

HONITON COMMUNITY THEATRE COMPANY

REPORT AND FINANCIAL STATEMENTS

For the year ending 31 March 2022

Charity Number: 1185903

HONITON COMMUNITY THEATRE COMPANY

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ending 31 March 2022

Contents

Page

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 year ending 31 March 2022

The Trustees for Honiton Community Theatre Company have pleasure in presenting their annual report and financial statements of the charity for the year ending 31 March 2022.

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 (Resigned 30/04/2021) Ruth Hepburn (Resigned 30/04/2021) Amelia Kyriacou (Resigned 30/04/2021) Karen Wilson (Appointed 01/05/2021) Danny Beaven (Appointed 01/05/2021)	
Independent Examiner	Geraldine Coates ACPA Robson House, Chapel Street, Honiton, Devon, EX14 1EU	
Bankers	Barclays Bank Leicester LE87 2BB (Local Branch: Honiton, Devon)	
Email:	info@honitontheatre.co.uk	
Website:	http://www.honitontheatre.co.uk	

HONITON COMMUNITY THEATRE COMPANY
A Charitable Incorporated Organisation
Trustees Report
For the year ending 31 March 2022

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 year ending 31 March 2022, the Charity had income of £20,103 and expenditure of £20,670. There was a deficit of £567.00..

HONITON COMMUNITY THEATRE COMPANY
A Charitable Incorporated Organisation
Trustees Report
For the year ending 31 March 2022

The Charity undertook the following activities during the period:

- Performed a production of Murder to Death in late July 2021
- Performed a production of Once Upon A Time in February 2022

Reserves policy

The trustees have a strategy to continue to build reserves through planned operating surpluses.

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.

It is with a sense of relief and pleasure that we present our report. We worked hard as a society to keep in touch during the COVID pandemic with virtual quizzes and chats and online Trustee meetings and play readings. Whilst we all did our best to 'keep the home fires burnings' there is no doubt that HCTC, as with most of society, has not come through the pandemic unscathed.

It is with great sadness that we formally note the passing of two long serving members; Janet Wood who always helped behind the scenes, safety pin and sewing kit in hand, and Rosemary Binmore, who was a chaperone and one of the sewing ladies, but also served on the committee as secretary for many years. Both will be greatly missed.

HONITON COMMUNITY THEATRE COMPANY
A Charitable Incorporated Organisation
Trustees Report
For the year ending 31 March 2022

Our first production after the pandemic was the play *Murdered to Death*, a comedy and melodrama performed with a socially distanced audience. It was wonderful to see our members back on stage performing so well, especially considering some rehearsals had taken place in the car park under umbrellas!

An old member, Alex Jackson offered to write a bespoke pantomime for our group called *Once Upon a Time in Pantoland*. As the show was written for us, it had plenty of principal roles as well as great opportunities for supporting and chorus roles too. It was great to see our youth section able to show their talents too which can sometimes be tricky in Pantomime. Whilst we still had COVID restrictions to manage, our panto burst onto the stage in February 2022, a slick and high-quality production and was extremely well received.

Plans for the future

Following the uncertainty of the pandemic, the Trustees are committed to setting out a future show strategy set two years in advance to create a more stable future. The upcoming structure will be adopted – August 2023 A Youth Production; November 2023 An Adult role Play; February 2024 A Pantomime & August 2024 A full company Musical. The Trustees have introduced pitching sessions to be held once or twice a year to allow members to pitch for shows that they would like to direct.

Whilst it has been wonderful to see our company back in production, we face a number of challenges moving forward, including audience levels; costume support; the stability of The Beehive Complex; Trustee vacancies and general workloads. Advertising and marketing will be an important area going forward and we will try to boost, in particular, our online presence.

Although it has been a challenging couple of years and we still have some difficulties to overcome – it's great to be back!

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).

HONITON COMMUNITY THEATRE COMPANY
A Charitable Incorporated Organisation
Trustees Annual Report
For the year ending 31 March 2022

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:

8 AUGUST 2022

Sally Cregan (Chairperson)

S. A Cregan

HONITON COMMUNITY THEATRE COMPANY
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
For the year ending 31 March 2022

I report on the financial statements of Honiton Community Theatre Company for the year ending 31 March 2022, 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 year ending 31 March 2022

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 2023

HONITON COMMUNITY THEATRE COMPANY

STATEMENT OF FINANCIAL ACTIVITIES

For the year ending 31 March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Income from:					
Charitable Activities	6	17,156	-	17,156	20,206
Donations	7	112	-	112	4,147
Membership	8	1,809	-	1,809	1,779
Other Trading Income	9	125	-	125	475
Sundry Income	10	899	-	899	1,078
Interest Income		2	-	2	25
Total Income		20,103	-	20,103	27,710
		=====	=====	=====	=====
Expenditure on:					
Raising Funds	11	16,716	-	16,793	17,258
Operation of the Charity	12	3,954	-	3,877	4,989
		20,670	-	20,670	22,247
		=====	=====	=====	=====
Net Income/(expenditure)		(567)	-	(567)	5,463
		=====	=====	=====	=====

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derived 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 2022

	Notes	£	Total 2022 £	£	Total 2021 £
Fixed assets					
Tangible Assets	13		<u>15,632</u>		<u>16,776</u>
			15,632		16,776
Current assets					
Debtors		1,287		1,272	
Cash at Bank & In Hand		<u>22,997</u>		<u>22,700</u>	
		24,284		23,972	
Creditors: amounts falling due within one year		<u>(887)</u>		<u>(1,392)</u>	
Net Current Assets			<u>23,397</u>		<u>22,580</u>
Total assets less current liabilities			<u>39,029</u>		<u>39,356</u>
Funds of the charity					
Unrestricted income funds			39,029		39,356
Restricted income funds			-		-
Total Funds			<u>39,029</u>		<u>39,356</u>

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

These financial statements were approved by the Board on: 8 AUGUST 2022

And are signed on its behalf by:

Sally Cregan
Chairperson

Sally Cregan

HONITON COMMUNITY THEATRE COMPANY

NOTES TO THE FINANCIAL STATEMENTS

For the year ending 31 March 2022

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 £39,029. 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 year ended 31 March 2022

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 year ending 31 March 2022

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 year ending 31 March 2022

Analysis of Income

	Unrestricted Funds £	Total 2022 £	Total 2021 £
6 Charitable Activities			
Performance Draws	342	342	493
Sale of DVDs	334	334	530
Sale of Photographs	45	45	-
Sale of Programmes	504	504	652
Sale of T-Shirts	964	964	358
Ticket Sales	<u>14,967</u>	<u>14,967</u>	<u>18,173</u>
	17,156	17,156	20,206
	=====	=====	=====
7 Donations			
Battersthome Trust	-	-	1,000
Other Donations	<u>112</u>	<u>112</u>	<u>3,147</u>
	112	112	4,147
	=====	=====	=====
8 Membership			
On stage subscriptions	600	600	1,090
Subscriptions	<u>1,209</u>	<u>1,209</u>	<u>689</u>
	1,809	1,809	1,779
9 Other Trading Income			
Advertising Income	125	125	95
Sale of Costumes	<u>-</u>	<u>-</u>	<u>380</u>
	125	125	475
10 Sundry Income			
Panto Meal	761	761	888
Miscellaneous Income	<u>138</u>	<u>138</u>	<u>190</u>
	899	899	1,078

The total income received by the Charity was £20,103 which includes interest income of £2.00.

HONITON COMMUNITY THEATRE COMPANY

NOTES TO THE FINANCIAL STATEMENTS

For the year ending 31 March 2022

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Total 2022 £	Total 2021 £
11. Raising Funds			
Advertising & Promotion	854	854	903
Band	2,732	2,732	3,398
Beehive Rental			
- Performances	2,640	2,640	2,250
- Rehearsals	3,008	3,008	2,396
Cube Hire	996	996	1,248
DVD/Video Purchases	298	298	550
Lighting	734	734	1,119
Make Up	113	113	25
Performing Rights Fees	512	512	272
Programmes & Tickets	746	746	485
Props	112	112	251
Purchase of T-Shirts	990	990	200
Scenery costs	1,131	1,131	1,672
Scripts & Fees	822	822	1,304
Sound	172	172	226
Sundry Expenditure	88	88	
Venue Hire	250	250	251
Wardrobe	518	518	708
	<u>16,716</u>	<u>16,716</u>	<u>17,258</u>
	=====	=====	=====
12. Operation of the Charity			
Depreciation	1,543	1,543	2,053
Insurance	508	508	777
Miscellaneous Expenses	538	538	436
NODA	163	163	185
Office Expenses & Postage	164	164	104
Panto Meal	873	873	942
Professional Fees	-	-	240
Website Costs	165	165	252
	<u>3,954</u>	<u>3,954</u>	<u>4,989</u>
	=====	=====	=====

The total expenditure for the period ending 31 March 2022 was £20,670.

HONITON COMMUNITY THEATRE COMPANY

NOTES TO THE FINANCIAL STATEMENTS

For the year ending 31 March 2022

13 Tangible Fixed Assets

	Equipment	Containers	Total
	£	£	£
Cost			
Opening Balances	11,829	7,000	18,829
Additions	399	-	399
Disposals	-	-	-
Balance carried forward	12,228	7,000	19,228
Depreciation			
Basis	SL	SL	
Rate	10%	5%	
Balance brought forward	1,556	497	2,053
Depreciation charge for year	1,193	350	2,543
Disposals	-	-	-
Balance carried forward	2,749	847	3,596
Net Book Values	9,479	6,153	15,632
	=====	=====	=====