

Brighouse Theatre Productions

Trustees' Annual Report and Financial Statements for the year ended 30th June 2024

**11 Highley Hall Croft
Clifton
Brighouse
West Yorkshire
HD6 4LL**

Registered Charity No. 1200878

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Objectives

Who are we?

Brighthouse Theatre Productions was established in 2005 by the merger of Brighthouse Light Opera Society and Brighthouse Amateur Operatic and Dramatic Society.

Brighthouse Theatre Productions is a friendly, open and inclusive local group bringing joy to our community through live theatre including plays, pantomimes and musical shows. It is an outward looking theatrical group and is committed to bringing live theatre to the community.

Objectives

The objectives of Brighthouse Theatre Productions are to promote the advancement and improvement of general education in relation to all aspects of the art of drama and musical theatrical performance for all in the local community.

Review of Activities for 2023-24

The charity was incorporated as a Charitable Incorporated Organisation on the 2 November 2022. As a theatrical organisation we are involved in producing musicals and theatrical productions, including pantomimes to be performed to the general public.

Productions

The first production of the charity was the pantomime Romeo & his Juliet written once again by two of our own members. This year we opted for a new venue in a new town and a new time of year. The venue was to be Brooksbank High School in Elland from 5th April to 7th April 2024. Once again, we welcomed back the same Director as the previous year, the same Musical Director for their third year and a new face to the production team as Choreographer. There were also new recruits to the cast and this year the charity held open auditions for the dancers, and we welcomed several new dances for which we are very grateful and we hope they enjoyed the production. Unfortunately, we didn't get full houses and therefore we brought in £4,867.50, in ticket sales which was down on the previous year. However, we raised £500 from programme adverts, £184.80 programme sales, £256.10 raffle, and £633.06 from Ice creams/Sweets. Sadly, we made a loss of £2,036.17. Thank you to everyone who was involved with the production in anyway.

Achievements

The charity has continued to provide live theatre to the community during the financial year 2023/24 and it looks forward to doing this in the future.

Financial Review

The summary financial figures below are taken from the full independently examined financial statements which follow on pages 8 - 9.

The financial review relates to the financial year to 30th June 2024 and to the period 1st December 2023 – 30th June 2024. On the 1st December 2023 the assets of the old charity Brighthouse Theatre Productions (Charity No. 10129021) were transferred to the new/current charity Brighthouse Theatre Productions (Charity No. 1200878).

The Accounts have been prepared under the format laid down by the Charity Commission. These Accounts have been audited by Sleigh and Story the charity's honorary auditors.

The documents provided to the members at the Annual General Meeting were the Statement of Accounts, Balance Sheet Summary and Financial Statement.

Pantomime – Romeo and His Juliet

In April 2024 we performed our pantomime which was Romeo and His Juliet, and which was held at Brooksbank School, Elland. Once again, we took the opportunity this year to facilitate online ticket sales, which, just like last year, proved to be a success.

Costs for the show this year were £8,960.28 and total income was £6,924.11 of which £4,867.50 came from ticket sales. This means a loss of £2,036.17. Details of Miscellaneous Income, Miscellaneous Expenditure and Production Expenses were circulated to members at the AGM.

General Account

The General Account reflects the general running costs of the charity. As at 30th June 2024 member subscriptions totalled £480 (which in total for the year is £850 which is up from the figure of £830 last year). Total income was £1,353.00 (which in total for the year is £2793.34 down from the figure of £3185.96 last year).

Total expenditure was £3,013.76 (which in total for the year is £4,055.27 which is up from the figure of £3,772.30 last year) which includes mill rental of £1,140.22 (which in total for the year is £1,938.22 for the year £550 of which is recouped by sub-letting part of the mill – the figure of £550 under Income – Mill Rental represents the 2023/24 payment) and Insurance of £834.12.

Over the year this means a loss of £1,660.76 (which in total for the year is a loss of £1,261.93 which is up from the figure of £586.34 last year) on the general account.

Balance Sheet

Moving on to the Balance Sheet and we have seen the charity's total balance decrease this year. Balances stand at £14,390.19 down from £18,087.12 as at 30th November 2023.

Income Generation

Most of the charity's income, £4,867.50, has come from ticket income whilst member subscriptions amounted to £480.

The Future – Financially

The charity continues to be reliant on subscriptions, fundraising and income generated from putting on musical and theatrical productions. There is still work to be done with regard to improving our fundraising activities. Whilst we remain positive about the future we cannot and should not be complacent.

Governance Information

Charity Address: 11 Highley Hall Croft, Clifton, Brighouse, HD6 4LL

Governance:

Incorporated as a Charitable Incorporated Organisation (CIO) on the 2 November 2022.

Our Objectives:

The objectives of the charity are to promote the advancement and improvement of general education in relation to all aspects of the art of drama and musical theatrical performance for all in the local community.

Recruitment of Trustees:

The Trustee Meeting is the Trustee body for the charity. The constitution of the charity outlines the process for the appointment of charity trustees including the 5 ex-officio charity trustees of President, Chairman, Vice-Chairman, Secretary and Treasurer.

Trustees as at 30th June 2024:

Jane Elizabeth Pringle (Chair), Lynn Kathryn Taylor (Secretary)

Richard Anthony Holmes, Jennifer Margaret Normanton, Ian Stead, Karen Swanson, Karen Higgins, Robert Graham Longward, Jim Butler, Sarah Smith, Richard Hunt and Margaret Hallatt.

The following also served as trustees during the period 1st July 2023 to 30th June 2024:

Sean Brennan, Michelle Andrews and Paula Dixon

Independent Examiners: Sleigh & Story, Thornhill Brigg Mills, Thornhill Beck Lane, Brighouse, HD6 4AH

Bankers: Virgin Money, 12 Bradford Road, Cleckheaton, BD19 3RJ

Organisational Policies

The charity has various organisational policies including:

First Aid Policy

Accident Reporting Policy

DBS Policy

Child Protection Policy

Safeguarding Policy

Risk & Compliance Policy

Zero Tolerance Policy

Whistleblowing Policy

Social Media Policy

Record Retention & Data Disposal Policy

Conflict of Interest Policy

Conflict Resolution & Grievance Policy

Event Safety Policy

Equal Opportunities Policy

Confidentiality Agreement Policy

Compliments and Complaints Policy

Anti-Bribery Corruption and Fraud Policy

GDPR and Data Protection Policy

Fundraising & Donations Policy

Financial Management Policy

Investing Charity Funds Policy and Procedures:

The charity does not hold any investments.

Fundraising activities:

Brighthouse Theatre Productions does not use any professional fundraiser or commercial participator to carry out activities on the charity's behalf. Due to the low level of fundraising the charity undertakes, the charity is not a participant of a voluntary scheme for regulating fundraising, or any voluntary standard of fundraising for the activities carried out on behalf of the charity. Should the charity at some point in the future undertake a specific fundraising campaign or start to generate more income through fundraising, the trustees will look to sign up to a voluntary fundraising code.

Public Benefit Statement:

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit 'Charities and Public Benefit'. This Trustees' report clearly sets out Central's charitable objects, our current activities and how they benefit the public.

Declarations

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

Signed on behalf of the charity's trustees

Signature: JANE ELIZABETH PRINGLE

Full name: Jane Elizabeth Pringle

Position: Chair

Date: 14th April 2025

Signature: LYNN KATHRYN TAYLOR

Full name: Lynn Kathryn Taylor

Position: Secretary

Date: 14th April 2025

Independent Examiner's Report

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Brighthouse Theatre Productions for the year ended 30th June 2024 set out on pages 15 to 26. As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signature of independent examiner: JONATHAN STEAD

Name of independent examiner: Jonathan Stead

Relevant professional qualification of independent examiner: Chartered Certified Accountant

Name of firm: Sleigh & Story, Thornhill Brigg Mills, Thornhill Beck Lane, Brighthouse, HD6 4AH

Date: 22/08/2024

Statement of Financial Activities for the year ended 30th June 2024

FINANCIAL STATEMENT FOR THE PERIOD 1ST DECEMBER 2023 TO 30TH JUNE 2024						
STATEMENT OF FINANCIAL ACTIVITIES - UNRESTRICTED FUNDS						
<i>See Notes</i>						
<u>INCOMING RESOURCES</u>			<u>2024</u>		<u>2023</u>	
	Member Subs		£	480.00	£	-
	Ticket Sales		£	4,867.50	£	-
1	Other Show Income		£	2,176.96	£	-
	Events & Activities		£	-	£	-
2	Other Income		£	752.65	£	-
	Interest		£	-	£	-
			£	8,277.11	£	-
<u>RESOURCES EXPENDED</u>						
3	General Expenses	£	3,434.08		£	-
4	Production Costs	£	8,531.99		£	-
5	Events & Activities	£	7.97		£	-
6	Donations	£	-		£	-
7	Fundraising	£	-		£	-
			£	11,974.04	£	-
	In year profit / (loss)			(£3,696.93)		£0.00
	Total Funds B/F at start of year		£	18,087.12	£	18,087.12
	Closing balance at 30th June 2024 / Opening balance at 1st December 2023		£	14,390.19	£	18,087.12

Balance Sheet as at 30th June 2024

	Closing balance at 30th June 2024 / Opening balance at 1st December 2023						
				£ 14,390.19			£ 18,087.12
	BALANCE SHEET						
	Bank & B Soc Accts			£ 13,601.39			£ 17,419.56
	Cash			£ 211.94			£ 381.98
8	Prepayments			£ 576.86			£ 285.58
				£ 14,390.19			£ 18,087.12
	Less uncleared cheques			£ -			£ -
				£ 14,390.19			£ 18,087.12

Notes to the Financial Statements for the year ended 30th June 2024

ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)' and with the Charities Act 2011. The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

There are no tangible fixed assets.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

NOTES

- 1 Made up of Programme Advertising, Programme Sales, Raffle income and Ice Cream sales
- 2 Made up of Donations, Prop/Costume Hire and Mill rental
- 3 Made up of Mill rental, Insurance, NODA subscription and sundries
- 4 Includes all production costs including hall hire, rehearsal costs, online booking fees and ice cream/sweet/alcohol purchases
- 5 Outlay for fundraising events
- 6 Donations made
- 7 Fundraising expenses
- 8 Royalties/booking fees for shows to be performed in the next financial year