



# Keighley Youth Theatre

## Trustees' Annual Report

01/01/2022 - 31/12/2022

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 Lidget KEIGHLEY 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	Artistic Director (Chair)		
Robert Green	Finance & Compliance Director		
Bethany Green	Strategy & Sustainability Director		
Severina Ledgard	Director (without portfolio)	Appointed 20/03/2022	
Matthew Stewart	Secretary	Appointed 20/03/2022	
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	

<b>Type of governing document</b>	Constitution
<b>How the charity is constituted</b>	Charitable Incorporated Organisation
<b>Trustee selection methods</b>	Elected by trustees
<b>Additional governance issues (Optional information)</b>	
<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>We conducted a full audit of DBS compliance and relevant training for adult leaders and parent volunteers (eg safeguarding, first aid, chaperones).</p> <p>We have also started to plan a full audit/update (where necessary) of all policies (eg uniform, behaviour, subscriptions).</p>



<b>Section C</b>	<b>Objectives and activities</b>
Summary of the objects of the charity set out in its governing document	<p>The objects of the CIO are to:</p> <ul style="list-style-type: none"> <li>• (1) To educate the public in the theatrical arts, and to assist the development, appreciation and taste in said arts.</li> <li>• (2) To advance the education of children and young people in the local area in the craft and technique of theatre production and staging.</li> <li>• (3) To assist and further such charitable institutions and charitable purposes as the Committee and/or Board shall from time to time determine.</li> </ul>
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)	<p>We staged three productions in 2022:</p> <p>Everyday Fairytales: designed specifically to bond the members to counter effects of Covid (18 months meeting online and a cancelled show the previous autumn). Addressing a matter of concern for young people, everyday sexism.</p> <p>Concert: annual concert allows all members to shine as individuals as well as bringing together existing and new members.</p> <p>Home: contemporary musical play on the subject of a family separated by social services due to an alcoholic mother.</p> <p>Singing sessions: weekly online groups to build skills and confidence.</p>
<b>Additional governance issues (Optional information)</b>	
<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> </ul>	<p>The contribution of volunteers to the CIO is significant and wide-ranging, covering: day-to-day management of the charity; strategy and ongoing sustainability planning to ensure future viability; running the regular drama/singing sessions with the young people; additional support from parents during stage productions.</p>

<ul style="list-style-type: none"> <li>● policy programme related investment;</li> <li>● contribution made by volunteers.</li> </ul>	<p>Continuing to invest in technical equipment to support performances, such as lighting, sound, filming and costumes.</p> <p>Investing in specialist training for leaders in areas such as theatre and singing tuition.</p>
--	--

Section D	Achievements and performance
Summary of the main achievements of the charity during the year	<ul style="list-style-type: none"> <li>- Returned to live performances after 18 months meeting online.</li> <li>- Planning for a smooth transition during major change of membership: one third leaving for university/studies and subsequent recruitment of younger members.</li> <li>- Increasing confidence of many members through theatre and singing activities, attested by parents.</li> <li>- Provided emotional and practical support for the young people and their families (including peer-support).</li> <li>- Continued to maintain our financial stability through fundraising</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> <p>(Spending of surplus reserves on necessary upgrading of resources, especially technical equipment and costumes). In 2022 we invested heavily in Lighting and Audio/Visual equipment which was funded by a mixture of grant funding and spending our own capital from our reserves pot, which had gone above the amount necessary to sustain the Charity. We also invested some of our own capital in costumes.</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 in addition to ticket sales income, mainly through the sale of donated items of clothing and children's toys, along side taking part in local community fundraising events such as Village Galas and Christmas Fayres.</p> <p>Acting Membership subscription fees are set low to support inclusion; however, we ensure subs cover core running costs such as venue hire, insurance and uniforms.</p> <p>Ticket revenue covers the costs of staging productions. We have rebuilt our audiences following the Covid shutdown, and we take measures to keep the costs of staging low, including writing our own scripts.</p> <p>Expenditure on training covers objective 1. Expenditure on equipment covers objectives 1 and 2.</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)	Finance & Compliance Director	
Date	2023-08-31	2023-08-28	

# Profit & Loss

## Keighley Youth Theatre

Accounting Year 2022/22

	Debit	Credit
<b>Turnover</b>		<b>4,742</b>
Sales		34
Main Show - July		719
March Show		412
October Concert		687
Subscription Fees		2,635
Baby Sales		103
Galas		152
<b>add Other Income</b>		<b>4,024</b>
Grant Income		4,024
<b>less Cost of Sales</b>	<b>365</b>	
Materials	365	
<b>less Administration Expenses</b>	<b>14,421</b>	
Costumes	376	
Props	5	
Backing Tracks	34	
Lighting Capital	5,428	
Sound Capital	15	
A/V Capital	5,416	
Rent	2,135	
Computer Software	66	
Printing	16	
Stationery	86	
Sundries	14	
Accommodation and Meals	62	
Legal and Professional Fees	467	
Bank/Finance Charges	66	
Insurance	235	

<b>less Staff Costs</b>	<b>263</b>
Staff Training	263
<b>less Tax-Disallowable Admin Expenses</b>	<b>10</b>
Charitable Donations	10
<b>Operating Profit</b>	<b>-£6,293</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>-£6,293</b>
<b>Retained Profit brought forward:</b>	<b>-£1,485</b>
<b>Distributable Reserves / Retained Profit carried forward:</b>	<b>-£7,778</b>



# Signature Certificate

Reference number: V7MHR-HHU3Z-XWYTM-WSPKN

## Signer

## Timestamp

## Signature

### Rob Green

Email: rob.green@keighleyyouththeatre.co.uk

Sent: 28 Aug 2023 18:33:08 UTC  
Viewed: 28 Aug 2023 18:33:14 UTC  
Signed: 28 Aug 2023 18:34:36 UTC



IP address: 67.208.53.150  
Location: Keighley, United Kingdom

### David Knights

Email: david.knights@kydztheatre.co.uk

Sent: 28 Aug 2023 18:33:08 UTC  
Viewed: 31 Aug 2023 10:19:49 UTC  
Signed: 31 Aug 2023 11:10:40 UTC



### Recipient Verification:

✓ Email verified 31 Aug 2023 10:19:49 UTC

IP address: 82.39.28.151  
Location: Keighley, United Kingdom

Document completed by all parties on:

31 Aug 2023 11:10:40 UTC

Page 1 of 1



**Signed with PandaDoc**

PandaDoc is a document workflow and certified eSignature solution trusted by 40,000+ companies worldwide.

