

Chipping Norton Theatre Limited (The)

Registered Company Number: 1179918

Registered Charity Number: 268154

Accounts

For the year ended

31st March 2023

Wenn Townsend

Chartered Accountants

Oxford

Chipping Norton Theatre Limited (The)

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Chipping Norton Theatre Limited (The)

Company Number: 1179918 (England and Wales)

Registered Charity Number: 268154

Trustees:
A Brander
R Greaves (Chair)
K Grive (known as F Grive)
C Mathews (appointed) (known as C Gordon)
C Peake
S Prangnell (appointed)
S Sheppard (resigned)
T Sumner
P Wilson
L Whordley-Hughes

Secretary: J Robinson

Registered Office:
2 Spring Street
Chipping Norton
Oxfordshire
OX7 5NL

Accountants:
Wenn Townsend
Chartered Accountants
30 St Giles
Oxford
OX1 3LE

Bankers:
Barclays Bank Plc
Financial Services Section
P O Box 11
Oxford
OX3 9YD

Theatre Artistic Director: J Terry

General Manager: J Robinson

Chipping Norton Theatre Limited (The)

Report of the Council of Management for the year ended 31st March 2023

Members of the Council of Management present their report with the financial statements of the charitable company for the year ended on 31st March 2023.

The financial statements comply with the current statutory requirements, the Memorandum and Articles of Association and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

References and Administration Details

Constitution

The Chipping Norton Theatre Ltd is a company limited by guarantee and a registered charity Number 268154, Company Number 1179918 (England and Wales).

Directors and Trustees

The members of the Council of Management, who are directors for the purposes of Company Law and trustees for the purposes of Charity Law, are referred to interchangeably as such.

As set out in the Articles of Association, the Chair of Council is elected by its members. After three years' service members of Council retire by rotation at annual general meetings and may, if willing to act, be reappointed. The members of the charitable company may by ordinary resolution appoint a person who is willing to act, to be a member of Council, either to fill a vacancy or as an additional member.

The members of Council who served during the year and since the year end were as shown on page 1 and that page also provides the legal and administrative information.

Day to day management, under the direct control of the Council of Management, is delegated to The Theatre's Artistic Director.

Structure, Governance and Management

The Chipping Norton Theatre Limited was incorporated on 6th August 1974 as a private company, limited by guarantee and not having a share capital, under a Memorandum of Association dated 15th July 1974.

Members of Council must be a member of the charitable company. Prospective members of Council may be invited to observe Council meetings, but if elected to full membership must also become Members of the Company.

The present membership of Council represents a wide range of the necessary knowledge and experience – theatre management, finance, fundraising, legal matters – and continuity of relevant experience is regarded as important, combined with a regular audit of skills.

On appointment, new members of Council are provided with an information pack and a full briefing from the Chair, the Theatre's Artistic Director and the General Manager. Members of Council are regular attendees at the various events that are put on in The Theatre.

Council meetings are also attended, as observers, by representatives of The Theatre's regular statutory funding bodies, including local authority bodies.

The Council of Management administers the charity. The Council normally meets quarterly and there are sub-committees covering fundraising, finance and audits which also meet quarterly. A Director is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Director has delegated authority, within terms of delegation approved by the trustees, for some operational matters to members of the Senior Management Team.

All member of the Council of Management give of their time freely and no trustee received remuneration in the year. Details of directors' expenses and related party transactions are disclosed in note 11 to the accounts. The pay of the senior staff is reviewed annually and normally increased in accordance with average earnings. In view of the nature of the charity, the levels are benchmarked against pay levels in other provincial theatres of a similar size run on a voluntary basis. The remuneration benchmark is on the lower end of the range paid for similar roles. If recruitment has proven difficult in the recent past a market addition is also paid with the pay maximum no greater than the highest benchmarked salary for a comparable role. Senior staff were paid a total of £118,660.09 (2022: £102,513).

Chipping Norton Theatre Limited (The)

Report of the Council of Management for the year ended 31st March 2023

Structure, Governance and Management (continued)

The Theatre benefits from the support of over 1,200 Friends and The Chipping Norton Theatre and Friends Trust, two of whose trustees are appointed by Council. They provide significant and invaluable financial support to The Theatre. It is worth noting that without significant additional fundraising in each year, the resources of the Trust will be depleted; The Theatre therefore has an important fundraising function to deliver in the short to medium term.

With regard to risk, insurance cover is in place for the normal risks of operating The Theatre. Beyond this the principal uninsurable risks are:

- the loss of, or significant reduction in total revenue funding from statutory and local authority bodies and from private trusts and individuals;
- short-term adverse trading conditions affecting the locality;
- the building is particularly old and could at any time require significant funds to be spent, of which the Theatre currently does not have enough reserves to cover;
- failure to raise sufficient charitable donations to maintain liquid asset levels.

The occurrence of the first of these risks would necessitate major changes to the ways in which the Theatre operates and would almost certainly lead to a reduction in the range of activities in the medium term. Against the second category of risk, the strategy is to constitute an appropriate general reserve divided between the charitable company itself and the associated Theatre and Friends Trust. The relevance of these strategies is kept under review by the Council.

Objectives, Activities and Public Benefit

The Company is established to promote, maintain, improve, and advance education, particularly by the promotion and production of educational plays and concerts and the encouragement of the Arts. Alongside a live and film programme The Theatre aims to support the community through an extensive Take Part programme of workshops and participatory activities. In doing so it welcomed more than 54,500 people during the year to around 500 events. The past year is the second full year back after the COVID pandemic and audience numbers have been returning to normal.

During the year under review, the Theatre set out to:

- provide accessible, popular programming (received and produced)
- offer innovative and challenging work (received and produced)
- provide participatory activities and workshops across all art forms
- encompass equality and diversity in all areas

In this it was supported by the following resources and strategies:

- audience development and marketing
- resources - people and places
- continuing development and funding partnerships

Activities included:

- The Theatre received 199 live performances, and screened 213 films and live streamings along with 12 private hires, 26 outdoor live performances and 12 performances of an in house produced show *The Mountaintop* which then went out on tour.
- The annual pantomime *Dick Whittington*, was performed 95 times and seen by 17185 people, including relaxed, signed and captioned performances.
- The Theatre returned to In House producing for the first time since the pandemic with the production of *The Mountaintop*.
- A series of outdoor 'Al Fresco' live events were planned throughout the summer around a range of private gardens, estates and public areas.
- The Take Part department run weekly session for Youth Theatre, Creative Writing, Adult Drama, Dance 50, Youth Musical Theatre, Saturday Drama, the Chipping Norton Singers, relaxed screenings, Holiday workshops, Can Sing training choir and Great Company. Totalling 287 sessions during the year for 949 participants.

Chipping Norton Theatre Limited (The)

Report of the Council of Management for the year ended 31st March 2023

Objectives, Activities and Public Benefit (continued)

- Free School Meals provision grew from 40 to 132 young people each school holiday, supported financially by Wise Investments and with support with prep and collection days from their staff. A cultural programme has grown around this with creative activities or packs to take home (970 given out in the year) and 6 film screenings (640 tickets), supported by the Council Norton Town Council, along with free tickets for live shows during the year and Wise Investments again supporting with tickets for the Pantomime for the supported families.
- With further support of S106 funding The Theatre continue its Ladder of Engagement projects with Acting Out, a programme of targeted Youth Theatre workshops for 15 young people. 87% of the participants than moved the year round Youth Theatre programme via the bursary scheme
- The Theatre organises and runs the Chippy Creative; A group of community, creative and education organisations that meet quarterly to share resources, priorities and needs.
- A full bursary scheme has been re-instated thanks to the support of multi-year funding from Tony and Judith Yarrow. This commenced mid-year with 28 bursaries awards and also goes towards any additional support some young people may need in order to participate.
- Mental Health support at the towns secondary school was requested via Chippy Creative. With support from the S106 fund sessions were run for a term for year 9s on the CAMHS waiting list or referred by teachers. The finished their session by running a workshop for 15 incoming year 6 students from the Nurture team at St Marys Primary.
- Ran three weeks of summer holiday workshops with HAF (Holiday and Food) funding for 45 young people with significant additional needs, including 'Backstage Pass' which was a week focused on backstage skills.
- Given out 650 mental health art packs to the community.
- Ran an intergenerational theatre week bringing together care home residents and junior school children to co-create and perform and piece of work about the history of Chipping Norton.
- Ran sessions once a term with the Remix after school club.
- Offered an array of community tickets (318 free tickets) via St Mary's and The Branch mental health group, our free school meal families, St Marys school, Chadlington School, Ukrainian refugees and travellers.
- Ran Jubilee themed dementia friendly reminiscence workshops in care homes in collaboration with the Royal Mint.
- 3 art exhibitions were displayed by local professional artists and local amateur groups and schools in the gallery.
- During the year a new assisted listening system was installed in the auditorium, providing support to those with hearing loss with headphones or connection to hearing aids, on every single event at The Theatre. It also provides Audio Description on some films and live shows for those with sight loss. Two large parts of the roof were replaced due to age and work commenced on refreshing the lighting rig to prepare for future funding applications for a full move to LED stage lighting. The server for the cinema projector was upgraded.

The Theatre would like to thank all of its sponsors and funders that have supported activities throughout the year, and all of the individuals, Friends and Patrons for their ongoing support:

- The Theatre was sponsored by:

Cleenol Group Ltd (Cleaning Partner)
Kingham Hill School (Pantomime)
Mr Simms Olde Sweet Shoppe (Panto Sweets)
Owen Mumford (Owen Mumford Gallery, Cinema Bambino and Panto 5K)
Wigwam Self Storage (Storage Partner)
Wise Investment (The Theatre and Free Holiday Lunch Programme)

- The Theatre was funded by:

The National Lottery through Arts Council England
Chipping Norton Town Council
Oxfordshire Local Enterprise Partnership
Parish Councils (Enstone, Oddington)

Chipping Norton Theatre Limited (The)

Report of the Council of Management for the year ended 31st March 2023

Objectives, Activities and Public Benefit (continued)

Patrons and Friends of The Theatre Chipping Norton
West Oxfordshire District Council

Albion Trust
Aldi
Aird Clabon Charitable Trust
CHK Charities
Cottsway Community Fund
Doris Field Charitable Trust
The Dragon School
Elizabeth Jackson Charitable Trust
Equity Charitable Trust
Evenlode Investment
HDH Wills 1965 Charitable Trust
Oxfordshire County Council Councillor Priority Fund
PF Charitable Trust
Pye Charitable Trust
Schuster Charitable Trust
The Theatres Trust
Yorkshire Building Society Charitable Foundation
Walter Higgs Charitable Trust

Our thanks to all our generous individual donors, including those that wish to remain anonymous and a special mention to Tony and Judith Yarrow for their multi year support for the Tony and Judith Yarrow Bursary Programme.

The Theatre benefits from the invaluable support of around 75 volunteers as theatre ushers and also has volunteers within archiving, fundraising, general admin and costume. Thanks is also given to the members of the Friends Support Group who arrange events and sales throughout the year to raise much needed funds. The Theatre would be unable to function in its current form without the support of our volunteers and their time and contribution is hugely appreciated.

The Theatre would like to thank the team of permanent and casual staff amounting to 35 individuals and its team of freelance Take Part practitioners; all of whom have worked incredibly hard throughout the year.

Fundraising

Members of The Theatre's fundraising department organise events and carry out fundraising activities in order to generate funds for the charity. The Theatre does not use professional fundraisers or involve commercial participators. There have been no complaints about fundraising activity this year.

All the charity's marketing activities are undertaken directly to ensure that is not unreasonably persistent or intrusive. Marketing materials contain clear details of how to unsubscribe to future communications and care is taken to limit the level of communications being sent out.

Financial Review

This year The Theatre generated a deficit of £40,399 (2022: deficit of £34,600).

The Council of Management has an agreed Reserves Policy in place and as at 31st March 2023 total funds were £1,040,797 including restricted funds of £73,296 and designated funds of £880,000. The Theatre's free reserves were £87,501 (2022: £182,205).

The Chipping Norton Theatre Trust, an independent charity providing grant support to The Theatre, made funding payments of £112,000 to The Theatre. The Friends of The Theatre scheme raised £31,195 (2022: £42,149) in membership income, which has supported the core costs of the theatre and various repairs of the building.

Chipping Norton Theatre Limited (The)

**Report of the Council of Management
for the year ended 31st March 2023**

Statement of the Council of Management's responsibilities

The Council of Management are required by law to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and of the charitable company's activities for that period. In preparing those financial statements the Council of Management are required to follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Council of Management are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the charitable company's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far the Trustees are aware:

- there is no relevant information of where the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of the information.

Auditors

A resolution will be proposed at the Annual General Meeting that Wenn Townsend be re-appointed auditors to The Theatre for the ensuing year.

This report was approved by the Board of Directors and the Council of Management on 2023.



R Greaves

Trustee

2 Spring Street
Chipping Norton
Oxfordshire OX7 5NL

Chipping Norton Theatre Limited (The)

Report of the Independent Auditors To The Members of Chipping Norton Theatre Limited (continued)

Opinion

We have audited the financial statements of The Chipping Norton Theatre Limited (the 'charitable company') for the year ended 31st March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2023, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Trustees' Annual Report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Chipping Norton Theatre Limited (The)

Report of the Independent Auditors To The Members of Chipping Norton Theatre Limited (continued)

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report (incorporating the Directors' Report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the strategic report and the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement set out on page 6, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management, those charged with governance and management around actual and potential litigation and claims;
- Reviewing minutes of meetings of those charged with governance;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

Chipping Norton Theatre Limited (The)

**Report of the Independent Auditors
To The Members of Chipping Norton Theatre Limited (continued)**

Auditor's responsibilities for the audit of the financial statements (continued)

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

.....
Mr Andrew Rodzynski FCA
Senior Statutory Auditor
For and on behalf of Wenn Townsend
Statutory Auditor
Oxford

Date: 2023

Chipping Norton Theatre Limited (The)

Statement of Financial Activities
(including income and expenditure amount)
for the year ended 31st March 2023

Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2023 Total £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2022 Total £
Income and endowments								
4 Donations and legacies	274,398	-	93,483	367,881	273,898	-	14,401	288,299
5 Activities for raising funds	157,537	-	-	157,537	99,857	-	-	99,857
6 Investment income	286	-	-	286	11	-	-	11
	432,221	-	93,483	525,704	373,766	-	14,401	388,167
7 Income from charitable activities	898,808	-	-	898,808	736,583	-	-	736,583
Total income	1,331,029	-	93,483	1,424,512	1,110,349	-	14,401	1,124,750
Expenditure								
<i>Costs of raising funds:</i>								
8 Costs of raising voluntary income	49,535	-	166	49,701	51,371	-	312	51,683
9 Costs of activities for raising funds	124,453	-	497	124,950	115,012	-	937	115,949
10 Expenditure on charitable activities	1,253,930	-	36,330	1,290,260	961,733	-	29,985	991,718
Total expenditure	1,427,918	-	36,993	1,464,911	1,128,116	-	31,234	1,159,350
Net movement of funds in year before transfers	(96,889)	-	56,490	(40,399)	(17,767)	-	(16,833)	(34,600)
Funds transfer	2,185	-	(2,185)	-	-	-	-	-
Total funds brought forward at 1st April 2022	182,205	880,000	18,991	1,081,196	199,972	880,000	35,824	1,115,796
Total funds carried forward at 31st March 2023	87,501	880,000	73,296	1,040,797	182,205	880,000	18,991	1,081,196

The charitable company has made no acquisitions nor discontinued any operations during either of the above two financial years, therefore incoming resources and net outgoing resources derive entirely from continued operations.

The annexed notes form part of these financial statements.

Chipping Norton Theatre Limited (The)

Balance Sheet
at 31st March 2023

	Note	£	2023 £	£	2022 £
Tangible fixed assets					
Tangible assets	13		881,489		884,489
Current assets					
Stocks	14	2,366		4,989	
Debtors	15	179,915		161,955	
Bank accounts		183,857		231,140	
Cash accounts		431		292	
			366,569	398,376	
Current liabilities					
Creditors: Amounts falling due within one year	16	(207,261)		(201,669)	
Net current assets / (liabilities)			159,308		196,707
Net assets			1,040,797		1,081,196
Represented by:-					
Capital funds					
Unrestricted funds	17		87,501		182,205
Designated funds	17		880,000		880,000
Restricted funds	17		73,296		18,991
Total funds			1,040,797		1,081,196

The financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

Approved by the Council of Management on 2023 and signed on their behalf by:



R Greaves
Trustee

The annexed notes form part of these financial statements.

Chipping Norton Theatre Limited (The)

**Statement of Cash Flows
for the year ended 31st March 2023**

	Note	2023 £	2022 £
Cash used in operating activities	20	(47,430)	(110,699)
		<hr/>	<hr/>
Cash flows from investing activities			
Interest income		286	11
Cash provided by investing activities		286	11
		<hr/>	<hr/>
Increase/(decrease) in cash and cash equivalents in the year		(47,144)	(110,688)
Cash and cash equivalents at the beginning of the year		231,432	342,120
Total cash and cash equivalents at the end of the year		184,288	231,432
		<hr/>	<hr/>

Chipping Norton Theatre Limited (The)

Notes to the financial Statements for the year ended 31st March 2023

1. Accounting policies

a) Basis of preparation

These accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, rather than as cash is received or paid. The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Accounting Practice.

The accounts include all the transactions, assets and liabilities for which the Charity is responsible in law.

The Charity constitutes a public benefit entity as defined by FRS 102.

b) Income

Voluntary income, including donations, gifts and grants are recognised where there is entitlement, certainty of receipt and the amount can be reliably measured. Voluntary income is deferred where the donor has specified that the donation or grant must be used in a future accounting period.

Investment income is recognised on a receivable basis.

Income from charitable activities is recognised as earned through the provision of goods and services.

All income is stated net of VAT.

Income is deferred where admission fees or performance related grants are received in advance of the performances or events to which they relate.

c) Depreciation and diminution in value of assets

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold buildings	None	
Theatre equipment	25%	reducing balance basis
Vehicles	25%	reducing balance basis

No depreciation is provided on the freehold buildings to the extent that the residual value is in excess of the cost.

d) Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

e) Leasing

Rentals paid under operating leases are charged to the income and expenditure account on straight line basis over the term of the lease.

f) Accounting disclosures

In common with many other companies of our size and nature we use our auditors to assist with the preparation of the accounts.

g) Irrecoverable VAT

The Charity is treated as partially exempt for VAT purposes and as such is not able to reclaim all of its input VAT. The amount of irrecoverable VAT is included within support costs.

Chipping Norton Theatre Limited (The)

**Notes to the financial Statements (continued)
for the year ended 31st March 2023**

1. Accounting policies (continued)

h) Expenditure

Expenditure is recognised when a liability is incurred.

Costs of generating funds are those costs incurred in attracting voluntary income in the form of donations and gifts.

Charitable activities include all direct costs and support costs associated with the staging of performances and participation or education activities.

Governance costs represent those costs incurred in the overall governance of the charities and are primarily associated with the cost of complying with constitutional and statutory requirements.

Support costs represent central function costs and overheads. These costs have been allocated to a category using a suitable apportionment percentage based on the costs directly attributable to each category.

i) Pension costs

The charity operates a defined contribution scheme for the benefit of qualifying employees. The costs of contributions are recognised in the year in which they become payable.

j) Fund accounting

Unrestricted funds consist of a general fund which the Trustees may use at their discretion for the furtherance of the objects of the Charity.

Restricted funds are subject to specific conditions imposed by the donor or by the terms of an appeal, those conditions being legally binding upon the Trustees.

k) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

l) Operating leases

The charity classifies the lease of printing, specialist lighting and audio equipment as operating leases; the title to the equipment remains with the lessor and the equipment is replaced every 5 years whilst the economic life of such equipment is normally 10 years. Rental charges are charged on a straight line basis over the term of the lease.

m) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

n) Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

o) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

p) Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Chipping Norton Theatre Limited (The)

**Notes to the financial Statements (continued)
for the year ended 31st March 2023**

1. Accounting policies (continued)

q) Going concern

The Trustees are satisfied that the Theatre has adequate reserves and that the forecasts for the next twelve months and beyond are suitably positive for the accounts to be prepared on a going concern basis.

2. Legal status of the charity

The Charity is a company limited by guarantee, incorporated in England and Wales. The liability of the members in the event of a winding up is limited to an amount not exceeding £1 per member.

3. Net movement of funds

	2023	2022
	£	£
This is stated after charging:		
Auditors' remuneration – audit of the financial statements	7,200	7,200
– tax compliance services	375	375
– accountancy services	14,300	14,300
Depreciation of owned assets	3,000	3,000
	<u>24,875</u>	<u>24,875</u>

4. Donations and legacies

	Unrestricted	Restricted	2023	2022
	£	£	£	£
Fundraising and donations	73,131	35,900	109,031	72,218
Chipping Norton Theatre and Friends Trust	112,000	-	112,000	12,000
Friends' Committee Funds	31,195	-	31,195	42,149
Revenue grants	32,172	57,583	89,755	84,742
Government grants				
- JRS income (furlough)	-	-	-	34,540
- Small business grants	-	-	-	16,750
- WODC annual support funding	25,900	-	25,900	25,900
- Arts Council England - CRF	-	-	-	-
	<u>274,398</u>	<u>93,483</u>	<u>367,881</u>	<u>288,299</u>

Chipping Norton Theatre Limited (The)

**Notes to the Financial Statements (continued)
for the year ended 31st March 2023**

5. Activities for raising funds

	Unrestricted £	Restricted £	2023 £	2022 £
Sponsorship	19,563	-	19,563	19,832
Front of house trading	112,568	-	112,568	68,756
Lettings	24,656	-	24,656	9,518
External services provision	750	-	750	1,751
	<u>157,537</u>	<u>-</u>	<u>157,537</u>	<u>99,857</u>

6. Investment income

All of the investment income arises from interest received on interest-bearing deposit and current accounts.

7. Income from charitable activities

	Unrestricted £	Restricted £	2023 £	2022 £
Pantomime	367,939	-	367,939	284,726
Live programme	157,091	-	157,091	158,544
External events	67,115	-	67,115	48,366
Cinema	70,553	-	70,553	55,559
Take Part programme	61,800	-	61,800	69,044
Productions and projects	60,745	-	60,745	28,110
Booking fee and other income	31,511	-	31,511	20,472
Theatre tax relief	82,054	-	82,054	71,762
	<u>898,808</u>	<u>-</u>	<u>898,808</u>	<u>736,583</u>

8. Costs of raising voluntary income

	Unrestricted £	Restricted £	2023 £	2022 £
Fundraising	39,448	-	39,448	33,890
- staff	4,403	-	4,403	13,114
- other costs				
Support costs (see note 12)	5,684	166	5,850	4,679
	<u>49,535</u>	<u>166</u>	<u>49,701</u>	<u>51,683</u>

9. Costs of activities for raising funds

	Unrestricted £	Restricted £	2023 £	2022 £
Front of house	49,438	-	49,438	68,075
- staff	49,710	-	49,710	29,238
- other costs				
Lettings	8,253	-	8,253	4,600
Support costs	17,052	497	17,549	14,036
	<u>124,453</u>	<u>497</u>	<u>124,950</u>	<u>115,949</u>

Chipping Norton Theatre Limited (The)
Notes to the Financial Statements (continued)
for the year ended 31st March 2023

10. Expenditure on charitable activities

		Unrestricted £	Restricted £	2023 £	2022 £
Pantomime		225,320	-	225,320	167,935
Live programme		112,417	-	112,417	113,884
External and collaborative events		63,410	-	63,410	27,848
Productions and projects		91,392	-	91,392	31,926
Take Part	- staff	24,701	-	24,701	30,554
	- other	43,094	20,424	63,518	40,926
Cinema		33,762	-	33,762	34,993
Box office	- staff	77,487	-	77,487	59,700
	- other	36,653	-	36,653	34,795
Support costs		545,694	15,906	561,600	449,157
		<u>1,253,930</u>	<u>36,330</u>	<u>1,290,260</u>	<u>991,718</u>

11. Staff costs

The average number of persons employed by the company during the year was as follows:

	2023	2022
Production	3	3
Administration and management	32	31
	<u>35</u>	<u>34</u>

The aggregate payroll costs were as follows:

	2023 £	2022 £
Wages and salaries	441,365	363,811
Social security	24,917	21,368
Employers Pension	7,014	6,570
	<u>473,296</u>	<u>391,749</u>

No member of staff received total employee benefits of more than £60,000 during the current or previous financial year.

No remuneration was paid, nor any expenses reimbursed, to any Trustee during the current or previous financial year.

The charity's senior management team represent their key management personnel. Total remuneration for the year was £118,660 (2022: £102,513).

Chipping Norton Theatre Limited (The)

Notes to the Financial Statements (continued)
for the year ended 31st March 2023

12. Support costs

	Costs of raising voluntary income £	Costs of activities for raising funds £	Charitable activities £	Total 2023 £	Total 2022 £
Advertising	380	1,139	36,460	37,979	6,437
Audit	45	135	4,320	4,500	4,500
Bank charges	6	17	545	568	237
Depreciation	30	90	2,880	3,000	3,000
Irrecoverable VAT	473	1,420	45,446	47,339	18,822
Legal and professional	227	682	21,832	22,741	16,540
Other staff costs	106	318	10,185	10,609	1,178
Premises costs	1,248	3,743	119,769	124,760	141,226
Printing, postage and stationery	426	1,277	40,864	42,567	10,548
Subscriptions and licenses	77	230	7,372	7,679	3,608
Travel and entertaining	10	31	994	1,035	128
Wages and salaries	2,822	8,467	270,933	282,222	237,363
	5,813	17,437	558,000	581,250	467,872

Fund allocation

Unrestricted	5,647	16,940	542,094	564,681	464,565
Restricted	166	497	15,906	16,569	31,234
	5,813	17,437	558,000	581,250	495,799

Chipping Norton Theatre Limited (The)

**Notes to the Financial Statements (continued)
for the year ended 31st March 2023**

13. Tangible fixed assets

	Freehold Land and Buildings £	Theatre Equipment £	Total £
Cost:			
At 1st April 2022	880,000	294,897	1,174,897
At 31st March 2023	880,000	294,897	1,174,897
Depreciation:			
At 1st April 2022	-	290,408	290,408
Charge for the year	-	3,000	3,000
At 31st March 2023	-	293,408	293,408
Net book value:			
At 31st March 2023	880,000	1,489	881,489
At 31st March 2022	880,000	4,489	884,489

14. Stocks

	2023 £	2022 £
Goods for resale	2,366	4,989

15. Debtors and prepayments

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	8,188	45,228
Prepayments and accrued income	21,011	40,627
Theatre tax relief recoverable	150,716	76,100
	179,915	161,955

16. Creditors

	2023 £	2022 £
Amounts falling due within one year:		
Trade creditors	21,021	37,044
Accruals and deferred income	128,029	92,610
VAT creditor	(3,645)	5,705
Other creditors	61,856	66,310
	207,261	201,669

Chipping Norton Theatre Limited (The)

**Notes to the Financial Statements (continued)
for the year ended 31st March 2023**

17. Reserves

2023	Balance at 1st April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31st March 2023 £
Unrestricted	182,205	1,331,029	(1,427,918)	2,185	87,501
<i>Designated</i>					
Property Fund	880,000	-	-	-	880,000
<i>Restricted</i>					
Audio Description	500	-	(500)	-	-
Foundation Stones	900	-	-	-	900
Improving Access	500	-	(500)	-	-
Wet Room	15,401	-	-	-	15,401
Yarrow	1,690	-	(1,690)	-	-
Bursaries	-	35,900	(1,508)	(2,185)	32,207
Take Part Projects	-	57,583	(32,795)	-	24,788
Total Restricted	18,991	93,483	(36,993)	-	73,296
	1,081,196	1,424,512	(1,464,911)	-	1,040,797

2022	Balance at 1st April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31st March 2022 £
Unrestricted	199,972	1,110,349	(1,128,116)	-	182,205
<i>Designated</i>					
Property Fund	880,000	-	-	-	880,000
<i>Restricted</i>					
Audio Description	500	-	-	-	500
Foundation Stones	900	-	-	-	900
Improving Access	500	-	-	-	500
Stage Floor	500	-	(500)	-	-
Theatre's Trust	1,424	-	(1,424)	-	-
Wet Room	1,000	14,401	-	-	15,401
Access	5,000	-	(5,000)	-	-
Yarrow	26,000	-	(24,310)	-	1,690
Total Restricted	915,824	14,401	(31,234)	-	898,991
	1,115,796	826,233	(1,159,350)	-	1,081,196

The Property fund represents the net book value of the theatre building.

The Oxfordshire Theatre Company fund represents the value of assets transferred from OTC to The Theatre under an Agreement in which Oxfordshire Theatre Company Limited donated all its assets to the charity. Its use is restricted to the delivery of a live touring theatre programme to rural venues in Oxfordshire and throughout the country. The remaining balance is expected to be used in the next financial period.

During the current and previous financial years, a number of other restricted funds were received in respect of specific projects that have either been completed or will be completed in the year in which funds are received. These are clearly named above and include; Audio Description, Foundation Stones, Improving Access, Property Fund, Stage Floor, Theatre's Trust, Wet Room, Access. In addition, the Yarrow fund represents funds received towards repairs. All funds are expected to be fully expended in the next financial year.

Chipping Norton Theatre Limited (The)

**Notes to the Financial Statements (continued)
for the year ended 31st March 2023**

18. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Designated funds £	Total funds £
2023				
Tangible fixed assets	1,489	-	880,000	881,489
Current assets	293,273	73,296	-	366,569
Current liabilities	(207,261)	-	-	(207,261)
Net assets at 31st March 2023	87,501	73,296	880,000	1,040,797
	Unrestricted funds £	Restricted funds £	Designated funds £	Total funds £
2022				
Tangible fixed assets	4,489	-	880,000	884,489
Current assets	379,385	18,991	-	398,376
Current liabilities	(201,669)	-	-	(201,669)
Net assets at 31st March 2022	182,205	18,991	880,000	1,081,196

19. Related party transactions

There were no related party transactions during the year (2022: Nil).

20. Reconciliation of net movement in funds to net cash flow from operating activities

	2023 £	2022 £
Net movement in funds	(40,399)	(34,600)
Add back depreciation charge including loss on disposal	3,000	3,000
Deduct interest income shown in investing activities	(286)	(11)
Decrease / (increase) in stock	-	(2,375)
Decrease / (increase) in debtors	(17,960)	(16,479)
Decrease / (increase) in creditors	5,592	(60,234)
Net cash used in operating activities	(47,430)	(110,699)

