

# Lewes Little Theatre

England & Wales · Charity number 1196153

## Details

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**Other names** LEWES THEATRE CLUB, LEWES LITTLE THEATRE

**Status** Registered

**Legal form** CIO

**Registered** 2021-10-14

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Lewes Little Theatre  
Lancaster Street  
Lewes  
BN7 2PX

**Phone** 01273474882

**Email** [treasurer@lewestheatre.org.uk](mailto:treasurer@lewestheatre.org.uk)

**Website** [lewestheatre.org.uk](http://lewestheatre.org.uk)

## Activities

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**Objects:** TO ADVANCE, ESPECIALLY IN LEWES, EDUCATION IN AND APPRECIATION OF THE ARTS AND IN PARTICULAR OF THE ARTS OF DRAMA, MIME, DANCE, SINGING, ELOCUTION AND MUSIC IN THEIR VARIOUS ASPECTS, AND EITHER ALONE OR IN CO - OPERATION WITH OTHERS, TO ORGANISE, PERFORM, PRODUCE OR PROMOTE THE STUDY OF SUCH DRAMAS, OPERAS, OPERETTAS, BURLESQUES, MIMES, FILMS, BROADCASTS, MUSIC, BALLETS, ENTERTAINMENTS, DISPLAYS, EXHIBITIONS, DANCING, PUPPET SHOWS, RECITATIONS, READINGS, LECTURES, AND TO DO ALL SUCH OTHER THINGS WHETHER UPON CLUB PREMISES OR ELSEWHERE, AS ARE NECESSARY TO THE FURTHERANCE OF THE AFORESAID OBJECTS OR ANY OF THEM.

**Activities:** Amateur Theatre Club based in Lewes and serving the surrounding areas, giving opportunities for learning about both onstage and backstage jobs, as well as providing regular productions

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

## Geography

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- East Sussex

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-07-31	£143,831	£171,023	-	-
2024-07-31	£93,909	£101,144	-	-
2023-07-31	£96,989	£94,178	-	-
2022-07-31	£0	£0	-	-

## Trustees

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Name	Role	Appointed
ANTHONY JOHN POTTER		2022-10-29
Christopher William Spinks		2021-10-30
Darren Heather		2023-10-28
David Robert Gavin Rankin		2024-11-23
Kirstine Lorna Bowen		2025-10-25
Robert Gerald Hamilton		2024-11-23

**Lewes Little Theatre**

England & Wales - Charity number 1196153

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# Accounts

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## LEWES LITTLE THEATRE

ANNUAL GENERAL MEETING – SATURDAY 25<sup>TH</sup> OCTOBER 2025 at 10.30am

### BOARD REPORT

	Last appointed	Term Expires	6 year rule	Attendance
Chris Spinks	October 2021	2024	2027	8
Darren Heather	October 2023	2026	2029	5
Chloe Holland	October 2022	2025	Retiring 2025	6
Tony Potter	October 2022	2025	2028	7
David Rankin	October 2024	2027	2030	3
Bob Hamilton	October 2024	2027	2030	8

#### 1. Governance and Management

The Board of Trustees have met on eight occasions since the last AGM, with Chris Spinks as Chairman, including some joint meetings with the Executive Committee.

The day to day management of the theatre is delegated to the Executive Committee (EC), with Chris Spinks as Chair. The other members are Chloe Holland, Shaun Hughes, David Rankin, Chris Pugh and Darren Heather. The EC meets fortnightly and are directly accountable to the Board, by whom they are appointed.

Shaun Hughes is continuing as Artistic Director and Bob Leeds as Treasurer of the Theatre. The Premises Manager is David Rankin. Tony Bannister has stepped down as co-opted Secretary. Bryony Spinks has agreed to step in as acting minutes Secretary for the time being and we are looking for a new Secretary.

#### 2. Appointment of Trustees

Chloe Holland has served a 3 year term of office as a trustee, and is also on the Executive Committee. Chloe is stepping down as a Trustee but is continuing on the Executive Committee. However, Chloe will still be available to give the Board advice as and when required. The Board is very grateful to Chloe for the time and effort she has put into Board matters and for all her help in running Front of House.

Tony Potter is reaching the end of his first three year term of office and the Board recommend his reappointment for a second three year term.

Our constitution stipulates that the Charity must have a Board of no fewer than four and no more than eight trustees and we feel that the optimum number at the moment is six. With Chloe Holland stepping down, we now have a vacancy and the Board recommend the appointment of Kirstine Bowen as a new Trustee:-

Kirstine Bowen – has been involved in the Theatre’s wardrobe department for many years, creating many of the great costumes that enhance our productions. Kirstine is keen to be involved in the future development of the Theatre. In her previous life she has been a social worker and school governor. Kirstine will commence her first 3 year term as a Trustee as from this AGM.

### **3. Maintenance of the Building**

D.F. Tourle Ltd. completed the structural safety work to the inner auditorium roof towards the end of October 2024 which meant that we could not produce a stage play as normal. However the Foyer productions were successful. We still have a £50,000 interest free loan by three guarantors, repayable over a 5 year period.

The building is aging and we have additional flat roofs coming to the end of their life. We also have external doors that need replacing, plus back stage carpets which are beginning to become a safety hazard, so they will need to be replaced too. However, we are hoping to replace these carpets with carpets from the Props store. The Props store ceiling has been upgraded and fire proofed this summer.

There is also general maintenance to be carried out on the building. The required legal safety checks on the fire extinguishers and fire alarms etc. have been completed. The Board has also recognised that the Auditorium carpet will soon need replacing. For safety reasons and to keep within the law, we have had to install a safety rail to the balcony.

### **4. Financial Position**

We are looking at various ways to raise additional funds. We have let out the theatre twice and part of the car park is rented out to the Police for their use during the day. The car park was rented out to a wedding party on one Saturday.

Unsurprisingly, considering the large cost of the work done to the gallery roof (almost £90,000) there was a significant loss this year. This was mitigated by the £50,000 of loans we secured, but the full effect can be seen by looking at the change in assets. A further contributor was the final writing off of "Fixtures and Fittings", which added an extra £14,500 or so to the loss: future accounts will reflect the real position. It is clear that we need to have several good, positive years in order to (a) clear the loans and (b) put ourselves into a stronger financial position.

If any theatre members know where we could apply for grants and is able to source them, please speak to one of the Trustees after the meeting or send us details using the theatre email address - [leweslittletheatre@gmail.com](mailto:leweslittletheatre@gmail.com) with your name and contact details, so that we can discuss how you can help us access these grants.

### **5. Volunteers**

The Board of Trustees would like to thank all the volunteers who are involved in the running of the theatre. Without you the theatre would not run. We are in desperate need of additional volunteers to help in all areas of the theatre and especially in Front of House. If you would like to get involved please speak to one of the Board members after the AGM or email us at [leweslittletheatre@gmail.com](mailto:leweslittletheatre@gmail.com)

### **6. Inclusion and Accessibility**

We have/are in the midst of adjusting some of the auditorium seats to enable easier access for wheelchair users. We are also looking at additional accessibility for the Foyer area.

Chris Spinks

On behalf of the Board of Trustees

**LEWES LITTLE THEATRE**

**BALANCE SHEET AS AT 31 JULY 2025**

	<b>2024-5</b>	<b>2023-4</b>
<b>Fixed Assets</b>		
Freehold property - Site Value	£2,100,000	£2,100,000
Fixtures and fittings	£14,450	£28,901
Less depreciation for year	-£14,450	-£14,451
	£0	£14,450
<b>Current Assets</b>		
Bank current accounts	£1,728	£1,305
Bank deposit accounts	£590	£3,364
Hampshire Trust Bank	£24,502	£23,501
Monmouthshire BS	£48,160	£59,552
Cash	£157	£157
Total cash and banked funds	£75,137	£87,879
Bar stock	£860	£782
Total current assets	£75,997	£88,661
<b>Less Current Liabilities</b>		
Sundry creditors (Audit Fee)	£600	£600
Loans	£50,000	
	£50,600	£600
Net current assets	£25,397	£88,061
<b>TOTAL ASSETS</b>	<b>£2,125,397</b>	<b>£2,202,511</b>
<b>REPRESENTED BY</b>		
Accumulated funds brought forward	£2,202,511	£2,209,749
Change to creditors	-£50,000	£0
Increase/(decrease) in bar stock	£78	-£3
From income and expenditure	-£27,192	-£7,235
	<b>£2,125,397</b>	<b>£2,202,511</b>



APPROVED:  
(Hon Treasurer)

**LEWES LITTLE THEATRE****INCOME FOR THE PERIOD ENDING 31 JULY 2025**

	2024-5	2023-4
<b>Production Income</b>		
Bar sales	£12,755	£11,926
Foyer refreshments income	£1,051	£1,175
Programme sales	£1,527	£1,738
Seat sales	£49,988	£55,758
<b>Total Production Income</b>	<b>£65,321</b>	<b>£70,597</b>
<b>Non-Production Income</b>		
Car park rental	£395	£225
Grants	£0	£5,000
Income tax refund (Gift Aid)	£2,034	£0
Interest income	£2,122	£2,069
Legacies	£10,000	£500
Loans	£50,000	
Miscellaneous receipts	£49	
Subscriptions & donations	£13,660	£15,168
Theatre hire	£250	£350
<b>Total Non-Production Income</b>	<b>£78,510</b>	<b>£23,312</b>
<b>TOTAL INCOME</b>	<b>£143,831</b>	<b>£93,909</b>

LEWES LITTLE THEATRE

EXPENDITURE FOR THE PERIOD ENDING 31 JULY 2025

	2024-5	2023-4
<b>Production expenditure</b>		
Backstage refreshment	£259	£207
Bar expenditure	£169	£240
Bar purchases	£5,525	£5,802
Costumes & wigs	£679	£518
Foyer events expenditure	£150	
Foyer refreshments expenditure	£327	£97
Hall hire	£538	£570
Licences	£7,403	£4,457
Lighting & sound	£100	£11,683
Photographs	£137	£100
Programmes	£1,010	£1,595
Props & furniture	£342	£1,375
Publicity	£8,350	£8,046
Scripts	£316	£711
Set expenditure	£3,697	£4,227
<b>Total production expenditure</b>	<b>£29,002</b>	<b>£39,628</b>
<b>Non-Production expenditure</b>		
Accessibility	£0	£4,634
Audit fee	£600	£600
Depreciation	£14,450	£14,451
Electricity & gas	£9,840	£9,523
Equipment	£20	£506
Health and Safety	£409	£1,239
Insurance	£4,805	£4,175
Legal fees	£775	£0
Little Theatre Guild	£105	£105
Maintenance	£3,598	£5,502
Miscellaneous	£142	£180
Newsletter	£1,640	£1,785
Postage	£713	£1,153
Rates, water & refuse	£1,460	£1,534
Software	£911	£1,209
Stationery and printing	£171	£178
Telephone	£992	£913
Theatre management	£6,135	£6,900
Upkeep of premises	£95,255	£6,929
<b>Total Non-Production expenditure</b>	<b>£142,021</b>	<b>£61,516</b>
<b>TOTAL EXPENDITURE</b>	<b>£171,023</b>	<b>£101,144</b>
<b>CHANGE IN ACCUMULATED FUNDS</b>	<b>-£27,192</b>	<b>-£7,235</b>

Lewes Little Theatre

Accounts for the year ended 31st July 2025

EXAMINER'S REPORT

I have examined the Balance Sheet as at 31st July 2025 together with the attached Income and Expenditure Account for the year ended on that date, and hereby certify that they have been correctly prepared in accordance with the books, records, vouchers and explanations furnished to me by the Hon Treasurer.

Signed

*Kevin Spence*

Date *29th August 2025*

**Lewes Little Theatre**

England & Wales - Charity number 1196153

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# Accounts

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**LEWES LITTLE THEATRE**  
**BOARD REPORT 2024**

	<b>Last Appointed</b>	<b>Term Expires</b>	<b>6-Year Rule</b>	<b>Attendance</b>
<b>Chris Spinks</b>	<b>October 2021</b>	<b>2024</b>	<b>2027</b>	<b>8/8</b>
<b>Darren Heather</b>	<b>October 2023</b>	<b>2026</b>	<b>2029</b>	<b>6/8</b>
<b>Chloe Holland</b>	<b>October 2022</b>	<b>2025</b>	<b>2028</b>	<b>7/8</b>
<b>Mike Palmer</b>	<b>October 2022</b>	<b>Retired February 2024</b>		<b>3/3</b>
<b>Tony Potter</b>	<b>October 2022</b>	<b>2025</b>	<b>2028</b>	<b>6/8</b>

1. **Governance and Management**

The Board of Trustees have met on eight occasions since the last AGM with Chris Spinks as Chair, including two joint meetings with the Executive Committee.

The day to day management of the theatre is delegated to the Executive Committee (EC), with Chris Spinks as Chair. The other members are Chloe Holland, Shaun Hughes, Chris Pugh, David Rankin, with Tony Bannister coopted as secretary. The EC meet fortnightly, and are directly accountable to the Board, by whom they are appointed.

Shaun Hughes is continuing as Artistic Director, and Bob Leeds as guardian of the Charity's finances. The Premises Manager is David Rankin.

2. **Appointment of Trustees**

We are very grateful to Mike Palmer, who stepped down as a Trustee in February. Mike was one of the first members of the new Board, and served as Chair of the Executive Committee for several years. His wise, calm advice is greatly missed.

Chris Spinks is reaching the end of his first three year term of office, and the Board recommend his reappointment for a second three year term.

Our constitution stipulates that the Charity must have a Board of no fewer than four, and no more than eight trustees, and we feel that the optimum number at the moment is six. We are approaching the new term with two vacancies, and the Board recommend the appointment of the following:

**David Rankin**

David served as a trustee until 2023, and is now eligible for reappointment. David has extensive experience as Premises Manager and member of the Executive Committee, as well as acting and designing and building sets in his capacity as Stage Director, all of which will be valuable to the work of the Board.

**Robert Hamilton**

Robert is a highly respected actor and performer with many years of experience onstage, and in the field of company and production management. He also has extensive knowledge of the world of copyright and licensing having recently retired from a career with Samuel French (latterly Concord Theatricals), and Rogers and Hammerstein.

### 3. **Maintenance of the Building**

The care, maintenance and development of our ageing building has been a priority for the Board over the last six years, and continues to be so.

Having replaced the flat roof over the dressing rooms in 2022, it was decided to conduct a survey of all other roof areas. As a result of this work it was discovered that extensive remedial action was needed to ensure the continuing structural safety of the inner auditorium roof and lighting gantry. To allow this work to be conducted without interruption, the main auditorium was closed to the public at the end of July, and will not reopen until November.

The main contract was awarded to D.F. Tourle Ltd, at a total of £68,867 including VAT. We have also budgeted for an additional £10,000 for contingencies, and for the refitting of lighting and electrical connections. We have received a grant of £5,000 from the Chalk Cliff Trust, and a Go Fund Me page which was set up in April has to date raised £5,500. In addition, we have been given an interest-free loan of £50,000 by three guarantors, repayable over a period of five years.

The work is expected to be fully completed on schedule to allow the auditorium to be reopened to the public in November, the season for 2024/25 having opened in October with a studio production staged in the foyer. It was recently found that the air-conditioning unit in the gallery had reached the end of its useful life, and it has been decided to replace it at a cost of £5,520+VAT. It has also been found necessary to replace the loft access ladder at a cost of £1,560+VAT. Both will be funded from the contingency budget.

### 4. **Financial Position**

The accounts for 2023/24 have been submitted under item 4 of the agenda. We have, as last year, reduced the book value of our fixtures and fittings by well over £14,000; without this there would have been a surplus of income over expenditure of over £7,000. The same reduction will take place for the last time next year, after which the accounts will reflect the true surplus/deficit.

Our priority going forward will be to repay the interest free loan, and continue to rebuild our reserves. The challenge will be to achieve financial growth without compromising production quality. The costs incurred in mounting a main stage production can be significant. For a play in copyright, the cost of a performance licence for a week is in the region of £1,000, and costs are also incurred in costume creation and hire, set building and painting, lighting and sound effects, properties and furniture, rehearsal room hire, advertising and the printing of posters, flyers, programmes and newsletters. The trustees are investigating additional income streams permissible within the terms of our constitution which will not compromise our core activity.

### 5. **Inclusion and Accessibility**

The need for strict financial management does not reduce our duty to seek ways of developing our building to improve inclusion and accessibility. The lack of full accessibility to the foyer and the bar are of particular concern. This could not be achieved without grant aided funding, and we are actively pursuing potential options.

**LEWES LITTLE THEATRE**

**ACCOUNTS FOR THE YEAR ENDED**

**31ST JULY 2024**

Lewes Little Theatre

Accounts for the year ended 31st July 2024

EXAMINER'S REPORT

I have examined the Balance Sheet as at 31st July 2024 together with the attached Income and Expenditure Account for the year ended on that date, and hereby certify that they have been correctly prepared in accordance with the books, records, vouchers and explanations furnished to me by the Hon Treasurer.

Signed

*Kevin Spain*

Date

*19th September 2024*

**LEWES LITTLE THEATRE****BALANCE SHEET AS AT 31 JULY 2024**

	<b>2023-4</b>	<b>2022-3</b>
<b>Fixed Assets</b>		
Freehold property - Site Value	£2,100,000	£2,100,000
Fixtures and fittings	£28,901	£43,351
Less depreciation for year	-£14,451	-£14,450
	£14,450	£28,901
<b>Current Assets</b>		
Bank current accounts	£1,305	£257
Bank deposit accounts	£3,364	£1,223
Hampshire Trust Bank	£23,501	£22,658
Monmouthshire BS	£59,552	£56,442
Cash	£157	£83
Total cash and banked funds	£87,879	£80,663
Bar stock	£782	£785
Total current assets	£88,661	£81,448
<b>Less Current Liabilities</b>		
Sundry creditors (Audit Fee)	£600	£600
Net current assets	£88,061	£80,848
<b>TOTAL ASSETS</b>	<b>£2,202,511</b>	<b>£2,209,749</b>
<b>REPRESENTED BY</b>		
Accumulated funds brought forward	£2,209,749	£2,206,592
Change to creditors	£0	-£100
Increase/(decrease) in bar stock	-£3	£446
From income and expenditure	-£7,235	£2,811
	<b>£2,202,511</b>	<b>£2,209,749</b>

APPROVED:  
(Hon Treasurer)



**LEWES LITTLE THEATRE****INCOME FOR THE PERIOD ENDING 31 JULY 2024**

	<b>2023-4</b>	<b>2022-3</b>
<b>Production Income</b>		
Bar sales	£11,926	£13,000
Foyer refreshments income	£1,175	£1,089
Programme sales	£1,738	£1,238
Seat sales	£55,758	£67,993
<b>Total Production Income</b>	<b>£70,597</b>	<b>£83,320</b>
<b>Non-Production Income</b>		
Car park rental	£225	£300
Grants	£5,000	£0
Income tax refund (Gift Aid)	£0	£920
Interest income	£2,069	£482
Legacies	£500	£2,000
Subscriptions & donations	£15,168	£9,967
Theatre hire	£350	£0
<b>Total Non-Production Income</b>	<b>£23,312</b>	<b>£13,669</b>
<b>TOTAL INCOME</b>	<b>£93,909</b>	<b>£96,989</b>

**LEWES LITTLE THEATRE****EXPENDITURE FOR THE PERIOD ENDING 31 JULY 2024**

	2023-4	2022-3
<b>Production expenditure</b>		
Backstage refreshment	£207	£366
Bar expenditure	£240	£0
Bar purchases	£5,802	£6,415
Costumes & wigs	£518	£1,184
Foyer Refreshments Expenditure	£97	£72
Hall hire	£570	£740
Licences	£4,457	£1,576
Lighting & sound	£11,683	£44
Make up	£0	£73
Music	£0	£1,024
Photographs	£100	£82
Programmes	£1,595	£2,435
Props & furniture	£1,375	£654
Publicity	£8,046	£10,199
Scripts	£711	£370
Set expenditure	£4,227	£3,109
Special effects	£0	£135
<b>Total production expenditure</b>	<b>£39,628</b>	<b>£28,478</b>
<b>Non-Production expenditure</b>		
Accessibility	£4,634	£0
Audit fee	£600	£500
Depreciation	£14,451	£14,450
Electricity & gas	£9,523	£7,048
Equipment	£506	£1,099
Health and Safety	£1,239	£446
Insurance	£4,175	£3,889
Little Theatre Guild	£105	£105
Maintenance	£5,502	£5,944
Miscellaneous	£180	£433
Newsletter	£1,785	£3,140
Postage	£1,153	£868
Rates, water & refuse	£1,534	£1,815
Software	£1,209	£1,735
Stationery and printing	£178	£94
Telephone	£913	£749
Theatre management	£6,900	£5,820
Upkeep of premises	£6,929	£17,565
<b>Total Non-Production expenditure</b>	<b>£61,516</b>	<b>£65,700</b>
<b>TOTAL EXPENDITURE</b>	<b>£101,144</b>	<b>£94,178</b>
<b>CHANGE IN ACCUMULATED FUNDS</b>	<b>-£7,235</b>	<b>£2,811</b>

**LEWES LITTLE THEATRE**

**ACCOUNTS FOR THE YEAR ENDED**

**31ST JULY 2024**

Lewes Little Theatre

Accounts for the year ended 31st July 2024

EXAMINER'S REPORT

I have examined the Balance Sheet as at 31st July 2024 together with the attached Income and Expenditure Account for the year ended on that date, and hereby certify that they have been correctly prepared in accordance with the books, records, vouchers and explanations furnished to me by the Hon Treasurer.

Signed

*Kevin Spain*

Date

*19th September 2024*

**LEWES LITTLE THEATRE****BALANCE SHEET AS AT 31 JULY 2024**

	<b>2023-4</b>	<b>2022-3</b>
<b>Fixed Assets</b>		
Freehold property - Site Value	£2,100,000	£2,100,000
Fixtures and fittings	£28,901	£43,351
Less depreciation for year	-£14,451	-£14,450
	<b>£14,450</b>	<b>£28,901</b>
<b>Current Assets</b>		
Bank current accounts	£1,305	£257
Bank deposit accounts	£3,364	£1,223
Hampshire Trust Bank	£23,501	£22,658
Monmouthshire BS	£59,552	£56,442
Cash	£157	£83
Total cash and banked funds	£87,879	£80,663
Bar stock	£782	£785
Total current assets	£88,661	£81,448
<b>Less Current Liabilities</b>		
Sundry creditors (Audit Fee)	£600	£600
Net current assets	£88,061	£80,848
<b>TOTAL ASSETS</b>	<b>£2,202,511</b>	<b>£2,209,749</b>
<b>REPRESENTED BY</b>		
Accumulated funds brought forward	£2,209,749	£2,206,592
Change to creditors	£0	-£100
Increase/(decrease) in bar stock	-£3	£446
From income and expenditure	-£7,235	£2,811
	<b>£2,202,511</b>	<b>£2,209,749</b>

APPROVED:  
(Hon Treasurer)



**LEWES LITTLE THEATRE****INCOME FOR THE PERIOD ENDING 31 JULY 2024**

	<b>2023-4</b>	<b>2022-3</b>
<b>Production Income</b>		
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<b>Non-Production Income</b>		
Car park rental	£225	£300
Grants	£5,000	£0
Income tax refund (Gift Aid)	£0	£920
Interest income	£2,069	£482
Legacies	£500	£2,000
Subscriptions & donations	£15,168	£9,967
Theatre hire	£350	£0
<b>Total Non-Production Income</b>	<b>£23,312</b>	<b>£13,669</b>
<b>TOTAL INCOME</b>	<b>£93,909</b>	<b>£96,989</b>

**LEWES LITTLE THEATRE****EXPENDITURE FOR THE PERIOD ENDING 31 JULY 2024**

	2023-4	2022-3
<b>Production expenditure</b>		
Backstage refreshment	£207	£366
Bar expenditure	£240	£0
Bar purchases	£5,802	£6,415
Costumes & wigs	£518	£1,184
Foyer Refreshments Expenditure	£97	£72
Hall hire	£570	£740
Licences	£4,457	£1,576
Lighting & sound	£11,683	£44
Make up	£0	£73
Music	£0	£1,024
Photographs	£100	£82
Programmes	£1,595	£2,435
Props & furniture	£1,375	£654
Publicity	£8,046	£10,199
Scripts	£711	£370
Set expenditure	£4,227	£3,109
Special effects	£0	£135
<b>Total production expenditure</b>	<b>£39,628</b>	<b>£28,478</b>
<b>Non-Production expenditure</b>		
Accessibility	£4,634	£0
Audit fee	£600	£500
Depreciation	£14,451	£14,450
Electricity & gas	£9,523	£7,048
Equipment	£506	£1,099
Health and Safety	£1,239	£446
Insurance	£4,175	£3,889
Little Theatre Guild	£105	£105
Maintenance	£5,502	£5,944
Miscellaneous	£180	£433
Newsletter	£1,785	£3,140
Postage	£1,153	£868
Rates, water & refuse	£1,534	£1,815
Software	£1,209	£1,735
Stationery and printing	£178	£94
Telephone	£913	£749
Theatre management	£6,900	£5,820
Upkeep of premises	£6,929	£17,565
<b>Total Non-Production expenditure</b>	<b>£61,516</b>	<b>£65,700</b>
<b>TOTAL EXPENDITURE</b>	<b>£101,144</b>	<b>£94,178</b>
<b>CHANGE IN ACCUMULATED FUNDS</b>	<b>-£7,235</b>	<b>£2,811</b>

**Lewes Little Theatre**

England & Wales - Charity number 1196153

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# Accounts

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**LEWES LITTLE THEATRE**  
**BOARD REPORT 2023**

	Last Appointed	Term Expires	6-Year Rule	Attendance
Chris Spinks	October 2021	2024	2027	6/6
Estelle Carpenter	October 2020	2023	2023	5/6
Chloe Hoiland	October 2022	2025	2028	6/6
Mike Palmer	October 2022	2025	2025	5/6
David Rankin	October 2020	2023	2023	2/6
Tony Potter	October 2022	2025	2028	5/6

**1. Governance and Management**

The Board of Trustees have met on six occasions since the last AGM, with Chris Spinks as Chair.

Day to day management of the theatre is delegated to the Executive Committee (EC), with Mike Palmer as Chair. The other members are David Rankin, Chris Spinks, Shaun Hughes and Chloe Holland, with Tony Bannister coopted as secretary. The EC meet fortnightly, and are directly accountable to the Board, by whom they are appointed.

Shaun Hughes is continuing as Artistic Director, and Bob Leeds as guardian of the Charity's finances. The Premises Manager is David Rankin.

**2. Appointment of Trustees**

Having served two consecutive three-year terms, Estelle Carpenter and David Rankin will be standing down as trustees after this AGM, thus creating two vacancies. The Board are grateful to them both for six years of valued service, and hope that the theatre will continue to benefit from their experience and expertise, David in the vital role of Premises Manager and member of the EC, as well as acting and designing and building sets in his capacity as Stage Director, and Estelle who does much valuable work, not least in the Box Office as well as being one of our most experienced stage managers and actors.

As previously reported, the Board are keen to recruit trustees with particular skills and experience useful to the organisation. Having in place up to date health and safety policies and procedures is crucial, and the Board wish to recommend the appointment of Darren Heather as a trustee with immediate effect. Darren is an experienced H&S consultant who is already supporting the development of the theatre's risk assessments and other statutory procedures, and his advice to the Board will be important to the future growth of the theatre.

With regard to the second vacancy, the Board are keen to appoint someone with experience of fund raising and financial management in the voluntary sector. Recruitment notices have already been posted, and the Board propose that this vacancy is held open for the time being until a suitable candidate is found.

**3. Financial Position**

The accounts for 2022/23 have been submitted under item 3 of this agenda.

In recent years there has been significant expenditure on the maintenance and improvement of the building. Major items include:

redcoration of the foyer and auditorium;  
replacement of all ground level doors and windows to the front of the building, and upgrading the white cladding;  
replacement and upgrading of the dressing room roof;  
replacement and/or upgrading of all internal fire doors;  
resurfacing of foyer floor.

All of the above, together with all other ongoing expenditure on theatre maintenance, have been financed from reserves. It was decided this year to include a new category - Upkeep of Premises - so that we could monitor the amount spent on our infrastructure. These amounts would previously have gone into Fixtures and Fittings. As this latter category is no longer being used, we have decided to write the amount down over the year just gone and the next two. Once this three year period is over, the accounts will present a truer picture of our real financial position; until then, the profit/loss figures will be markedly worse than reality - for example, our income and expenses for the year just gone showed a profit of over £17000, reflecting a good year for income in a year of higher than normal expenditure.

As set out in paragraphs 5 and 6, the theatre will be facing significant expenditure over the coming 2-5 years on essential roof repairs, and necessary improvements to accessibility, which may require a level of supported funding through loans or grants.

#### 4. **Publicity and Marketing**

All printed publicity and marketing material including posters, flyers, programmes and newsletters conforms to a characteristic house style designed to give a fresh, modern image. We are grateful to James Meikle for his work in creating and developing this material.

We have just launched a new theatre website which will be expanded to include new and improved content, including the possibility of a members only section. The theatre's publicity and marketing strategy is under progressive review, including printed material and the use of social media and on line distribution.

#### 5. **Building Maintenance and Development**

The Board and EC continue to work hard to ensure that the theatre is an attractive, comfortable and safe venue for our audiences and volunteers. All electrical, fire and safety systems are regularly checked and upgraded. Care of the building itself remains a significant challenge given its age and a lack of consistent maintenance in previous years.

Following the replacement of the flat roof over the dressing rooms last year, detailed surveys of the remaining flat roofs and the main, slated pitch roof over the auditorium have been undertaken. These confirm that the flat roofs have all reached, or are reaching, the end of their useful lives and require replacement. With regard to the auditorium, the survey shows that the false ceiling and lighting gantry installed in the 1970s are creating undue pressure on the auditorium walls, which will require strengthening.

Taken together, these works will require considerable investment. The Board have appointed a group comprising Chris Spinks, Mike Palmer, David Rankin and Julianne Parker to prioritise the work and fully explore the funding options.

#### 6. **Accessibility**

To enable the theatre to meet its responsibilities in regard to accessibility, the Board recently commissioned an accessibility audit of the whole building from the Centre for Accessible Environments. Chloe Holland led on the commissioning of the survey. The survey report has now been received and provides valuable information on the current areas of weakness, and the remedial action needed. The EC is currently developing an action plan in response to the survey.

**LEWES LITTLE THEATRE**

**ACCOUNTS FOR THE YEAR ENDED**

**31ST JULY 2023**

Lewes Little Theatre

Accounts for the year ended 31st July 2023

EXAMINER'S REPORT

I have examined the Balance Sheet as at 31st July 2023 together with the attached Income and Expenditure Account for the year ended on that date, and hereby certify that they have been correctly prepared in accordance with the books, records, vouchers and explanations furnished to me by the Hon Treasurer.

Signed

*William Spieris*

Date

*20th September 2023*

**LEWES LITTLE THEATRE****BALANCE SHEET AS AT 31 JULY 2023**

	<b>2022-3</b>	<b>2021-2</b>
<b>Fixed Assets</b>		
Freehold property - Site Value	£2,100,000	£2,100,000
Fixtures and fittings	£43,351	£32,491
Additions for year	£0	£25,310
Less 25% depreciation for year	-£14,450	-£14,450
	<b>£28,901</b>	<b>£43,351</b>
<b>Current Assets</b>		
Bank current accounts	£257	£2,520
Bank deposit accounts	£1,223	£11,770
Hampshire Trust Bank	£22,658	£22,500
Monmouthshire BS	£56,442	£26,142
Cash	£83	£470
Total cash and banked funds	£80,663	£63,402
Bar stock	£785	£339
Total current assets	£81,448	£63,741
<b>Less Current Liabilities</b>		
Sundry creditors (Audit Fee)	£600	£500
Net current assets	£80,848	£63,241
<b>TOTAL ASSETS</b>	<b>£2,209,749</b>	<b>£2,206,592</b>
<b>REPRESENTED BY</b>		
Accumulated funds brought forward	£2,206,592	£1,204,127
Revaluation of freehold property		£1,000,000
Change to creditors	-£100	£280
Increase/(decrease) in bar stock	£446	
From income and expenditure	£2,811	£2,185
	<b>£2,209,749</b>	<b>£2,206,592</b>



APPROVED:  
(Hon Treasurer)

**LEWES LITTLE THEATRE****INCOME FOR THE PERIOD ENDING 31 JULY 2023**

	<b>2022-3</b>	<b>2021-2</b>
<b>Production Income</b>		
Bar sales	£13,000	£6,630
Foyer refreshments income	£1,089	£886
Programme sales	£1,238	£874
Seat sales	£67,993	£38,759
<b>Total Production Income</b>	<b>£83,320</b>	<b>£47,149</b>
<b>Non-Production Income</b>		
Car park rental	£300	£510
Income tax refund (Gift Aid)	£920	£885
Interest income	£482	£291
Legacies	£2,000	£500
Subscriptions	£9,967	£8,132
<b>Total Non-Production Income</b>	<b>£13,669</b>	<b>£10,318</b>
<b>TOTAL INCOME</b>	<b>£96,989</b>	<b>£57,467</b>

**LEWES LITTLE THEATRE**

**EXPENDITURE FOR THE PERIOD ENDING 31 JULY 2023**

	<b>2022-3</b>	<b>2021-2</b>
<b>Production expenditure</b>		
Backstage refreshment	£366	£220
Bar expenditure	£0	£191
Bar purchases	£6,415	£3,643
Costumes & wigs	£1,184	£487
Foyer Refreshments Expenditure	£72	£274
Hall hire	£740	£570
Make up	£73	£0
Music	£1,024	£0
Licences	£1,576	£1,181*
Lighting & sound	£44	£300
Photographs	£82	£65
Programmes	£2,435	£1,115
Props & furniture	£654	£270
Publicity	£10,199	£3,727
Scripts	£370	£122
Set expenditure	£3,109	£1,821
Special effects	£135	£0
<b>Total production expenditure</b>	<b>£28,478</b>	<b>£13,986</b>
<b>Non-Production expenditure</b>		
Audit fee	£500	£500
Computer accessories	£0	£48
Depreciation	£14,450	£14,450
Electricity & gas	£7,048	£2,747
Equipment	£1,099	£813
Health and Safety	£446	£112
Insurance	£3,889	£3,559
Little Theatre Guild	£105	£105
Maintenance	£5,944	£8,682
Miscellaneous	£433	£462
Newsletter	£3,140	£2,080
Postage	£868	£1,167
Rates, water & refuse	£1,815	£1,498
Software	£1,735	£1,021
Stationery and printing	£94	£312
Telephone	£749	£490
Theatre management	£5,820	£3,250
Upkeep of premises	£17,565	£0
<b>Total Non-Production expenditure</b>	<b>£65,700</b>	<b>£41,296</b>
<b>TOTAL EXPENDITURE</b>	<b>£94,178</b>	<b>£55,282</b>
<b>CHANGE IN ACCUMULATED FUNDS</b>	<b>£2,811</b>	<b>£2,185</b>

**LEWES LITTLE THEATRE**

**ACCOUNTS FOR THE YEAR ENDED**

**31ST JULY 2023**

Lewes Little Theatre

Accounts for the year ended 31st July 2023

EXAMINER'S REPORT

I have examined the Balance Sheet as at 31st July 2023 together with the attached Income and Expenditure Account for the year ended on that date, and hereby certify that they have been correctly prepared in accordance with the books, records, vouchers and explanations furnished to me by the Hon Treasurer.

Signed

*William Spieris*

Date

*20th September 2023*

**LEWES LITTLE THEATRE****BALANCE SHEET AS AT 31 JULY 2023**

	<b>2022-3</b>	<b>2021-2</b>
<b>Fixed Assets</b>		
Freehold property - Site Value	£2,100,000	£2,100,000
Fixtures and fittings	£43,351	£32,491
Additions for year	£0	£25,310
Less 25% depreciation for year	-£14,450	-£14,450
	£28,901	£43,351
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Net current assets	£80,848	£63,241
<b>TOTAL ASSETS</b>	<b>£2,209,749</b>	<b>£2,206,592</b>
<b>REPRESENTED BY</b>		
Accumulated funds brought forward	£2,206,592	£1,204,127
Revaluation of freehold property		£1,000,000
Change to creditors	-£100	£280
Increase/(decrease) in bar stock	£446	
From income and expenditure	£2,811	£2,185
	<b>£2,209,749</b>	<b>£2,206,592</b>



APPROVED:  
(Hon Treasurer)

**LEWES LITTLE THEATRE****INCOME FOR THE PERIOD ENDING 31 JULY 2023**

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<b>TOTAL INCOME</b>	<b>£96,989</b>	<b>£57,467</b>

**LEWES LITTLE THEATRE**

**EXPENDITURE FOR THE PERIOD ENDING 31 JULY 2023**

	<b>2022-3</b>	<b>2021-2</b>
<b>Production expenditure</b>		
Backstage refreshment	£366	£220
Bar expenditure	£0	£191
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Costumes & wigs	£1,184	£487
Foyer Refreshments Expenditure	£72	£274
Hall hire	£740	£570
Make up	£73	£0
Music	£1,024	£0
Licences	£1,576	£1,181*
Lighting & sound	£44	£300
Photographs	£82	£65
Programmes	£2,435	£1,115
Props & furniture	£654	£270
Publicity	£10,199	£3,727
Scripts	£370	£122
Set expenditure	£3,109	£1,821
Special effects	£135	£0
<b>Total production expenditure</b>	<b>£28,478</b>	<b>£13,986</b>
<b>Non-Production expenditure</b>		
Audit fee	£500	£500
Computer accessories	£0	£48
Depreciation	£14,450	£14,450
Electricity & gas	£7,048	£2,747
Equipment	£1,099	£813
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Insurance	£3,889	£3,559
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Maintenance	£5,944	£8,682
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Software	£1,735	£1,021
Stationery and printing	£94	£312
Telephone	£749	£490
Theatre management	£5,820	£3,250
Upkeep of premises	£17,565	£0
<b>Total Non-Production expenditure</b>	<b>£65,700</b>	<b>£41,296</b>
<b>TOTAL EXPENDITURE</b>	<b>£94,178</b>	<b>£55,282</b>
<b>CHANGE IN ACCUMULATED FUNDS</b>	<b>£2,811</b>	<b>£2,185</b>

**Lewes Little Theatre**

England & Wales - Charity number 1196153

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# Accounts

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**LEWES LITTLE THEATRE**  
**BOARD REPORT 2022**

	Last Elected	Term Expires	6-Year Rule	Attendance
Chris Spinks	October 2021	2024	2027	8/8
Estelle Carpenter	October 2020	2023	2023	8/8
James Meikle	October 2019	2022	2022	5/8
Mike Palmer	October 2019	2022	2025	8/8
David Rankin	October 2020	2023	2023	8/8
Chloe Holland	Coopted for 2022			5/5

**1. Governance and Management**

As was reported at the last AGM, we are now a Charitable Incorporated Organisation (CIO), and we are completing our first year of operation under our new constitution.

The working title of the theatre has, for some time, been Lewes Little Theatre. However, for the Charity Commissioners to approve a change of main title of the CIO from Lewes Theatre Club, the confirmation of members of the charity is required. Therefore, members are asked to confirm at this meeting the change of main title, (agenda item 5). All assets have now been transferred to the CIO apart from the transfer of property ownership, completion of which is awaited.

The Board of Trustees have met on eight occasions since the last AGM, with Chris Spinks as Chair.

Day to day management of the theatre is delegated to the Executive Committee (EC), who have met on 15 occasions since the last AGM, with Mike Palmer as Chair. The other members are David Rankin, Chris Spinks, Shaun Hughes and Tony Bannister. The EC are appointed by the Board and are directly accountable to them.

Shaun Hughes is continuing as Artistic Director, and David Rankin is Premises Manager.

After an extensive period of development, a new electronic membership scheme has been introduced, allowing members to join and renew directly on-line. It has been generally well received. The development team remain on hand to assist with transition. The Board are very grateful to them, as they are to the former Membership Secretary, Nigel Sharpe, who has now stepped down.

The Board have approved a further increase in ticket prices for 2022/23 to £12 for members and £18 for non-members. We feel these prices continue to represent good value, and the significant discount is a strong incentive to promote membership. Membership rates remain unchanged.

The theatre's Health and Safety, Safeguarding and Inclusion policies are being regularly reviewed, with Chloe Holland taking lead responsibility.

Rowan and Co are the theatre's legal consultants, and Mentor UK our consultants on Health and Safety.

**2. Appointment of Trustees**

The Board are of the view that all trustees should bring particular areas of expertise and experience that will be of value to the organisation. There are three trustee appointments to be confirmed at this meeting.

Chloe Holland was coopted by the Board in April 2022 to a vacancy not filled at the last AGM. The Board recommend Chloe's appointment for a new, three year term. She brings valuable expertise in the area of disability awareness and training, as well experience of governance and management in the voluntary sector.

The second vacancy is created by the departure of James Meikle under the six year rule. The Board recommend the appointment of Tony Potter, whose extensive legal experience as well as a long association with this theatre, will be of great value.

Finally, Mike Palmer is coming to the end of his first, three year term. He is eligible to continue for a new term, and is prepared to do so. Mike gives tireless service to the theatre, not least as Chair of the Executive Committee, and the Board recommend his continued appointment.

The Board are grateful to James Meikle for his six years of service as a trustee. He will continue to work closely with the Board in his capacity as Publicity and Marketing Manager.

### 3. The route out of lockdown

The 2021/22 season, which opened in October 2021, was our first season of unrestricted performances since December 2019. A socially distanced production had been staged in July, and a number of the audience management procedures used then were carried forward into the new season, in view of the ongoing concern about Covid transmission. For example, the auditorium was opened earlier, to enable patrons to take their seats on arrival rather than gather in the foyer. Refreshments and programmes were offered without charge (although donations were welcomed), to reduce the need for queueing and the handling of cash. These proved popular, and were continued throughout the season.

Production	Author	Seats sold	%
The Chalk Garden	Enid Bagnold	480	38.96
The Railway Children	E Nesbit adap Hughes	635	51.54
Getting Through to Harry	Philip Ayckbourn	455	36.93
The Importance of Being Earnest	Oscar Wilde	706	57.31
Hay Fever	Noel Coward	586	47.56
A Midsummer Night's Dream	William Shakespeare	548	44.48

These figures are illustrative of the challenge facing many amateur theatres at the moment, and it is taking time to build audience levels back up to pre-pandemic levels. For us, the challenge is not only the regeneration of our traditional audience base, but also the need to attract the new audiences so necessary to our future growth. Our programme is carefully selected by the Artistic Director with the specific aim of delivering high production values, as well as the impact needed to attract and engage with audiences new to the theatre. Our new season for 2022/23, which opened at the beginning of October, is being backed up by an extensive review of publicity and marketing, headed up by James Meikle. This will cover every aspect including social and printed media, local publicity, advertising and a full review of the effectiveness and functionality of the website.

### 4. Buildings and Finance

The Board and Executive Committee continue to work hard to ensure that the theatre is an attractive, comfortable and safe venue for our audiences and volunteers. All electrical, fire and safety systems are regularly checked and upgraded. Before the theatre was reopened to the public last summer, the windows and exterior doors to the foyer were replaced, and security was upgraded. The auditorium was redecorated for the first time since the early 2000s.

Over the winter, leaks appeared in the dressing rooms and bar which confirmed that the flat roof over the dressing rooms required replacement. The Board took the decision to upgrade the roof to include full insulation, and the work was completed in the spring.

Following this work, an initial survey was conducted of the flat roofs over the wardrobe and workshop, and the remaining low level flat roof to the side of the building. This indicates that all are reaching the end of their useful lives and will require significant attention within the coming two to five years. An inspection of the slated pitched roof has indicated that it is also reaching the time when replacement will need to be considered.

Taken together, these works will require considerable investment. The Board have appointed a group comprising Chris Spinks, Mike Palmer and David Rankin to arrange a detailed audit of the work required in order of priority, the estimated cost of each phase, and the options available for funding.

The ongoing task facing the Board is the need ensure funding for building maintenance and repairs, whilst at the same time guaranteeing the Artistic Director the funds needed to stage a high quality programme. Strategic financial management is an increasingly important aspect of the Board's work, and they are fortunate to have the support of Bob Leeds, not only as keeper of the books, but also in providing quality advice.

#### 5. **Recruitment and Training**

Within the last year, training in Health and Safety, and Disability Confidence has been delivered to volunteers in all departments by Darren Heather and Chloe Holland respectively.

The risk assessments drafted last year for all areas of theatre activity will be implemented progressively, with specific activity training if required.

One of the biggest challenges facing the theatre continues to be a shortage of active volunteers. The Board are embarking on a coordinated programme of recruitment and volunteer management aimed at introducing more active members during the coming season. All departments are affected.

#### 6. **Future Developments**

The Board are establishing a 3-5 year plan identifying projects for future development. The first priority is being given to improving accessibility for non-ambulant patrons. Further information will be given as plans develop.

At the last AGM we reported on plans to operate the theatre car park as a paid public car park. Discussions with contractors have taken place but the project is currently on hold pending planning permission. Further information will be given when available.

Lewes Theatre Club

Accounts for the year ended 31st July 2022

EXAMINER'S REPORT

I have examined the Balance Sheet as at 31st July 2022 together with the attached Income and Expenditure Account for the year ended on that date, and hereby certify that they have been correctly prepared in accordance with the books, records, vouchers and explanations furnished to me by the Hon Treasurer.

Signed

*Kelvin Spain*

Date

*26th Sept. 2022*

**LEWES THEATRE CLUB****BALANCE SHEET AS AT 31 JULY 2022**

	<b>2021-2</b>	<b>2020-1</b>
<b>Fixed Assets</b>		
Freehold property - Site Value	£2,100,000	£1,100,000
Fixtures and fittings	£32,490	£39,566
Additions for year	£25,311	£3,754
Less 25% depreciation for year	-£14,450	-£10,830
	<b>£43,351</b>	<b>£32,490</b>
<b>Current Assets</b>		
Bank current accounts	£2,520	£7,311
Bank deposit accounts	£11,770	£3,774
Hampshire Trust Bank	£22,500	£22,500
Monmouthshire BS	£26,142	£38,008
Cash	£470	£485
Total cash and banked funds	£63,402	£72,078
Bar stock	£339	£339
Total current assets	£63,741	£72,417
<b>Less Current Liabilities</b>		
Sundry creditors (Audit Fee)	£500	£780
Net current assets	£63,241	£71,637
<b>TOTAL ASSETS</b>	<b>£2,206,592</b>	<b>£1,204,127</b>
<b>REPRESENTED BY</b>		
Accumulated funds brought forward	£1,204,127	£1,220,545
Revaluation of freehold property	£1,000,000	
Increase/(decrease) in bar stock		-£16,418
From income and expenditure	£2,185	
	<b>£2,206,312</b>	<b>£1,204,127</b>

APPROVED:  
(Hon Treasurer)

**LEWES THEATRE CLUB****INCOME FOR THE PERIOD ENDING 31 JULY 2022**

	<b>2021-2</b>	<b>2020-1</b>
<b>Production Income</b>		
Bar sales	£6,630	£110
Foyer refreshments income	£886	£0
Programme sales	£874	£200
Seat sales	£38,759	£5,976
<b>Total Production Income</b>	<b>£47,149</b>	<b>£6,286</b>
<b>Non-Production Income</b>		
Car park rental	£510	£1,150
Covid-19 Small Business Grant		£8,000
Income tax refund (Gift Aid)	£885	£0
Interest income	£291	£22
Legacies	£500	
Subscriptions	£8,132	£5,244
Theatre hire		£100
<b>Total Non-Production Income</b>	<b>£10,318</b>	<b>£14,516</b>
<b>TOTAL INCOME</b>	<b>£57,467</b>	<b>£20,802</b>

**LEWES THEATRE CLUB****EXPENDITURE FOR THE PERIOD ENDING 31 JULY 2022**

	2021-2	2020-1
<b>Production expenditure</b>		
Backstage refreshment	£220	£0
Bar expenditure	£191	£180
Bar purchases	£3,643	£0
Costumes & wigs	£487	£0
Foyer Refreshments Expenditure	£274	£0
Hall hire	£570	-£275
Licences	£1,181	£411
Lighting & sound	£300	£0
Photographs	£65	£0
Programmes	£1,115	£0
Props & furniture	£270	£0
Publicity	£3,727	£355
Scripts	£122	£0
Set expenditure	£1,821	£95
<b>Total production expenditure</b>	<b>£13,986</b>	<b>£766</b>
<b>Non-Production expenditure</b>		
Audit fee	£500	£780
Computer accessories	£48	£96
Depreciation	£14,450	£10,830
Electricity & gas	£2,747	£4,454
Equipment	£813	£20
Health and Safety	£112	£0
Insurance	£3,559	£3,464
Legal fees		£1,195
Little Theatre Guild	£105	£105
Maintenance	£8,682	£8,257
Miscellaneous	£462	
Music	£0	£0
Newsletter	£2,080	£0
Postage	£1,167	£131
Rates, water & refuse	£1,498	£711
Software	£1,021	£874
Stationery and printing	£312	£238
Telephone	£490	£599
Theatre management	£3,250	£4,700
<b>Total Non-Production expenditure</b>	<b>£41,296</b>	<b>£36,454</b>
<b>TOTAL EXPENDITURE</b>	<b>£55,282</b>	<b>£37,220</b>
<b>CHANGE IN ACCUMULATED FUNDS</b>	<b>£2,185</b>	<b>-£16,418</b>