



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From 27 October 2020 Period start date**  
**To 30 June 2021 Period end date**

**Charity name: Utopia Theatre**

**Charity registration number:1192008**

## **Objectives and Activities**

|                                                                             | SORP reference |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17      | <ol style="list-style-type: none"><li>1.The advancement of the arts through theatre productions, and creating activities, workshops and events for existing and emerging actors, playwrights, and other theatre practitioners for the benefit of the UK public and to engage wider with African theatre in the UK and internationally.</li><li>2.To promote social inclusion for the public benefit by working with people who are socially excluded on the grounds of their ethnic origin and to relieve the needs of such people and assist them to integrate into society, in particular by: providing theatre productions that encourage and enable the socially excluded to participate in the arts more effectively with the wider community.</li><li>3.To promote racial harmony particularly the mutual understanding between different racial groups by promoting theatrical activities in racially diverse communities to encourage understanding and compassion, and to combat discrimination and prejudice.</li></ol> |

|                                                                                                                                                                      |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <ul style="list-style-type: none"> <li>• Play Readings, Theatre production, touring (UK and International)</li> <li>• Supporting new and developing artists</li> <li>• Using African Theatre and Storytelling within the community</li> <li>• Digital Theatre - Recordings, podcasts, and masterclasses</li> </ul>                                                                                                                                                                                                                |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit                                         | Para 1.18          | <p>The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.</p> <p>The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. The Trustees consider how planned activities will contribute to the aims and objectives that have been set.</p> |

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

|                                                                  | SORP reference |                       |
|------------------------------------------------------------------|----------------|-----------------------|
| Policy on grant making                                           | Para 1.38      | <b>Not Applicable</b> |
| Policy on social investment including program related investment | Para 1.38      | <b>Not applicable</b> |
| Contribution made by volunteers                                  | Para 1.38      | <b>Not applicable</b> |
| Other                                                            |                | <b>Not applicable</b> |

## Achievements and Performance

|                                                                                                                                                                                                 | SORP reference |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | To the backdrop of the Pandemic and Lockdown, Utopia focused activities, projects, services of public benefit delivered and enabled by the Arts Council. During the first lockdown in 2020, Utopia Theatre supported the Black and ethnic minority community by adapting our work to deliver an online Creative Hub. This was a series of workshops, talks, interviews, and rehearsed readings that were delivered digitally via live streaming and video chat. We received feedback from participants that said that these activities helped counter loneliness and isolation and helped to support their mental health. |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Achievements against objectives set                          | Para 1.41 | <b>Not applicable</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Performance of fundraising activities against objectives set | Para 1.41 | <p>The crowdfunding campaign was launched in December 2020 on JustGiving with the aim of raising £10,000 to support the BAOBAB Project.</p> <p>Through the Utopia Baobab project, we are bringing together our community to support the future of African Theatre in the UK. Storytelling is at the heart of any theatre production, film, tv documentary, radio show and even video games. We want to address the lack of African voices in the culture and media space. With the money gathered through our fundraiser, we will give a group of gifted African playwrights a life-altering, and career-changing experience, giving them a chance to shine and break into the creative industry. An experienced team will support the development of three new plays for staging at a professional venue and publicise them further by publishing a book!</p> <p>So far it has raised £2,930 from 41 individual donors. It closes in early April.</p> <p>Many donated and shared their name and other gave anonymously. Both groups often added comments and encouragement, all of which are visible publicly.</p> <p>The campaign, like most crowdfunding campaigns, experienced interest, and support early on and then the level of interest and donations dropped off.</p> |

|                                           |           |                       |
|-------------------------------------------|-----------|-----------------------|
|                                           |           |                       |
| Investment performance against objectives | Para 1.41 | <b>Not applicable</b> |
| Other                                     |           | <b>Not applicable</b> |

## Financial Review

|                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review of the charity's financial position at the end of the period              | Para 1.21 | The financial statements have been prepared on a Receipts and Payments basis, and they comply with current statutory requirements and the charity's governing document. The Trustees' Annual Report has been prepared in compliance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | Trustees consider that the appropriate level of unrestricted reserves held by Utopia Theatre should be a minimum of 3 months expenditure. This is to allow the smooth operation of the charity and to sustain activity during a period of uncertainty due to the Covid-19 pandemic. This currently equates to £21,000. The reserves policy will be kept under review on an annual basis or if risks to the company change.                                 |
| Amount of reserves held                                                          | Para 1.22 | <b>£21,000</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Reasons for holding zero reserves                                                | Para 1.22 | <b>Not applicable</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Details of fund materially in deficit                                            | Para 1.24 | <b>None</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <b>Not applicable</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                 |           |                             |
|---------------------------------------------------------------------------------|-----------|-----------------------------|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | <b>Arts Council England</b> |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | <b>Not applicable</b>       |

|                                                         |           |                                                                            |
|---------------------------------------------------------|-----------|----------------------------------------------------------------------------|
| A description of the principal risks facing the charity | Para 1.46 | Financial Stability – Cashflow and budget impact of loss of income source. |
| Other                                                   |           | <b>NOT APPLICABLE</b>                                                      |

## Structure, Governance and Management

|                                                                                                                                                                            |           |                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------|
| Description of charity's trusts:                                                                                                                                           |           |                                                          |
| Type of governing document<br>(trust deed, royal charter)                                                                                                                  | Para 1.25 | <b>FOUNDATION MODEL CONSTITUTION</b>                     |
| How is the charity constituted?<br>(e.g., unincorporated association, CIO)                                                                                                 | Para 1.25 | <b>CIO</b>                                               |
| Trustee selection methods including details of any constitutional provisions e.g., election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <b>PUBLIC ADVERTISEMENT<br/>ELECTION BY ALL TRUSTEES</b> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                           |           |                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 | <ol style="list-style-type: none"> <li>1. Board induction policy</li> <li>2. Model articles of a Company Limited by Guarantee.</li> <li>3. Board induction information</li> <li>4. Board contact sheet</li> <li>5. CIO foundation model constitution</li> <li>6. The Essential Trustee Guide</li> </ol> |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | <b>7 TRUSTEES AND ARTISTIC DIRECTOR/CEO</b>                                                                                                                                                                                                                                                             |
| Relationship with any related parties                                                     | Para 1.51 | <b>NOT APPLICABLE</b>                                                                                                                                                                                                                                                                                   |
| Other                                                                                     |           | <b>NOT APPLICABLE</b>                                                                                                                                                                                                                                                                                   |

## Reference and Administrative details

|                             |                                                               |
|-----------------------------|---------------------------------------------------------------|
| Charity name                | UTOPIA THEATRE                                                |
| Other name the charity uses |                                                               |
| Registered charity number   | 1192008                                                       |
| Charity's principal address | <b>The Crucible</b><br>55 Norfolk Street<br>Sheffield, S1 1DA |
|                             |                                                               |

### Names of the charity trustees who manage the charity

|    | Trustee name                    | Office (if any)           | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|---------------------------------|---------------------------|-----------------------------------|---------------------------------------------------------------|
| 1  | DR MAX P<br>BERESFORD<br>FARRAR | Chair (up to<br>30.04.22) |                                   |                                                               |
| 2  | DANIEL<br>OLATOKUN              |                           |                                   |                                                               |
| 3  | ALICIA<br>HARRISON-<br>OBAFEMI  |                           |                                   |                                                               |
| 4  | PATRICIA<br>CUMPER              |                           |                                   |                                                               |
| 5  | SHAMIMA<br>NOOR                 |                           |                                   |                                                               |
| 6  | SARAH JANE<br>SANDERSON         |                           |                                   |                                                               |
| 7  | OLUBUKOLA<br>OSHIN              |                           |                                   |                                                               |
| 8  |                                 |                           |                                   |                                                               |
| 9  |                                 |                           |                                   |                                                               |
| 10 |                                 |                           |                                   |                                                               |
| 11 |                                 |                           |                                   |                                                               |
| 12 |                                 |                           |                                   |                                                               |
| 13 |                                 |                           |                                   |                                                               |
| 14 |                                 |                           |                                   |                                                               |
| 15 |                                 |                           |                                   |                                                               |
| 16 |                                 |                           |                                   |                                                               |
| 17 |                                 |                           |                                   |                                                               |
| 18 |                                 |                           |                                   |                                                               |
| 19 |                                 |                           |                                   |                                                               |
| 20 |                                 |                           |                                   |                                                               |

Corporate trustees – names of the directors at the date the report was approved

| Director name |  |  |
|---------------|--|--|
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year |  |
|--------------|-----------------------------------|--|
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |

**Funds held as custodian trustees on behalf of others**

|                                                                                                                               |                |
|-------------------------------------------------------------------------------------------------------------------------------|----------------|
| Description of the assets held in this capacity                                                                               | NOT APPLICABLE |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | NOT APPLICABLE |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | NOT APPLICABLE |
|                                                                                                                               |                |
|                                                                                                                               |                |

### **Additional information (optional)**

#### **Names and addresses of advisers (Optional information)**

| <b>Type of adviser</b> | <b>Name</b> | <b>Address</b> |
|------------------------|-------------|----------------|
|                        |             |                |
|                        |             |                |
|                        |             |                |
|                        |             |                |

#### **Name of chief executive or names of senior staff members (Optional information)**

MOJISOLA ELUFOWOJU

### **Exemptions from disclosure**

Reason for non-disclosure of key personnel details

NOT APPLICABLE

### **Other optional information**

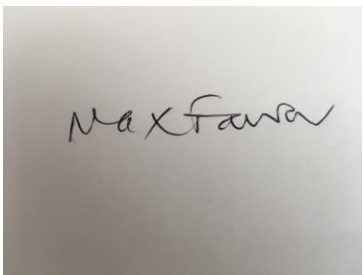
NOT APPLICABLE

### **Declarations**

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

**Signature(s)**

|                                                                                   |  |
|-----------------------------------------------------------------------------------|--|
|  |  |
|-----------------------------------------------------------------------------------|--|

**Full name(s)**

|                  |  |
|------------------|--|
| Maxim P B Farrar |  |
|------------------|--|

**Position (e.g.,  
Secretary, Chair,  
etc.)**

|                                                               |  |
|---------------------------------------------------------------|--|
| Chair of the Board of<br>Trustees (in the relevant<br>period) |  |
|---------------------------------------------------------------|--|

**Date**

|        |
|--------|
| 9.5.22 |
|--------|



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Utopia Theatre

1192008

## Receipts and payments accounts

CC16a

For the period  
from

27/10/2020

To

30/06/2021

### Section A Receipts and payments

|                                                       | Unrestricted<br>funds<br>to the nearest £ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-------------------------------------------------------|-------------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |                                           |                                         |                                        |                                 |                               |
| JustGiving                                            | -                                         | 2,080                                   | -                                      | 2,080                           | -                             |
| Donations via PayPal                                  | 218                                       | -                                       | -                                      | 218                             | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>218</b>                                | <b>2,080</b>                            | <b>-</b>                               | <b>2,298</b>                    | <b>-</b>                      |
| <b>A2 Asset and investment sales, (see table).</b>    |                                           |                                         |                                        |                                 |                               |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>218</b>                                | <b>2,080</b>                            | <b>-</b>                               | <b>2,298</b>                    | <b>-</b>                      |
| <b>A3 Payments</b>                                    |                                           |                                         |                                        |                                 |                               |
| Baobab project                                        | -                                         | 2,080                                   | -                                      | 2,080                           | -                             |
| Overheads                                             | 209                                       | -                                       | -                                      | 209                             | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>209</b>                                | <b>2,080</b>                            | <b>-</b>                               | <b>2,289</b>                    | <b>-</b>                      |
| <b>A4 Asset and investment purchases. (see table)</b> |                                           |                                         |                                        |                                 |                               |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>209</b>                                | <b>2,080</b>                            | <b>-</b>                               | <b>2,289</b>                    | <b>-</b>                      |
| <b>Net of receipts/(payments)</b>                     | <b>9</b>                                  | <b>0</b>                                | <b>-</b>                               | <b>9</b>                        | <b>-</b>                      |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                  | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>-</b>                                  | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Cash funds this year end</b>                       | <b>9</b>                                  | <b>0</b>                                | <b>-</b>                               | <b>9</b>                        | <b>-</b>                      |

## 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 £ |
|-------------------------------------------------------------|--------------------------------------------------------|---------------------------------|-------------------------------|------------------------------|
| <b>B1 Cash funds</b>                                        | Bank account                                           | 9                               | -                             | -                            |
|                                                             |                                                        | -                               | -                             | -                            |
|                                                             |                                                        | -                               | -                             | -                            |
|                                                             | <b>Total cash funds</b>                                | 9                               | -                             | -                            |
|                                                             | (agree balances with receipts and payments account(s)) | OK                              | OK                            | OK                           |
|                                                             |                                                        | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| <b>B2 Other monetary assets</b>                             | Details                                                |                                 |                               |                              |
|                                                             |                                                        | -                               | -                             | -                            |
|                                                             |                                                        | -                               | -                             | -                            |
|                                                             |                                                        | -                               | -                             | -                            |
|                                                             |                                                        | -                               | -                             | -                            |
|                                                             |                                                        | -                               | -                             | -                            |
| <b>B3 Investment assets</b>                                 | Details                                                | Fund to which asset belongs     | Cost (optional)               | Current value (optional)     |
|                                                             |                                                        |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
| <b>B4 Assets retained for the charity's own use</b>         | Details                                                | Fund to which asset belongs     | Cost (optional)               | Current value (optional)     |
|                                                             |                                                        |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
|                                                             |                                                        |                                 | -                             | -                            |
| <b>B5 Liabilities</b>                                       | Details                                                | Fund to which liability relates | Amount due (optional)         | When due (optional)          |
|                                                             |                                                        |                                 | -                             |                              |
|                                                             |                                                        |                                 | -                             |                              |
|                                                             |                                                        |                                 | -                             |                              |
|                                                             |                                                        |                                 | -                             |                              |
| Signed by one or two trustees on behalf of all the trustees | Signature                                              | Print Name                      | Date of approval              |                              |
|                                                             | Max Farrar                                             | Max Farrar                      | 09/05/2022                    |                              |
|                                                             |                                                        |                                 |                               |                              |