



Avocet Theatre Company

Registered Charity, No: 1186908

Trustees' Annual Report & Statement of Financial Activity

for the Year Ended 31 July 2021

Trustees

Benjamin Coleman

Gillian Crowther

Deborah Coleman

Ian Keeffe

Jennifer Healy

Louise Nunneley

Sam Brittain

Amelia Haverson



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Trustees Annual Report & Statement of Financial Activity for the Year Ended 31 December 2020

1 Reference and Administration Details

1.1 Charity Name & Registration

Avocet Theatre Company

The charity is a Charitable Incorporated Organisation, registration no: 1186908, registered with the Charity Commission on 12th December 2019. Avocet Theatre Company is sometimes abbreviated to ATC.

1.2 Charity's Address

20 Waller Drive, Banbury, OX16 9NR

E-mail: avocettheatrecompany@gmail.com

Website: www.AvocetTheatre.co.uk

1.3 Names of the Trustees Who Manage the Charity

	<i>Role</i>	<i>Appointed</i>	<i>Resigned</i>
Benjamin Coleman	Chair	12 December 2019	
Ian Keeffe	Treasurer	12 December 2019	
Gillian Crowther	Secretary	12 December 2019	
Jennifer Healy	Safeguarding	12 December 2019	
Deborah Coleman		12 December 2019	
Louise Nunneley		12 December 2019	
Sam Brittain		12 December 2019	
Amelia Haverson		20 July 2021	

1.4 Names of Advisors & Senior Members of Staff

None

1.5 Bank

Barclays Bank, 32 Bridge Street, Banbury, OX16 5PN

2 Structure, Governance & Management

2.1 Type of Governing Document

Constitution – based on the Charity Commission's model governing document for Foundation Charitable Incorporated Organisations.

2.2 Additional Governance

For individual projects, in accordance with Avocet Theatre Company's charitable objectives, a sub-committee will be convened to oversee the running of said project. For example, this will often take the form of a 'production team'. This sub-committee is always answerable to the trustees and will include at least one trustee on said sub-committee to represent the trustees. The Trustees also form part of a Committee that oversees operations of Avocet Theatre Company. On this Committee

is one member who is not a Trustee. This member takes part in discussions but does not vote on Trustee matters.

2.3 Charitable Objects

As defined in Avocet Theatre Company's Constitution (Governing Document), *the charity's objects ("objects") are:*

- *For the public benefit to advance the education in the arts through provision of theatre productions and workshops*

2.4 Trustee Selection Methods

There must be at least three charity trustees. The maximum number of trustees is 10.

In accordance with the Constitution, apart from the first charity trustees, every trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees.

In appointing Trustees, due consideration is given to ensuring that the Trustees have, between them, the skills and experience necessary to manage the charity effectively and in accordance with charity law. All new trustees will be provided with a copy of the Governing Document (Constitution) and the most recent Trustees' Annual Report & Financial Statements

2.5 Other

The Trustee's voted unanimously to alter the financial year for the charity. This brings the charity report in line with Avocet Theatre Company's 'Season Planning' document meaning better efficiency in the running of the charity.

3 Activities

3.1 Statutory Declaration

The Trustees of Avocet Theatre Company confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

4 Achievements & Performance

4.1 Outputs and Outcomes for the Charity's Beneficiaries

Due to the COVID-19 pandemic, Avocet Theatre Company continued to produce online content. We held a variety of workshops including the interactive 'Making a Musical' as well as Read Through Sessions. A number of people aged 8+ had signed up to take part in these events. We also held 'Virtual Kitchen Discos' for the community. When restrictions allowed, Avocet Theatre Company restarted rehearsals for our January 2022 production of Robin Hood. This was done in a COVID secure way. Some members unfortunately had to withdraw from the production, which resulted in a large, temporary loss in membership/production fees. However, new cast members joined the production and paid their fees, making up for some of the loss.

4.2 How the Public Have Benefitted.

Avocet Theatre Company have continued pursuing their charitable aims by allowing people to join in with virtual workshops and events for free. These workshops have been educational and accessible to all members of the public, regardless of age and saw a number of new faces join for the sessions. The ATC Bursary continues to be in effect and is open to anyone who was struggling financially or from an underrepresented group. This Bursary is planned to be a recurring feature of

Avocet Theatre Company productions in order to promote the arts to more people. Avocet Theatre Company has also produced a podcast – Treading The Boards: The Amateur Theatre Podcast – which is free to listen or watch by members of the public. Analysis shows that the podcast is popular and receives listeners from different parts of the world. Topics are covered each week, giving advice to those involved with amateur theatre whilst also covering issues which effect all people such as mental health.

4.3 Trustee Development

Trustees are encouraged to participate in development opportunities as and when appropriate. Some members undertook further safeguarding training.

5 Financial Review

5.1 Details of Any Funds Materially in Deficit

The Charity has no funds that are materially in deficit.

5.2 Policy on Reserves

The Charity's policy on reserves is to generate and maintain a balance, which is sufficient:

- a) to preserve the financial viability of the Charity in the event that unforeseen and/or unavoidable circumstance precipitate a short-term fall in its income;
- b) to enable the Charity, in the interests of meeting its objectives, to undertake from time to time the setting up of new and innovative projects on a pilot basis to demonstrate the viability and potential benefits of such activities as a precursor to securing the external funding necessary to maintain such projects on an on-going basis.

For these purposes the Charity will endeavour to generate and maintain reserves of at least £4,000.

5.3 Principal Sources of Funding and Outgoings

As with the last report, due to the COVID-19 pandemic, Avocet Theatre Company's usual highest source of income (ticket fees) has not been received. Our principal source of income has been in membership fees from the postponed production of Robin Hood. The Trustees are hopeful that, with the return of live theatre, a profit will be seen moving forward.

5.4 Remuneration of Trustees

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the Charity are reimbursed at cost.

5.5 Financial Status

Though modest, Avocet Theatre Company's current resources from unrestricted donations are more than sufficient to meet its outgoings for at least next year.

All the indications are that this will remain the case for the foreseeable future.

5.6 Statutory Statements on Liabilities

The Trustees declare that:

- ✓ The charity has given no guarantees where potential liability under the guarantee is outstanding at the date of this statement (eg: any outstanding/ongoing contract or legal undertaking to buy or provide specific services);

- ✓ The charity has no debt outstanding at the date of this statement which is owed by the CIO and which is secured by an express charge on any assets of the CIO (eg: a mortgage on property owned by the charity);

Approved by the Trustees and signed on their behalf,

B. Coleman

Name (& role): Benjamin Coleman (Chair of Trustees)

Date: 19th August 2021

6 Statement of Financial Activity

6.1 Independent Examiner's Report on the Accounts

Report to the Trustees of Avocet Theatre Company on the accounts for the year ended 31 July 2021 set out on pages 7 to 8

Reasoning

Whilst this charity's income falls below the requirement of an independent examination (£25,000+), the trustees decided to use an independent examiner for their first annual return

Responsibilities and Basis of the Report

As the charity 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act;
or
2. the accounts do not accord with those records.

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.

Name: Alice Robinson

Date: 5th August 2021

Receipts & Payments Accounts for the Financial Year Ended 31-July-21

6.1.1 Receipts & Payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
	-	-	-	-
Show fees	546	-	-	546
Xmas show income	200	-	-	200
Studio rental (Bodicote)	100	-	-	100
Easyfunding	85	-	-	85
Amazon credit	8	-	-	8
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	939	-	-	939
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	939	-	-	939
A3 Payments				
	-	-	-	-
Studio Rental ATC	692	-	-	692
Show Refunds	720	-	-	720
Hire of Longford Park hall	70	-	-	70
Insurance (NODA)	250	-	-	250
NODA Membership	72	-	-	72
Costume Hire	100	-	-	100
Zoom Payments	81	-	-	81
Soundtrack Purchases	£4.89	-	-	5
Sub total	1,990	-	-	1,990
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	1,990	-	-	1,990
Net of receipts/(payments)	- 1,051	-	-	- 1,051
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	10,828	-	-	10,828
Cash funds this year end	9,778	-	-	9,778

6.1.2 Statement of Assets and Liabilities

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Avocet Theatre Company	9,553	-	-
	Barclays Bank	-	-	-
	Banbury, OX15 4AZ	-	-	-
	Total cash funds	9,553	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Lighting Board		164	-
	Gorilla T Bar Lighting Stands (x2)		78	-
	Furniture		-	250
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

6.1.3 **Approval of the Board of Trustees**

The Trustees declare that they have approved the above Annual Report & Statement of Financial Activity.

Signed on behalf of the Trustees

A handwritten signature in brown ink that reads "B. Coleman". The signature is written in a cursive style with a large, looped initial "B".

Name (& role): Benjamin Coleman (Chair of Trustees)

Date: 19th August 2021

6.2 Notes to the Accounts

a) Accounting Policies

The financial statements have been prepared in accordance with the Charities Act 2011 Section 133, using the Receipts and Payments basis available to small charities.

b) Reimbursement of Out-of-Pocket Expenses

Out-of-pocket expenses incurred necessarily, reasonably and incidentally in the course the charity's activities are reimbursed at cost.

c) Salaries & Professional Fees

No trustee receives any payments for the services they provide to the charity.

In the current financial year the charity employed no staff or external contractors;

d) Fixed Assets

The charity has not purchased or disposed of any fixed assets in the current financial year;

e) Rounding Discrepancies

All amounts are recorded to the penny, but in these accounts are shown as digitally rounded to the nearest pound. This can occasionally result in a total apparently not being the sum of its constituent amounts. All individual amounts, and their totals, are nevertheless correct.