

**HONITON COMMUNITY THEATRE COMPANY**

**REPORT AND FINANCIAL STATEMENTS**

**For the period 21 October 2019 to 31 March 2021**

**Charity Number: 1185903**

# **HONITON COMMUNITY THEATRE COMPANY**

## **ANNUAL REPORT AND FINANCIAL STATEMENTS**

For the period 21 October 2019 to 31 March 2021

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<b>Contents</b>	<b>Page</b>
Trustees Report	1 - 5
Independent examiners report	6 - 7
Statement of Financial Activities (including Income and Expenditure account)	8
Balance Sheet	9
Notes to the Financial Statements	10 - 15

**HONITON COMMUNITY THEATRE COMPANY**  
**A Charitable Incorporated Organisation**  
**Trustees Annual Report**  
**For the period 21 October 2019 to 31 March 2021**

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The Trustees for Honiton Community Theatre Company have pleasure in presenting their annual report and financial statements of the charity for the period 21 October 2019 to 31 March 2021.

**Reference and administrative details of the charity, its trustees and advisors**

Charity Name	Honiton Community Theatre Company	
Registered Charity Number	1185903	
Registered Office and operation address	22 Haydons Park Honiton Devon EX15 2TA	
Trustees:	Sally Cregan Richard Maddox Jo Hutter Katie Haywood Charlie Craig Ruth Hepburn Amelia Kyriacou	
Independent Examiner	Geraldine Coates ACPA Robson House Chapel Street Honiton Devon EX14 1EU	
Bankers	Barclays Bank Leicester LE87 2BB	(Local Branch: Honiton, Devon)
Email:	<a href="mailto:info@honitontheatre.co.uk">info@honitontheatre.co.uk</a>	
Website:	<a href="http://www.honitontheatre.co.uk">http://www.honitontheatre.co.uk</a>	

**HONITON COMMUNITY THEATRE COMPANY**  
**A Charitable Incorporated Organisation**  
**Trustees Report**  
**For the period 21 October 2019 to 31 March 2021**

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**Structure, governance and management**

Governing documents

The organisation is a Charitable Incorporated Organisation, incorporated on the 21 October 2019. The charity was established under a Foundation Model Constitution which establishes the objectives and powers of the charitable incorporated organisation and is governed under its Constitution.

Appointment of Trustees

Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Organisation

The Trustees meet quarterly to discuss and deal with the administration of the charity encompassing the strategic vision, financial accountability and risk management.

The operational management of the organisation is undertaken by a sub-committee on a monthly basis who report back to the Board of Trustees, who review and endorse the strategic plan.

Risk Management

The Trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those expenses. These include the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable organisation. These procedures are periodically reviewed to ensure that they will still meet the needs of the charity.

**Financial Review**

The results for the year and the charity's financial position at the end of the year are shown on the attached financial statements.

During the period 21 October 2019 to 31 March 2021, the Charity had income of £27,710 and expenditure of £22,247. There was a surplus of £5,463.

**HONITON COMMUNITY THEATRE COMPANY**  
**A Charitable Incorporated Organisation**  
**Trustees Report**  
**For the period 21 October 2019 to 31 March 2021**

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The Charity undertook the following activities during the period:

- Performed a full youth production of Dracula Spectacular in late October 2019
- Performed a production of Dick Whittington in February 2020

The National COVID Lockdown commenced in March 2020, resulting in all further plans being postponed/put on hold.

Reserves policy

The trustees have a strategy to continue to build reserves through planned operating surpluses. The COVID trading restrictions during the period 21 October 2019 to 31 March 2021 restricted their trading activities.

**Financial Review**

The Trustees have had due regard to the Charity Commission's guidance on public benefit when reviewing the charity's objectives and planning its future activities. This report will aim to demonstrate the link between our charitable activity and how this benefits our service users.

**Objectives and activities**

To advance, improve, develop and maintain public education in, and appreciation of, the art of drama, and performing artists by any means the Trustees see fit, including through the presentation of public performances. This continues to be the Charity's objective albeit the Charity's activities were restricted under COVID trading rules during the period ending 31 March 2021.

Dracula Spectacular was performed in October 2019 at the Beehive Community Complex, Honiton. This was the first youth only production for the company. The rehearsal process started ten weeks prior with twice weekly rehearsals enabling young people to rehearse and perform. Workshops were held to develop new skills and concepts to gain confidence. Young people worked with a qualified Musical Director. Cast and crew were further involved in public engagement through local community events such as the carnival.

**HONITON COMMUNITY THEATRE COMPANY**  
**A Charitable Incorporated Organisation**  
**Trustees Report**  
**For the period 21 October 2019 to 31 March 2021**

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Dick Whittington was performed to the public in February 2020. Approximately 1200 members of the public came to watch and appreciate the performance. The cast consisted of 23 young people aged 8 to 18, and 27 adults. A backstage team of a further 20 adults supported the production in roles such as director, producer, stage hand, costume, scenery and chaperones.

All productions from audition, rehearsal through to public performance promote and encourage inclusivity for all members including those with SEN needs and vulnerable adults.

During this period, there have been three national lockdowns due to the Covid-19 pandemic, resulting in Honiton Community Theatre Company being unable to meet face to face. Shows planned after March 2020 were subsequently postponed. It became even more evident during this time how involvement in amateur dramatics supports mental health and wellbeing as many members found the lack of meeting face to face had a negative impact on their mental wellbeing. Trustees were keen to keep the members in contact with each other and hosted a number of get togethers via Zoom with quizzes and even a virtual Christmas party in December 2020.

**Plans for the future**

The Trustees continue to have ambitious plans in planning more public performances.

**Statement of Trustee Responsibilities**

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

**For the period 21 October 2019 to 31 March 2021**

Charity Law requires the Trustees to prepare financial statements for each financial period which gives a view of the state of affairs of the charitable incorporated organisation and of incoming resources and application of resources, including the income and expenditure of the charitable incorporated organisation for that period

. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting statements have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charitable incorporated organisation and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable incorporated organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board on \_\_\_\_\_ and signed on their behalf by: \_\_\_\_\_

27 JANUARY 2022

Sally Cregan (Chairperson)

S. P. Greyson

**HONITON COMMUNITY THEATRE COMPANY**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**  
For the period 21 October 2019 to 31 March 2021

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I report on the financial statements of Honiton Community Theatre Company for the period 21 October 2019 to 31 March 2021, which are set out on pages 8 to 15.

**Respective responsibilities of 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 of the Charities Act 2011 ("the Charities Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all 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 statement below.

**Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

**HONITON COMMUNITY THEATRE COMPANY**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

For the period 21 October 2019 to 31 March 2021

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I 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.

*G A Coates*

Geraldine Coates ACPA  
Robson House  
Chapel Street  
Honiton  
Devon  
EX14 1EU

25 January 2022

# HONITON COMMUNITY THEATRE COMPANY

## STATEMENT OF FINANCIAL ACTIVITIES

For the period 21 October 2019 to 31 March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>Income from:</b>					
Charitable Activities	6	20,206	-	20,206	
Donations	7	4,147	-	4,147	
Membership	8	1,779	-	1,779	
Other Trading Income	9	475	-	475	
Sundry Income	10	1,078	-	1,078	
Interest Income		25	-	25	
<b>Total Income</b>		<b>27,710</b>	<b>-</b>	<b>27,710</b>	
		=====	=====	=====	
<b>Expenditure on:</b>					
Raising Funds	11	17,258	-	17,258	
Operation of the Charity	12	4,989	-	4,989	
		<b>22,247</b>	<b>-</b>	<b>22,247</b>	
		=====	=====	=====	
<b>Net Income/(expenditure)</b>		<b>5,463</b>	<b>-</b>	<b>5,463</b>	
		=====	=====	=====	

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 10 to 15 form an integral part of the accounts.

# HONITON COMMUNITY THEATRE COMPANY

Charity Number: 1185903

## BALANCE SHEET

As at 31 March 2021

	Notes	£	Total 2021 £	£	Total £
<b><u>Fixed assets</u></b>					
Tangible Assets	13		16,776		16,776
<b><u>Current assets</u></b>					
Debtors		1,272			
Cash at Bank & In Hand		22,700			
		<b>23,972</b>			
<b>Creditors:</b> amounts falling due within one year		( 1,392)			
<b>Net Current Assets</b>			<b>22,580</b>		
<b>Total assets less current liabilities</b>			<b>39,356</b>		
<b><u>Funds of the charity</u></b>					
Unrestricted income funds			39,356		
Restricted income funds			-		
<b>Total Funds</b>			<b>39,356</b>		

The notes on pages 10 to 15 form an integral part of these accounts.

These financial statements were approved by the Board on: 27 JANUARY 2022

And are signed on its behalf by:

Sally Cregan  
Chairperson

S.A. Cregan .

## HONITON COMMUNITY THEATRE COMPANY

### NOTES TO THE FINANCIAL STATEMENTS

For the period 21 October 2019 to 31 March 2021

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**1 Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

**2 Basis of accounting**

**2.1 Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts 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 (FRS 102) (effective 1 January 2015) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Honiton Community Theatre Company CIO meets the definition of a public benefit entity under FRS 102.

**2.2 Preparation of the accounts on a going concern basis**

The charity reported total unrestricted funds at the year end of £39,356. The Trustees are of the view that the immediate future of the charity for the next 12 to 18 months is secure and that on this basis the charity is a going concern.

**3 Income**

**3.1 Recognition of Income**

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

**3.2 Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

## **HONITON COMMUNITY THEATRE COMPANY**

### **NOTES TO THE FINANCIAL STATEMENTS**

For the period 21 October 2019 to 31 March 2021

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#### **3.3 Grants and donations**

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

#### **3.4 Volunteer help**

The value of volunteer help received is not included in the accounts.

#### **3.5 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

#### **3.6 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

### **4 Expenditure and liabilities**

#### **4.1 Liability recognition**

Liabilities are recognised when 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.

#### **4.2 Charitable activities**

Expenditure on charitable activities includes the costs of work and other activities undertaken to further the purposes of the charity and their associated support costs.

## HONITON COMMUNITY THEATRE COMPANY

### NOTES TO THE FINANCIAL STATEMENTS

For the period 21 October 2019 to 31 March 2021

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#### 4.3 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### 4.4 Creditors

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

### 5 Assets

#### 5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £250 or more are capitalised at cost (unless deemed to be an improvement to an asset) and are depreciated over their estimated useful lives on a straight line basis.

Equipment	Straight line @ 10%
Containers	Straight line @ 5%

## HONITON COMMUNITY THEATRE COMPANY

### NOTES TO THE FINANCIAL STATEMENTS

For the period 21 October 2019 to 31 March 2021

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#### Analysis of Income

	Unrestricted Funds £	Total 2021 £
<b>6 Charitable Activities</b>		
Performance Draws	493	493
Sale of DVDs	530	530
Sale of Programmes	652	652
Sale of T-Shirts	358	358
Ticket Sales	<u>18,173</u>	<u>18,173</u>
	20,206	20,206
	=====	=====
<b>7 Donations</b>		
Battersthorpe Trust	1,000	1,000
Other Donations	<u>3,147</u>	<u>3,147</u>
	4,147	4,147
	=====	=====
<b>8 Membership</b>		
On stage subscriptions	1,090	1,090
Subscriptions	<u>689</u>	<u>689</u>
	1,779	1,779
<b>9 Other Trading Income</b>		
Advertising Income	95	95
Sale of Costumes	<u>380</u>	<u>380</u>
	475	475
<b>10 Sundry Income</b>		
Panto Meal	888	888
Miscellaneous Income	<u>190</u>	<u>190</u>
	1,078	1,078

The total income received by the Charity was £27,710 which includes interest income of £25.00.

# HONITON COMMUNITY THEATRE COMPANY

## NOTES TO THE FINANCIAL STATEMENTS

For the period 21 October 2019 to 31 March 2021

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### Analysis of expenditure on charitable activities

	Unrestricted Funds £	Total 2021 £
11. Raising Funds		
Advertising & Promotion	903	903
Band	3,398	3,398
Beehive Rental		
- Performances	2,250	2,250
- Rehearsals	2,396	2,396
Cube Hire	1,248	1,248
DVD/Video Purchases	550	550
Lighting	1,119	1,119
Make Up	25	25
Performing Rights Fees	272	272
Programmes & Tickets	485	485
Props	251	251
Purchase of T-Shirts	200	200
Scenery costs	1,672	1,672
Scripts & Fees	1,304	1,304
Sound	226	226
Venue Hire	251	251
Wardrobe	708	708
	<u>17,258</u>	<u>17,258</u>
	=====	=====
12. Operation of the Charity		
Depreciation	2,053	2,053
Insurance	777	777
Miscellaneous Expenses	436	436
NODA	185	185
Office Expenses & Postage	104	104
Panto Meal	942	942
Professional Fees	240	240
Website Costs	252	252
	<u>4,989</u>	<u>4,989</u>
	=====	=====

The total expenditure for the period ending 31 March 2021 was £22,247.

# HONITON COMMUNITY THEATRE COMPANY

## NOTES TO THE FINANCIAL STATEMENTS

For the period 21 October 2019 to 31 March 2021

### 13 Tangible Fixed Assets

	Equipment	Containers	Total
	£	£	£
<b>Cost</b>			
Opening Balances	7,000	7,000	14,000
Additions	4,829	-	4,829
Disposals	-	-	-
<b>Balance carried forward</b>	<b>11,829</b>	<b>7,000</b>	<b>18,829</b>
<b>Depreciation</b>			
Basis	SL	SL	
Rate	10%	5%	
Balance brought forward	-	-	-
Depreciation charge for year	1,556	497	2,053
Disposals	-	-	-
<b>Balance carried forward</b>	<b>1,556</b>	<b>497</b>	<b>2,053</b>
<b>Net Book Values</b>	<b>10,273</b>	<b>6,503</b>	<b>16,776</b>
	=====	=====	=====