cinema will continue with the financial support of local businesses. Our Streaming events will continue to expand with more shows planned for later this year and next year with National Theatre and Royal Opera House screenings as well as other well known artists. We have been on a recruitment drive and will be adding to the volunteer team, and we have introduced specific roles for people, so they can be trained accordingly.

We have plans to restart the Dementia Friendly Choir and also to run a pilot scheme with a local choir group called Big Sing, to engage with the less fortunate in our area.

There will be an advertising/marketing review to explore where our strengths and weaknesses lie, so that we can improve on both. We have plans to install a new heating system within the theatre which will be Eco-friendly and create a fresh and healthy environment within the building, there is also a joint project with our landlords to replace the roof tiles, with possibility of solar panels being added to the building. The projects are pursuing a National Lottery grant to fund them. We also are planning the installation of a new electric curtain which will cover and protect the film screen as well as providing facility to use this as backdrops for performing arts along with new ideas for younger audiences with young bands to be invited in to play at weekends.

Approved by order of the board of trustees on 05 October 2021 and signed on its behalf by:

Andrea Mary Morrall (chair)

- Chair Trustees

EMPIRE THEATRE TRUST CIO

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2020

Independent Examiner's report to the Trustees of Empire Theatre Trust CIO.

I report on the accounts of the Trust for the year ended 30 September 2020, which are set on pages 6 to 14.

This report is made solely to the Charity's Trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My independent examination work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my independent examination work, for this report, or for the opinions I have formed.

Respective Responsibilities of the Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- a. examine the accounts (under section 145 of the 2011 Act);
- b. to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act; and
- c. to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent Examiner's Statement

In connection with my examination and accounts preparation, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act; have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Beaumont Seymour
Chartered Certified Accountants
47 Butt Road
Colchester
Essex
CO3 3BZ

Date: 05 October 2021

EMPIRE THEATRE TRUST CIO**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

	Notes	2020		2019	
		£	£	£	£
INCOME RESOURCES					
Income and endowments from:					
Donations and legacies			26,148		9,098
Charitable activities			56,372		94,797
Separate material item of income			800		-
TOTAL	3		<u>83,321</u>		<u>103,895</u>
RESOURCES EXPENDED					
Expenditure on:					
Raising funds			8,269		9,895
Charitable activities			37,852		56,182
Separate material item of expense			913		3,391
Other			41,316		40,788
TOTAL	4		<u>88,349</u>		<u>110,256</u>
NET (EXPENDITURE) INCOME			(5,029)		(6,361)
RECONCILIATION OF FUNDS					
TOTAL FUNDS BROUGHT FORWARD			<u>171,566</u>		<u>177,927</u>
TOTAL FUNDS CARRIED FORWARD			<u>166,537</u>		<u>171,566</u>

All income and expenditure in the comparative and current Statement of Financial Activities were unrestricted.

The Statement of Financial Activities includes all gains or losses recognised in the year

The notes on pages 8 to 14 form part of these financial statements.

EMPIRE THEATRE TRUST CIO**BALANCE SHEET****FOR THE YEAR ENDED 30 SEPTEMBER 2020**

	Notes	2020		2019	
		£	£	£	£
FIXED ASSETS					
Tangible assets	8		54,515		49,383
CURRENT ASSETS					
Stocks	7	600		1,575	
Debtors	9	1,830		2,779	
Cash at bank and in hand	11	110,454		124,825	
TOTAL CURRENT ASSETS		112,884		129,179	
CREDITORS:					
Amounts falling due within one year	10	863		6,996	
NET CURRENT ASSETS			112,022		122,183
TOTAL ASSETS LESS CURRENT LIABILITIES			166,537		171,566
FUNDS OF THE CHARITY					
Unrestricted funds	12		166,537		171,566

ON BEHALF OF THE TRUSTEES:

Andrea Mary Morrall (chair) Trustee

Neil Keith Hardy Trustee

Elizabeth Janette Barrow Trustee

05 October 2021 Date

EMPIRE THEATRE TRUST CIO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2020

1. BASIS OF PREPARATION

CIO Information

The Empire Theatre Trust CIO was registered as a charitable incorporated organisation on 28 June 2018. The Halstead Empire Trust, which was registered as a Charity and governed by a constitution dated 31 March 1978 agreed to merge with the Empire Theatre Trust CIO by a resolution dated 11 September 2018. A pre-merger vesting declaration was made by the Halstead Empire Trust that with effect from 1 October 2018 in accordance with S310(2) of the Charities Act 2011 the Empire Theatre Trust CIO shall assume full responsibility for the management and running of all its charitable activities and the objectives remain the same per the original governing

Basis of accounting

These financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these financial statements.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (“Charities SORP (FRS 102)”) and the Charities Act 2011 and UK generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a ‘true and fair view’ and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a ‘true and fair view’. This departure has involved following Charities SORP (FRS 102) rather than Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Empire Theatre Trust CIO meets the definition of a public benefit entity under FRS 102.

Going concern

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

2. ACCOUNTING POLICIES

INCOME

Recognition of income

Income is recognised in full in the Statement of Financial Activities (“SoFA”) in the year in which it is receivable.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses.

Grants and Donations

Grants and donations are only included in the SoFA when received.

In the case of performance related grants, income is only recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met.

Income from interest

Interest income from cash deposits is recognised in the SoFA gross when receivable.

EMPIRE THEATRE TRUST CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2020

2. INCOME (CONTINUED)

Legacies

Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met before the income is received.

Government grants

The charity has received government grants in the reporting period.

Tax reclaims on donations and gifts

Gift aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise. The Charity was registered for Gift Aid on 28 June 2018.

Contractual income and performance related grants

This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

Donated services and facilities

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.

Volunteer help

The value of any volunteer help received is not included in the financial statements but is described in the Trustee's Annual Report.

Settlement of insurance claims

Insurance claims are only included in the SoFA when the general income recognition criteria are met and are included as an item of other income in the SoFA.

2. EXPENDITURE AND LIABILITIES

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

EMPIRE THEATRE TRUST CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2020

2. EXPENDITURE AND LIABILITIES (CONTINUED)

Grants payable without performance conditions

Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid commitment, a liability for the full funding obligation must be recognised.

Redundancy cost

The charity is operated purely by volunteer staff therefore no redundancy payments were made during the reporting period.

Deferred income

No material item of deferred income has been included in the financial statements.

Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

Value added tax

The charity is not registered for VAT, therefore expenditure in the SoFA includes the relevant VAT.

Exceptional repairs

Costs of exceptional repairs are charged to the SoFA in the year in which they are incurred.

2. ASSETS

Tangible fixed assets for the use by charity

These are capitalised if they can be used for more than one year and cost at least £100. They are valued at cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures, fittings and equipment	20% on reducing balance
----------------------------------	-------------------------

Cash at bank and in hand

Cash at bank and in hand is held on a short term basis as working capital.

Stocks

Stocks held for resale are valued at the lower of cost and net realisable value, after making due allowances for obsolete and slow moving items.

EMPIRE THEATRE TRUST CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2020

2. ASSETS (CONTINUED)

Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently they are measured at the cash or other consideration expected to be received.

3. ANALYSIS OF INCOME

All income in the comparative and current Statement of Financial Activities were unrestricted.

	2020 £	2019 £
Donations and legacies		
Donations and gifts	2,183	4,052
Legacies	13,965	4,189
General grants provided by government/other charities	-	857
Government Grant	10,000	-
Total	26,148	9,098
 Charitable activities		
Charitable activities	56,372	94,797
 Separate material item of income		
Sale of obsolete equipment	800	-
 TOTAL INCOME	83,321	103,895

EMPIRE THEATRE TRUST CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2020

4. ANALYSIS OF EXPENDITURE

All expenditure in the comparative and current Statement of Financial Activities were unrestricted.

	2020	2019
	£	£
Expenditure on raising funds		
Advertising, marketing, direct mail and publicity	2,582	3,173
Other trading activities	5,686	6,722
Total	<u>8,269</u>	<u>9,895</u>
Expenditure on charitable activities		
Hire of acts and purchase of supplies for resale being the cost of running shows and films	<u>37,852</u>	<u>56,182</u>
Separate material item of expense		
The purchase of low value equipment treated as expense	<u>913</u>	<u>3,391</u>
Other		
Property running expenses and overheads	28,897	29,453
Depreciation	12,419	11,335
Total	<u>41,316</u>	<u>40,788</u>
TOTAL EXPENDITURE	<u>88,349</u>	<u>110,256</u>

There were no staff employed by the charity (2019: no staff employed)

The Trustees received no remuneration or benefits from the charity during the year (2019: none)

Fees paid for the Independent Examination or accountancy £840 (2019: none)

5. STOCKS

	2020	2019
	£	£
Charitable activities		
Stock for resale		
At 30 September 2019	1,575	1,575
Purchases	4,006	7,139
Obsolete	- 975	-
Sales	(4,006)	(7,139)
At 30 September 2020	<u>600</u>	<u>1,575</u>

EMPIRE THEATRE TRUST CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2020

6. TANGIBLE FIXED ASSETS

	Property Improvements £	Fixtures & Fittings £	Electrical Equipment £	Total £
COST				
Transferred from Halstead Empire Trust				
On 1 October 2019	4,041	9,927	67,095	81,063
Additions	-	-	17,551	17,551
Disposals	-	-	-	-
At 30 September 2020	<u>4,041</u>	<u>9,927</u>	<u>84,646</u>	<u>98,613</u>
DEPRECIATION				
Transferred from Halstead Empire Trust				
On 1 October 2019	-	4,609	27,071	31,680
Charge for the year	-	1,064	11,355	12,419
Disposals	-	-	-	-
At 30 September 2020	<u>-</u>	<u>5,673</u>	<u>38,426</u>	<u>44,099</u>
NET BOOK VALUE				
As at 30 September 2020	<u>4,041</u>	<u>4,254</u>	<u>46,220</u>	<u>54,515</u>
As at 30 September 2019	<u>4,041</u>	<u>5,318</u>	<u>40,024</u>	<u>49,383</u>

Depreciation is provided at the following annual rates to write off each asset over its estimated useful life.
Fixtures, fittings and electrical equipment 20% on reducing balance

7. DEBTORS AND PREPAYMENTS

	2020 £	2019 £
Analysis of debtors		
Trade debtors	-	535
Prepayments and accrued income	<u>1,830</u>	<u>2,244</u>
Total	<u>1,830</u>	<u>2,779</u>
Analysis of debtors recoverable in more than 1 year (included in debtors above)		
Trade debtors	<u>-</u>	<u>385</u>

EMPIRE THEATRE TRUST CIO**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2020****10. CREDITORS AND ACCRUALS**

	2020	2019
	£	£
Amounts falling due within one year		
Trade creditors	130	4,833
Payments received on account for contracts	560	2,163
Accruals	172	-
Total	863	6,996

11. CASH AT BANK AND IN HAND

	2020	2019
	£	£
Cash at bank	109,403	123,196
Cash in hand	1,051	1,629
Total	110,454	124,825

12. CHARITY FUNDS

	2020	2019
	£	£
Unrestricted funds		
Transferred from Halstead Empire Trust on On 1 October 2019	171,566	177,927
Net income for the year	-	-
	171,566	177,927
Net expenditure for the year	5,029	6,361
At 30 September 2020	166,537	171,566

13. RELATED PARTIES

The charity is controlled by its Board of Trustees. No member of the Board of Trustees received any remuneration or any other financial benefit from the Charity, and no expenses were reimbursed to them.