



Avocet Theatre Company

Registered Charity, No: 1186908

Trustees' Annual Report & Statement of Financial Activity

for the Year Ended 31 July 2023

Trustees

Benjamin Coleman

Gillian Crowther

Deborah Coleman

Ian Keeffe

Jennifer Healy

Louise Nunneley

Sam Brittain

Amelia Haverson

Amy Jones



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Contents

1	Reference and Administration Details	3
1.1	Charity Name & Registration	3
1.2	Charity's Address	3
1.3	Names of the Trustees Who Manage the Charity	3
1.4	Names of Advisors & Senior Members of Staff	3
1.5	Bank	3
2	Structure, Governance & Management	3
2.1	Type of Governing Document	3
2.2	Additional Governance	3
2.3	Charitable Objects	4
2.4	Trustee Selection Methods	4
2.5	Other	4
3	Activities	4
3.1	Statutory Declaration	4
4	Achievements & Performance	4
4.1	Outputs and Outcomes for the Charity's Beneficiaries	4
4.2	How the Public Have Benefitted	4
4.3	Trustee Development	5
5	Financial Review	5
5.1	Details of Any Funds Materially in Deficit	5
5.2	Policy on Reserves	5
5.3	Principal Sources of Funding and Outgoings	5
5.4	Remuneration of Trustees	5
5.5	Financial Status	5
5.6	Statutory Statements on Liabilities	5
6	Statement of Financial Activity	6
6.1	Independent Examiner's Report on the Accounts	6
6.2	Notes to the Accounts	10

Trustees Annual Report & Statement of Financial Activity

for the Year Ended 31 July 2022

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

40A Devon Way, Banbury, OX16 1UJ

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	
Amy Jones		22 May 2023	

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.

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

In May 2023, the Trustees agreed to appoint a new trustee who would act as a 'neutral trustee'. This person wouldn't be required to come to monthly meetings with regards to the day to day running of ATC but would act independently with regards to charitable decisions or conflicts of interest.

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

Upon returning to rehearsals in September after the summer break, Avocet Theatre Company continued rehearsals for our production of Disney's Moana the Musical Jr. This involved over 50 young people aged between 8 and 18. We staged the show in November 2023, which was a sell out success. We received overwhelming feedback and praise for the show which was also a financial success.. Following Moana, Avocet Theatre Company launched our next production – Sleeping Beauty. This production was written by our chairman and developed 'in-house'. We continued the trend of having a large membership and eventually split the ensemble into two teams in order to be inclusive, allowing everyone who auditioned a chance to be in the show. We finished the year by launching TheatreFest Banbury, where we would stage multiple productions in one week at the end of 2023. This production gives all members an opportunity to perform in at least one of the productions. Auditions will be held in September 2023.

4.2 How the Public Have Benefitted.

Avocet Theatre Company have continued pursuing their charitable aims by opening up auditions to new and returning members whilst staging a variety of productions to appeal to many. The ATC Bursary continues to be in effect and is open to anyone who was struggling financially or from an

underrepresented group. Our productions are open to the public to purchase tickets for the event that in turn supports the charity financially.

4.3 Trustee Development

Trustees are encouraged to participate in development opportunities as and when appropriate. Some members undertook further safeguarding training as part of their professional duties.

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 £3,000.

5.3 Principal Sources of Funding and Outgoings

Avocet Theatre Company's principal source of income this financial year has been from ticket sales for Moana the Musical and Sleeping Beauty, as well as membership fees. Further income was made on this event from front of house sales. Primary outgoings were for venue hire and securing of the rights for productions, particularly for the next financial year.

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: 22nd August 2023

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 2023 set out on pages 7 to 8

Reasoning

Whilst this charities income falls below the requirement of an independent examination (£25,000+), the trustees spoke to an independent examiner for their 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: 27th August 2023

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

6.1.1 Receipts & Payments

Section A Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
	-	-	-	-	-
Ticket Sales	13,564	-	-	13,564	-
Show Income/Fee/Revenue	5,502	-	-	5,502	-
Easy Fund	83	-	-	83	-
Adverts	285	-	-	285	-
Card Machine	574	-	-	574	-
Redunds/Credits	75	-	-	75	-
Santa Float	336	-	-	336	-
Show Fee.s	620	-	-	620	-
	-	-	-	-	-
Sub total(Gross income for AR)	21,039	-	-	21,039	12,227
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	21,039	-	-	21,039	12,227
A3 Payments					
	-	-	-	-	-
Studio Hire	2,520	-	-	2,520	-
DIY/Props	529	-	-	529	-
Rights/Scripts	3,884	-	-	3,884	-
Show Expense/Props	6,673	-	-	6,673	-
Hall Hire	2,033	-	-	2,033	-
NODA/Insurance	385	-	-	385	-
Costume/props/floats from cashpoint	750	-	-	750	-
Van Hire	140	-	-	689	-
IT Services	199	-	-	35	-
Front of House Stock	955	-	-	392	-
Payment of refunds	£139.00	-	-	139	-
	-	-	-	-	-
Sub total	18,207	-	-	18,207	6,164
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	18,207	-	-	18,207	6,164
Net of receipts/(payments)	2,832	-	-	2,832	6,063
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,735	-	-	15,735	-
Cash funds this year end	18,837	-	-	18,837	6,063

6.1.2 Statement of Assets and Liabilities

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Avocet Theatre Company	18,837	-	-
	Barclays Bank	-	-	-
	Banbury, OX15 4AZ	-	-	-
	Total cash funds	18,837	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Lighting Board		-	-
	Gorilla T Bar Lighting Stands (x2)		-	-
	Furniture		-	-
	Set Pieces		-	-
	Speaker System and Sound Desk		-	-
	Props		-	-
	Costumes		-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	

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: 31st August 2023

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.