

**CTW**  
**Chelmsford**  
**Theatre**  
**Workshop**

REGISTERED CHARITY NO. 279361

Vic Bence  
Theatre Treasurer  
6 Sycamore Way  
Moulsham Lodge  
Chelmsford  
Essex  
CM2 9LZ

23 March 2023

Dear Sirs,

Chelmsford Theatre Workshop  
Charity Number 279361

I am the treasurer of Chelmsford Theatre Workshop and I am writing in connection with correspondence from you regarding our outstanding report for 2021 – 2022.

Our recently appointed Independent Examiner has been dealing with a backlog of our reports and I wrote to you on 2 December enclosing the reports up to the year 2020 – 2021. I have now received the necessary paperwork from the Examiner and the completed Trustees Report and Financial Statement for 2021 – 2022 is enclosed for your information.

As far as this submission is concerned, I understand that you would prefer the report to be submitted on-line. However, I have once again been defeated by technology so I have had to resort to sending a hard copy through the post. I trust that this will be acceptable to you.

However, should you have any query, please do not hesitate to contact me at the above address or by email on [treasurerctw@gmail.com](mailto:treasurerctw@gmail.com)

Yours sincerely

*V. R. Bence*

The Charity Commission  
P O Box 211  
BOOTLE  
L20 7YX

CHARITY COMMISSION  
FIRST CONTACT

30 MAR 2023

RECEIVED

Charity Number 279361

**CHELMSFORD THEATRE WORKSHOP**

**UNAUDITED**

**TRUSTEES REPORT AND FINANCIAL STATEMENT**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2022**

# **CHELMSFORD THEATRE WORKSHOP**

**31<sup>st</sup> MARCH 2022**

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# **CHELMSFORD THEATRE WORKSHOP**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2022**

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 had been closed because of the effects of Covid and did not reopen until the end of August 2021. By the end of the financial year, the group had managed to stage a total of 5 productions.

#### **Financial review**

The charity is in a fairly strong financial position holding unrestricted funds of £146,496 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 2022

#### 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 1 NOVEMBER 2022  
and signed on their behalf by V. R. BENCE (THEATRE TREASURER)



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 2022

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 31/03/2022.

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: 23<sup>rd</sup> March 2023

Name:

Karen Roddam

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

CIMA

**Address:**

2 Cornhouse Buildings

Claydons Lane,

SS6 7UP

**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 2022**

	Notes	31.3.22 £	31.3.21 £
Incoming resources (all unrestricted funds)			
Donations and grants		10,681	43,914
Membership subscriptions		1,364	73
Tax Gift aid		0	0
Productions		18,989	0
Catering		5,379	307
Miscellaneous		2,397	641
Bank interest		37	37
		-----	-----
Total incoming resources		<u>38,847</u>	<u>44,972</u>
Resources expended (all unrestricted funds)			
Donations		0	105
Newsletter		0	0
Productions		14,229	378
Catering		3,588	1,146
Old Court Theatre – running expenses	4	22,327	27,292
Administration		587	54
		-----	-----
Total resources expended		<u>40,731</u>	<u>28,975</u>
Net (outgoing) incoming resources		(1884)	15,997

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



# CHELMSFORD THEATRE WORKSHOP

## BALANCE SHEET

31<sup>st</sup> MARCH 2022

	Notes	31.3.22 £	£	31.3.21 £	£
FIXED ASSETS					
Tangible assets	6		75,507		75,657
CURRENT ASSETS					
Stock		707		100	
Prepayments		1,533		0	
Cash in bank and in hand		<u>69,382</u>		<u>72,802</u>	
		71,622		72,902	
CREDITORS : amounts falling due					
Within one year	7	<u>633</u>		<u>179</u>	
NET CURRENT ASSETS			70,989		72,723
			-----		-----
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>146,496</u>		<u>148,380</u>
TOTAL FUNDS – unrestricted			<u>146,496</u>		<u>148,380</u>

The financial statements were approved by the Trustees on 1 NOVEMBER 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 2022**

##### **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

	31.3.22	31.3.21
	£	£
Repairs and maintenance	11,337	19,116
Equipment	522	313
Rates	838	154
Utilities	2,131	943
Refuse Disposal	1,122	1,052
Insurance	1,623	1,765
Theatre Licence	180	0
PRS	49	0
Subscriptions	268	222
Cleaning Services	879	232
Miscellaneous	848	426
Depreciation	<u>2,530</u>	<u>3,069</u>
	22,327	27,292

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 2021	71,106	38,478	109,584
Additions	0	4,315	4,315
Written Off	<u>0</u>	<u>0</u>	<u>0</u>
At 31 <sup>st</sup> March 2022	<u>71,106</u>	<u>42,793</u>	<u>113,899</u>

**Depreciation**

At 1 <sup>st</sup> April 2020	0	35,173	35,173
Charge for year	<u>0</u>	<u>2,530</u>	<u>2,530</u>
At 31 <sup>st</sup> March 2021	0	<u>37,703</u>	<u>37,703</u>

**Net book value**

As at 31 <sup>st</sup> March 2022	<u>71,106</u>	<u>4,401</u>	<u>75,507</u>
As at 31 <sup>st</sup> March 2021	<u>71,106</u>	<u>4,551</u>	<u>75,657</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 £673,330.

**7. Creditors and accruals**

	31.3.22	31.3.21
	£	£
Accruals and deferred income	633	179