



# Keighley Youth Theatre

## Trustees' Annual Report

01/01/2021 - 31/12/2021

| Section A  |                                    | Reference and administration details                        |   |
|--|------------------------------------|---|---|
| Charity name   |                                    | Keighley Youth Theatre                                      |   |
| Other names charity is known by  |                                    | KYDZ  |   |
| Registered charity number (if any)   |                                    | 1187137   |   |
| Charity's principal address  |                                    | Oakworth Methodist Church<br>Lidget<br>KEIGHLEY<br>BD22 7HN |   |
| Names of the charity trustees who manage the charity                                 |                                    |   |   |
| Trustee name   | Office (if any)                    | Dates acted if not for the whole year                       | Name of person (or body) entitled to appoint trustee (if any) |
| David Knights  | Chair                              |   |   |
| Robert Green   | Compliance Director                |   |   |
| Robina Wedge   | Finance Director                   |   |   |
| Bethany Green  | Strategy & Sustainability Director |   |   |
| Names of the trustees for the charity, if any, (for example, any custodian trustees) |                                    |   |   |
| Trustee name   |                                    | Dates acted if not for the whole year                       |   |
| N/A  |                                    | N/A   |   |
| Names and addresses of advisers (Optional information)                               |                                    |   |   |
| Type of Advisor  | Name                               | Address   |   |
| N/A  | N/A                                | N/A   |   |
| Name of chief executive or names of senior staff members (Optional information)      |                                    |   |   |
| N/A  |                                    |   |   |
| Section B  |                                    | Structure, governance and management                        |   |
| Type of governing document   |                                    | Constitution  |   |
| How the charity is constituted   |                                    | Charitable Incorporated Organisation                        |   |
| Trustee selection methods  |                                    | Elected by trustees   |   |

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Charity started as a newly incorporated organisation at the start of 2020 having reformed from a previous charity under the same name registered as an unincorporated organisation.

**Section C****Objectives and activities**

Summary of the objects of the charity set out in its governing document

The objects of the CIO are:

- (1) To educate the public in the theatrical arts, and to assist the development, appreciation and taste in said arts.
- (2) To advance the education of children and young people in the local area into the craft and technique of theatre production and staging.
- (3) To assist and further such charitable institutions and charitable purposes as the Committee and/or Board shall from time to time determine.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

2021 was dominated by Covid restrictions, which resulted in the group mainly meeting online. Although in person rehearsals did resume where restrictions permitted, they were never relaxed to an extent that rehearsals for a full production could take place.

We produced a short digital film, directed and written by the cast – which was well received. Fundraising efforts continued in the background, where activity mainly moved online in order to continue the momentum but keep on the right side of the restrictions on public meeting.

**Additional governance issues (Optional information)**

You **may choose** to include further statements, where relevant, about:


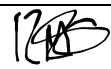
- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The contribution of volunteers to the CIO is significant and wide ranging covering day to day management of the charity as well as the strategy and ongoing sustainability planning to ensure future viability.

| Section D   | Achievements and performance  |
|---|---|
| Summary of the main achievements of the charity during the year | <ul style="list-style-type: none"> <li>- Continued to engage the young members during the pandemic</li> <li>- Staged one production in March 2020</li> <li>- Continued to ensure financial stability by fundraising whilst the charity was not operating and productions could not be staged.</li> <li>- Created several short film dramas with the young people under Covid restrictions.</li> </ul> |

| Section E  | Financial review   |
|--|--|
| Brief statement of the charity's policy on reserves  | <p>The Charity holds reserves in order to protect the viability of the Charity in the event of a total loss of income.</p> <p>The reserves policy is due for review in 2023.</p>   |
| Details of any funds materially in deficit   | The Trust has no deficit.  |
| Further financial review details (Optional information)  |  |
| <p>You <b>may choose</b> to include additional information, where relevant about:</p> <ul style="list-style-type: none"> <li>• the charity's principal sources of funds (including any fundraising);</li> <li>• how expenditure has supported the key objectives of the charity;</li> <li>• investment policy and objectives including any ethical investment policy adopted.</li> </ul> | <p>We have continued to raise funds throughout the year by fundraising online, mainly through the sale of donated items of clothing and children's toys.</p> <p>We have also continued to raise funds via our Acting Membership subscription fees which were continued during the pandemic due to our fixed overhead costs.</p> <p>We also took the decision to continue with our rental payments to the Methodist Church (albeit at a reduced rate) despite these charges being withdrawn. We realise that it is important to work closely with our wider community partners, and understand the financial difficulty the pandemic placed on the Church, so we felt it right and charitable to continue our support of that organisation as much as we could.</p> |

| Section F | Other optional information |
|-----------|----------------------------|
|           |                            |

| Section G  | Declaration   |
|--|---|
| The trustees declare that they have approved the trustees' report above. |   |
| Signed on behalf of the charity's trustees                               |   |
| Signature(s)   |   |
| Full name(s)   | David Knights      Robert Green   |
| Position   | Artistic Director (Chair)      Compliance Director  |
| Date   | 2023-04-16      2023-04-16  |

**Profit & Loss**  
**Keighley Youth Theatre**  
Accounting Year 2021/21

|  | Debit        | Credit         |
|--|--------------|----------------|
| <b>Turnover</b>  |              | <b>2,178</b>   |
| Sales  |              | 206            |
| Subscription Fees  |              | 1,693          |
| Baby Sales   |              | 200            |
| Galas  |              | 78             |
| <b>add Other Income</b>  |              | <b>11</b>      |
| Grant Income   |              | 11             |
| <b>less Cost of Sales</b>  | <b>2</b>     |                |
| Materials  | 2            |                |
| <b>less Administration Expenses</b>                              | <b>3,671</b> |                |
| Uniforms   | 1,238        |                |
| A/V Capital  | 526          |                |
| Rent   | 650          |                |
| Computer Software  | 16           |                |
| Sundries   | 847          |                |
| Insurance  | 395          |                |
| <b>Operating Profit</b>  |              | <b>-£1,485</b> |
| <b>less Drawings</b>   |              | <b>£0</b>      |
| <b>less Profit &amp; Loss journal entries</b>                    |              | <b>£0</b>      |
| <b>Retained Profit this period:</b>                              |              | <b>-£1,485</b> |
| <b>Retained Profit brought forward:</b>                          |              | <b>£0</b>      |
| <b>Distributable Reserves / Retained Profit carried forward:</b> |              | <b>-£1,485</b> |

Name David Knights

Rob Green

Position: Artistic Director

Compliance Director

2023-04-16

2023-04-16

*David Knights*

*Rob Green*



# Signature Certificate

Reference number: BEXAQ-4YREH-Q9HSD-F2OV4

## Signer

## Timestamp

## Signature

### Rob Green

Email: rob.green@keighleyyouththeatre.co.uk

Sent: 16 Apr 2023 09:15:35 UTC  
Viewed: 16 Apr 2023 09:16:06 UTC  
Signed: 16 Apr 2023 09:16:55 UTC



IP address: 67.208.53.120  
Location: Keighley, United Kingdom

### David Knights

Email: david.knights@kydztheatre.co.uk

Sent: 16 Apr 2023 09:15:35 UTC  
Viewed: 16 Apr 2023 09:50:35 UTC  
Signed: 16 Apr 2023 09:52:10 UTC



IP address: 92.233.252.96  
Location: Bradford, United Kingdom

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