

**Charity Number 279361**

**CHELMSFORD THEATRE WORKSHOP**

**UNAUDITED**

**TRUSTEES REPORT AND FINANCIAL STATEMENT**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2021**

# **CHELMSFORD THEATRE WORKSHOP**

**31<sup>st</sup> MARCH 2021**

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# **CHELMSFORD THEATRE WORKSHOP**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2021**

Chelmsford Theatre Workshop is a registered charity governed by a constitution approved by the Charities Commission; Registration Number 279361.

#### **Objectives and activities**

The principal objective of the charity is to advance the education of the public in relation to all aspects of the art of drama and the development of public appreciation of such art. A number of amateur productions and other activities were held at The Old Court Theatre during the year.

#### **Achievement and performance**

The main way the principal objective was to be met was by the production and presentation of a variety of dramatic works. During the last financial year, however, the theatre was completely closed as a result of the coronavirus outbreak. No productions were staged but the opportunity was taken to carry out a number of repairs and refurbishment works at the theatre.

#### **Financial review**

The charity is in a fairly strong financial position holding unrestricted funds of £148,380 at the year end. The trustees consider that a maximum of six months running costs should be held, together with adequate funds to maintain the theatre and future productions.

They have under consideration the future development of the organisation and propose to continue with refurbishing parts of the property as soon as funds become available.

#### **Structure, governance and management**

Chelmsford Theatre Workshop is governed by its constitution dated 15 May 2010. The overall management of the charity is the responsibility of the Trustees who are elected or co-opted under the terms of the constitution.

#### **Reference and administrative details**

The principal address is The Old Court Theatre, 233 Springfield Road, Chelmsford, Essex CM2 6JT.

## CHELMSFORD THEATRE WORKSHOP

### TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2021

#### Trustees

Mr. V R Bence	Treasurer
Mr. J Mabey	Theatre Manager
Ms. C Froy	Secretary
Mr. I Holding-Sutton	Artistic Director
Ms. L. Johnson	Newsletter Editor
Mrs R Curren	Publicity Manager
Mr. R Mannion	Technical Director
Mrs. S Lanz	Membership Secretary
Mr. J Kennedy	Member without portfolio

This report was approved by the Trustees on 10 SEPTEMBER 2022.  
and signed on their behalf by V. R. BENCE (THEATRE TREASURER)



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Chelmsford Theatre Workshop

On accounts for the year  
ended

31<sup>st</sup> March 2021

Charity no  
(if any) 279361

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

Responsibilities and  
basis of report

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 Trust's accounts carried out under section 145 of the 2011 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 (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date: 20<sup>th</sup> October 2022

Name:

Karen Roddam

Relevant professional  
qualification(s) or body  
(if any):

CIMA

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY

RECEIVED  
JAN 10 1964

TO THE DIRECTOR, UNIVERSITY OF CHICAGO

FROM THE DIRECTOR, UNIVERSITY OF CHICAGO

SUBJECT: [Illegible]

RE: [Illegible]

DATE: [Illegible]

BY: [Illegible]

FOR: [Illegible]

BY: [Illegible]

FOR: [Illegible]

BY: [Illegible]

FOR: [Illegible]

BY: [Illegible]

FOR: [Illegible]

BY: [Illegible]

FOR: [Illegible]

BY: [Illegible]

FOR: [Illegible]

BY: [Illegible]

FOR: [Illegible]

BY: [Illegible]

FOR: [Illegible]

**Address:** Jacaranda Latchmore Bank

Bishops Stortford

CM22 7PJ

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**CHELMSFORD THEATRE WORKSHOP**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2021**

	Notes	31.3.21 £	31.3.20 £
Incoming resources (all unrestricted funds)			
Donations and grants		43,914	0
Membership subscriptions		73	1,913
Tax Gift aid		0	0
Productions		0	21,247
Catering		307	8,820
Miscellaneous		641	3,697
Bank interest		37	37
		-----	-----
Total incoming resources		<u>44,972</u>	<u>35,714</u>
Resources expended (all unrestricted funds)			
Donations		105	0
Newsletter		0	0
Productions		378	12,703
Catering		1,146	4,704
Old Court Theatre – running expenses	4	27,292	23,040
Administration		54	132
		-----	-----
Total resources expended		<u>28,975</u>	<u>40,579</u>
Net (outgoing) incoming resources		15,997	(4,865)

The notes on pages 7 to 9 form part of these financial statements.



# CHELMSFORD THEATRE WORKSHOP

## BALANCE SHEET

31<sup>st</sup> MARCH 2021

	Notes	31.3.21 £	£	31.3.20 £	£
FIXED ASSETS					
Tangible assets	6		75,657		74,411
CURRENT ASSETS					
Stock		100		750	
Prepayments		0		326	
Cash in bank and in hand		<u>72,802</u>		<u>57,375</u>	
		72,902		58,451	
CREDITORS : amounts falling due					
Within one year	7	<u>179</u>		<u>479</u>	
NET CURRENT ASSETS			72,723		57,972
			-----		-----
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>148,380</u>		<u>132,383</u>
TOTAL FUNDS – unrestricted			<u>148,380</u>		<u>132,383</u>

The financial statements were approved by the Trustees on *10 SEPTEMBER 2022*  
and signed on their behalf by *V. R. BENCE (THEATRE TREASURER)*

The notes on pages 7 to 9 form part of these financial statements.

## **CHELMSFORD THEATRE WORKSHOP**

### **NOTES TO THE FINANCIAL STATEMENTS**

#### **FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2021**

##### **1. Basis of accounting**

These accounts have been prepared on the basis of historical cost convention with items recognised at cost unless otherwise stated.

The accounts have been prepared in accordance with :

The Statement of Recommended Practice : Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 -- Charities SORP(FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Charities Act 2011.

##### **2. Accounting policies**

**Change of accounting policy** - arose from the introduction of FRS 102 and no material changes arise in respect of the previous financial year.

##### **Incoming resources**

- Recognition of incoming resources – These are included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.
- Incoming resources with related expenditure – Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA.
- Grants and donations – Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
- Tax claims on donations and gifts – Incoming resources from tax claims are included in the SoFA when received.
- Volunteer help – The value of any volunteer help received is not included in the accounts but is described in the trustees' annual report.
- Investment income – This is included in the SoFA when received.

##### **Expenditure and liabilities**

- Liability recognition – Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
- Governance costs – Included in administration relates to the cost of trustee meetings and the cost of any advice to the trustees on governance or constitutional matters.

##### **Assets**

- Tangible fixed assets for use by the charity – These are capitalised if they can be used for more than one year, and cost at least £250. Depreciation on equipment is calculated on a straight line over a period of either

three or five years depending on the expected life of the asset. Buildings are not depreciated as they are maintained at a level that the trustees consider the current market value exceeds original cost.

- Stock – This is valued at the lower of cost or market value.

### 3. Taxation

The charity is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only.

### 4. Old Court Theatre - running costs

	31.3.21	31.3.20
	£	£
Repairs and maintenance	19,116	7,275
Equipment	313	559
Rates	154	1,075
Utilities	943	2,752
Refuse Disposal	1,052	1,446
Insurance	1,765	1,831
Theatre Licence	0	180
PRS	0	80
Subscriptions	222	268
Cleaning Services	232	1,103
Miscellaneous	426	1,224
Depreciation	<u>3,069</u>	<u>5,247</u>
	27,292	23,040

5. Trustee expenses and fees for examination of the accounts -- there were none for the current or previous year.

### 6. Tangible fixed assets

	Freehold land and buildings £	Equipment £	Total £
Cost			
At 1 <sup>st</sup> April 2020	71,106	35,575	106,681
Additions	0	2,903	2,903
Written Off	<u>0</u>	<u>0</u>	<u>0</u>
At 31 <sup>st</sup> March 2021	<u>71,106</u>	<u>38,478</u>	<u>109,584</u>

Depreciation

At 1 <sup>st</sup> April 2020	0	35,173	35,173
Charge for year	<u>0</u>	<u>3,069</u>	<u>3,069</u>
At 31 <sup>st</sup> March 2021	0	<u>38,242</u>	<u>38,242</u>

Net book value

As at 31 <sup>st</sup> March 2021	<u>71,106</u>	<u>4,551</u>	<u>75,657</u>
As at 31 <sup>st</sup> March 2020	<u>71,106</u>	<u>3,305</u>	<u>74,411</u>

All tangible fixed assets are used to fulfil the charity's objectives.  
Land and buildings have a higher market value than cost. They have not been professionally valued but have been insured for £655,366.

7. Creditors and accruals

	31.3.21	31.3.20
	£	£
Accruals and deferred income	179	479