

**Brighouse Theatre Productions**

**Trustees' Annual Report  
and Financial Statements  
for the year ended 30<sup>th</sup> June 2025**

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

**Registered Charity No. 1200878**

# Contents

Objectives	2
Review of Activities for 2024-25	2
Achievements	3
Financial Review	3
Governance Information	4
Organisational Policies	5
Declarations	7
Independent Examiner’s Report	8
Statement of Financial Activities	9
Balance Sheet	9
Notes to the Financial Statements	9

## Objectives

### Who are we?

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

Brighouse 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 Brighouse 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 2024-25

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

This year the charity decided to have a Murder Mystery theme beginning with a play at the end of October held at St John's Church Hall in Rastrick. Our first production for this was Ghost Train to co-inside with Halloween. The play was written by Arnold Ridley who also starred in Dad's Army as Private Godfrey. We welcomed back the same Director as the previous year as well as returning cast members. We also welcomed a new cast member who played the character Miss Bourne. Everyone played their parts well and gave a strong performance of their character. With some particularly good audiences we raised £4,003, in ticket sales, £145.48 in programme sales, £275 in raffle, and £527.31 on the bar. Our biggest items of expenditure were hire of the hall £2050, production expenses £700, scenery & props £492.83, royalties £576.86 & booking fees £283.84. We almost managed to breakeven but sadly we had a small loss of £0.81. Overall, the play was very well received and thoroughly enjoyed by all who came to see it. Thank you to everyone who was involved with the production in anyway.

Our second and final production of the year was another play at the end of May at St John's Church Hall Rastrick. Our choice was another Agatha Christie play The Mirror Crack'd under the direction of the same Director who directed Ghost Train. After a turbulent time of trying to cast some of the main characters (particularly Dolly Bantry) due to people having to withdraw for various reasons we finally had a cast line up. As if directing wasn't enough the Director very kindly stepped in to play the part of Guiseppe Renzo as we had been unable to recruit someone for the part. However, we did manage to welcome two new cast members. Again, everyone played their parts well and gave a strong performance of their character. Once again, we had some particularly good audiences, the lowest attendance being on the Saturday matinee. We raised £3,396 in ticket sales, slightly down on the Ghost Train. We managed a slight increase of £146.87 for programme sales and £280 for the raffle, but a drop in takings of £499.83 on the bar. Our biggest items of expenditure were hire of the hall £1,825.00, rehearsal room hire £375, production expenses £700, royalties £510 & Sound & Lighting £295. Sadly, we had a small loss of £383.87. Again, overall, the play was very well

received and thoroughly enjoyed by all who came to see it. 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 2024/25 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 30<sup>th</sup> June 2025 and to the period 1<sup>st</sup> July 2024 – 30<sup>th</sup> June 2025.

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.

### **Play – Ghost Train**

In October 2024 we performed the play Ghost Train which was held at St John's Church Hall, Rastrick. 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 play this year were £4,992.10 and total income was £4,991.29 of which £4003.00 came from ticket sales. This means a loss of £0.81. Details of Miscellaneous Income, Miscellaneous Expenditure and Production Expenses were circulated to Members prior to the AGM.

### **Radio Plays**

In April 2025 we performed the Radio Plays which was held at St Anne's Church Hall, Southowram. 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 play this year were £880.47 and total income was £881.50 of which £630.00 came from ticket sales. This means a profit of £1.03. Details of Miscellaneous Income and Miscellaneous Expenditure were circulated to Members prior to the AGM.

### **Play – The Mirror Crack'd**

In May 2025 we performed the play The Mirror Crack'd which was held at St John's Church Hall, Rastrick. 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 play this year were £4707.47 and total income was £4323.60 of which £3396.00 came from ticket sales. This means a loss of £383.87. Details of Miscellaneous Expenditure and Production Expenses were circulated to Members prior to the AGM.

### **General Account**

Moving on to the General Account which reflects the general running costs of the Society. As at 30<sup>th</sup> June 2025 subs totalled £840 (which in total for the year is down from the figure of £850 last year). Total income was £3,975.32 (which in total for the year is up from the figure of £2793.34 last year).

Total expenditure was £4,516.67 (which in total for the year is up from the figure of £4,055.27 last year) which includes mill rental of £2000.04 (£550 of which is recouped from Cleckheaton Amateurs – the figure of £550 under Income – Mill Rental represents the 2024/25 payment) and Insurance of £843.97. Details of Miscellaneous Income and Miscellaneous Expenditure on the General Account were circulated to Members prior to the AGM.

Over the year this means a loss of £541.35 (which is down from the figure of £1,660.76 last year) on the general account.

### **Balance Sheet**

Moving on to the Balance Sheet and we have seen our total balance decrease this year. Balances stand at £13,465.19 as at 30<sup>th</sup> June 2025 down from £14,390.19 as at 30<sup>th</sup> June 2024.

### **Income Generation**

Most of the charity's income, £8,029.00, has come from ticket income whilst member subscriptions amounted to £840.

### **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 30<sup>th</sup> June 2025:**

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

Richard Anthony Holmes, Jennifer Margaret Normanton, Ian Stead, Karen Higgins, Anthony Goswell, Dexter Tikadar, Sarah Smith, Richard Hunt and Margaret Hallatt.

The following also served as trustees during the period 1<sup>st</sup> July 2024 to 30<sup>th</sup> June 2025:

Jim Butler and Karen Swanson

**Independent Examiners:** Sleight & 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 & 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:**

The charity held two fundraising events at Southowram Church Hall on 4th April and St John's Church Hall Rastrick on 5th April. We performed two Radio Plays at each event from Agatha Christie's collection of Murder in the Studio – A Personal Call and Butter in a Lordly Dish.

Ticket sales from both evenings raised £630, raffle £87, bar £144.50. The biggest items of expenditure were royalties £168, miscellaneous £218.84, alcohol/soft drinks £201.99 and hall hire £195. Ideally, we would have liked to have sold a few more tickets to make a profit instead though we made an exceedingly small loss of £1.03. The plays were very well received and thoroughly enjoyed by all who came to see it. Thank you to everyone who was involved with the production in anyway.

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.

### **Social Events:**

Continuing with the theme a Murder Mystery dinner was organised at Crow Nest Golf Club on Friday 11th April 2025. Although we ticket sales were low, we still managed to make a profit of £79. Thank you to those who organised the venue and the cast and to anyone else who participated in this event.

### **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 Brighthouse Theatre Productions 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: 

Full name: Richard Hunt

Position: Vice Chairman

Date: 9<sup>th</sup> March 2026

Signature: 

Full name: Lynn Kathryn Taylor

Position: Secretary

Date: 9<sup>th</sup> March 2026



# 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 30<sup>th</sup> June 2025 set out on pages 9 to 10. 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.

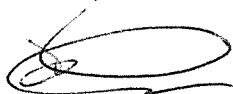
## Independent Examiner's Statement

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: 13 MARCH 2026

# Statement of Financial Activities for the year ended 30<sup>th</sup> June 2025 and Balance Sheet as at 30<sup>th</sup> June 2025

## FINANCIAL STATEMENT FOR THE YEAR ENDED 30TH JUNE 2025

### STATEMENT OF FINANCIAL ACTIVITIES - UNRESTRICTED FUNDS

See Notes

	<u>INCOMING RESOURCES</u>	<u>2025</u>	<u>2024</u>
	Member Subs	£ 840.00	£ 480.00
	Ticket Sales	£ 8,029.00	£ 4,867.50
1	Other Show Income	£ 4,348.71	£ 2,176.96
	Events & Activities	£ 694.00	£ -
2	Other Income	£ 760.00	£ 752.65
	Interest	£ -	£ -
		<u>£ 14,671.71</u>	<u>£ 8,277.11</u>
	<u>RESOURCES EXPENDED</u>		
3	General Expenses	£ 4,527.42	£ 3,434.08
4	Production Costs	£ 10,394.44	£ 8,531.99
5	Events & Activities	£ 59.85	£ 7.97
6	Donations	£ -	£ -
7	Fundraising	£ 615.00	£ -
		<u>£ 15,596.71</u>	<u>£ 11,974.04</u>
	In year profit / (loss)	(£925.00)	(£3,696.93)
	Total Funds B/F at start of year	<u>£ 14,390.19</u>	<u>£ 18,087.12</u>
	Closing balance at 30th June 2025	<u>£ 13,465.19</u>	<u>£ 14,390.19</u>
	<u>BALANCE SHEET</u>		
	Bank & B Soc Accts	£ 13,305.75	£ 13,601.39
	Cash	£ 159.44	£ 211.94
8	Prepayments	£ -	£ 576.86
		<u>£ 13,465.19</u>	<u>£ 14,390.19</u>
		<u>£ 13,465.19</u>	<u>£ 14,390.19</u>

## Notes to the Financial Statements for the year ended 30<sup>th</sup> June 2025

### 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