

BRENTWOOD THEATRE TRUST LIMITED

England & Wales · Charity number 285716

Details

Other names BRENTWOOD THEATRE TRUST, BRENTWOOD THEATRE

Status Registered

Legal form Charitable company

Company number [01669034](#)

Registered 1982-11-25

Register [View on the Charity Commission register](#)

Contact

Address Brentwood Theatre
The Hermitage
15 Shenfield Road
Brentwood
CM15 8AG

Phone 01277200305

Website <https://brentwood-theatre.co.uk/>

Activities

Objects: TO PROMOTE, MAINTAIN, IMPROVE AND ADVANCE EDUCATION IN THE DISTRICT OF BRENTWOOD PARTICULARLY BY THE ESTABLISHMENT OF A THEATRE AND BY THE PRODUCTION OF EDUCATIONAL PLAYS AND THE ENCOURAGEMENT OF THE ARTS, INCLUDING THE ARTS FO DRAMA, MIME, DANCE, SINGING AND MUSIC.

Activities: To provide drama and dance facilities for local amateur drama groups and for local groups with learning or physical disabilities. Also facilities for professional touring companies.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** BRENTWOOD DISTRICT
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£177,557	£162,573	-	-
2024-07-31	£169,388	£151,519	-	-
2023-07-31	£115,038	£135,686	-	-
2022-07-31	£120,068	£112,960	-	-
2021-07-31	£52,075	£50,647	-	-
2020-07-31	£117,837	£102,190	-	-

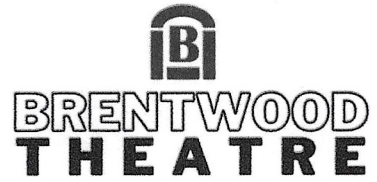
Trustees

Name	Role	Appointed
Paul Ronald Freeman	Chair	2025-07-15
Alan Wells		2025-09-09
Anne Elliss		2021-11-13
Joscelin Michael John Hollington		2021-01-09
Keren Elisabeth Cooke		2025-03-11
Michael Bond		2021-01-09
Patrick Tom Stevens		2020-03-10
Penelope Hollington		2018-11-17
Robert Southgate		2014-11-15
STEPHEN ABBOTT		2013-04-28
WILLIAM WELLS		2011-05-04

BRENTWOOD THEATRE TRUST LIMITED

England & Wales - Charity number 285716

Accounts



BRENTWOOD THEATRE TRUST
(A company limited by Guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR TO 31 JULY 2025

Charity Number 285716

Company Number 1669034

BRENTWOOD THEATRE TRUST

COMPANY INFORMATION

FOR THE YEAR ENDED 31 JULY 2025

PRESIDENT

The Lord Petre

VICE PRESIDENTS

**Audrey Longman
Jean McGinley
Mary Redman**

DIRECTORS

**Michael Hawkins (Chair)
Stephen Abbott (Hon. Treasurer)
Michael Bond
Keren Cooke (appointed 11/03/2025)
Anne Elliss
Paul Freeman (appointed 15/07/2025)
Penelope Hollington
Robert Southgate (Deputy Chair)
Patrick Stevens
Alan Wells (appointed 09/09/2025)
William Wells**

COMPANY and MINUTES SECRETARY

Jos Hollington

REGISTERED OFFICE

**15 Shenfield Road
Brentwood
Essex
CM15 8AG**

COMPANY NUMBER

1669034 (England & Wales)

CHARITY NUMBER

285716

BANKERS

**HSBC Bank plc
91 High Street
Brentwood
Essex
CM14 4RU**

REPORTING ACCOUNTANT

Richard Lambourne

BRENTWOOD THEATRE TRUST

DIRECTORS' REPORT FOR THE YEAR ENDED 31 JULY 2025

The Directors submit their report and the financial statements of the company for the year ended 31 July 2025.

CHAIRMAN'S REPORT

I am pleased to report that the theatre has had another good year, resulting in a surplus before depreciation of £14,984, representing a continuing strong recovery from the difficult Covid years, and from the ongoing economic challenges faced by the country over the period - owing much to the hard work and dedication of the theatre team, headed until recently by Ian Southgate. Ian has moved on to an exciting appointment at a London theatre, and we have been pleased to welcome new theatre manager Jake Bedson.

This positive outcome reflects excellent results in increasing theatre hirings – up to £114k from £103k the previous year. We have benefited from sponsorships by our principal sponsors, Tees Law and Baker Labels, and from a very active fund-raising program, headed by our involvement in the consortium which organises the annual Brentwood Half Marathon. During the year we also received a grant of £30,000 from the government's UK Shared Prosperity Fund, which was used for a major upgrade of the theatre's lighting system.

We have continued to open the cafe Monday to Wednesday from 10am-4pm but keep this under review from a viability point of view. Theatregoers continue to receive a full service from the bar.

I am pleased also to report that we have made some progress with the 5-year plan, the outline of which was provided to us by Sarah Nazum, to whom we are grateful for all the work she did. That has given us a firm foundation to develop it into a working document.

Theatre Management

I offer thanks and congratulations to Theatre Manager, Ian Southgate, who had a good year before accepting the offer of an excellent role in a London Theatre, for which he left shortly after the end of the reporting year. He leaves an excellent legacy and did much to guide the theatre through the difficult Covid years through to a full recovery, leaving the theatre in good shape.

He is succeeded by Jake Bedson, who comes with impressive industry credentials, having most recently been involved with the Towngate Theatre, Basildon. He has many ideas for upgrading the theatre's facilities and programme offerings. He inherits a solid and dependable team behind him, including Bryony Colton as Front of House Manager, Ciara Moss, Guy Lee, Mark Roberts and Lewis Browning. Our thanks are also due to the Administration & Support team, Liz Southgate, Steph Ironmonger and Vicky Morris.

Volunteers

We are always grateful to the army of excellent volunteers without whom the Theatre could not operate. The brilliant support they give us is very much appreciated. And we plan to have another 'thank you' evening event to recognise all they bring to the theatre and to show how much we value their contribution.

BRENTWOOD THEATRE TRUST

Finances

I began by emphasising the excellent financial outcome for the year – a surplus before depreciation of £14,984. The provisional forecast for the year ahead also looks promising. This trend is a demonstration of the continuing recovery the theatre has been making from the difficult Covid years and against a backcloth of economic uncertainty. We also saw a welcome continuing increase in theatre hirings, including community hires and cinemas screenings. We are already taking bookings well into 2026 and, indeed, into 2027.

Community Involvement

The Theatre continues to have a strong involvement with the local community – Arts Trail, Half Marathon, Get into Arts Festival, alongside supporting the many organisations that call us “home”.

Outgoing theatre Manager Ian Southgate was on the Executive Committee of the Brentwood Business Partnership, and, in turn, heavily involved with Brentwood Connect – Brentwood’s BID (Business Improvement District) - which is bringing much needed investment into making our community a more vibrant place in which to do business and live. It is expected that new Theatre Manager, Jake Bedson, will be invited to join the Bid Board, thus ensuring that the Theatre, as the primary arts hub of the Borough, will feature prominently in future plans for the BID.

Theatre Shows

We had a full year of community and commercial hires and professional touring shows (up on last year). In fact, the theatre hosted over 400 performances and, when taking into account community hires, the total was over 470 – another busy year by any standards. The Christmas show of 2024, *The Night Before Christmas*, went down very well with audiences, with 2,500 tickets sold; and there is a full pre-Christmas programme for this coming December, including the Christmas show, *Jingle Bells*, already promising to be a great success.

Sponsorship

We have been fortunate to enjoy continuing sponsorship by our partnership with two prominent local firms, Tees Law and Baker Labels, who both renewed their sponsorships for a further calendar year to end 2025. You will see their logos on all theatre promotional material and in the foyer. We very much value their involvement. We are very grateful for their support.

Fund-Raising

I have already alluded to our fund-raising programme, which, apart from the half marathon, included a Cinema matinee - *The Second-Best Exotic Marigold Hotel* with Indian Inspired Afternoon Tea. Also, a Burlesque Life Drawing hosted by Sue, aka Curly Cloud Art, presented as part of the Brentwood Art Trail 2025; and a Theatre Quiz. My thanks go to Penny Hollington, Bill Wells and their committee. Our involvement in the Brentwood Half Marathon owes much to Vice Chairman Bob Southgate and Peter Herrington, for their enthusiastic involvement in the consortium.

BRENTWOOD THEATRE TRUST

The Theatre Board

I would like to express my grateful thanks to the members of the Board who are all volunteers and bring valuable and valued expertise from many fields, as well as great enthusiasm, for the benefit of the Theatre. They range from the Headmaster of Brentwood School to the Executive Partner of Tees Law in Brentwood and encompass many other disciplines, including HR experts and former city financiers. We are also grateful for Brentwood Council's support, symbolised by the presence of two Councillors on our board as ex officio members.

Towards the end of last year, a stalwart of the Board, Peter Mayo, decided to step down after many years of valuable service. We thank him for his years of service and wish him well for the future. Our President, Lord Petre, has also been a staunch supporter for many years. To him, to all the Board members, and to all our friends and supporters, I offer heartfelt thanks.

It has, of course, been particularly sad that one of our former theatre managers, Mark Reed, died tragically early (in his 50's). He had been at the theatre for many years, including as joint manager with David Zelly from 2001 to 2017, doing much to bring the arts to Brentwood during that period. Mark was a Councillor for many years, a former Mayor and a very popular local figure. He will be sadly missed.

Mike Hawkins
Chairman

BRENTWOOD THEATRE TRUST

PRINCIPAL ACTIVITY

The company operates a local theatre for the purposes of encouraging and promoting local Arts and Drama and the education of local youth.

FINANCIAL REVIEW

A very good year from a financial point of view with a surplus before depreciation of £14,984. This is slightly down on 2024 - £17,869, but that included £11,000 in legacies, which while very welcome, are not sources of regular income. Income from hire of theatre is up more than 10%, and expenses by less than 7%, largely due to a fall in energy costs. Bar/Cafe produced a surplus this year which is pleasing after two years of losses. The viability of the cafe is under continual review. We are budgeting a small surplus again for the coming year which will be challenging as we are reliant on sponsorship and fundraising.

Cash resources have decreased by £41k, as we have now spent the grants received, mainly the £30k for the lighting upgrade. The more meaningful measure of financial strength, net current assets, has increased by £1k to £85k.

RESERVES POLICY

The aim of the Theatre is to generate a small surplus before Long Leasehold Depreciation. The Theatre's Reserve Policy is to maintain a minimum of £20,000 free cash to meet unforeseen circumstances such as emergency repairs or an unexpected shutdown.

PLANS FOR THE FUTURE

In the near term, we will be working on refining and finalising our 5-year plan, the draft outline of which we now have, albeit a little later than envisaged; this will naturally bring new projects and workstreams to keep us busy and progressive. Initial findings suggest this will focus on growing and diversifying income streams, including seeking more grant funding and securing additional sponsorships beyond those of our existing 'partner companies'.

The development of the plan will, of course, be driven by our new Theatre Manager who will be given plenty of Board support while he settles into the role; however, he has already begun to make his mark with a number of positive changes made to the theatre and has more plans to put to the Board in the coming months.

DIRECTORS

The directors who served during the year are as follows: -

Michael Hawkins

Stephen Abbott

Michael Bond

Keren Cooke (appointed 11th March 2025)

Anne Elliss

Penelope Hollington

Peter Mayo (resigned 16th November 2024)

Robert Southgate

Patrick Stevens

William Wells

BRENTWOOD THEATRE TRUST

DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit and loss of the company for the period.

In preparing those statements the directors are required to: -

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) follow applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

RISK MANAGEMENT

The directors have a risk management strategy in place and undertake an annual review of the risks to the Trust and procedures in place that mitigate those risks identified from the review. The most recent review identified staff succession, given the very small number of employees (which proved salient given the recent change of Theatre Manager), volunteer numbers, financial sustainability (continuing economic and cost of living pressures), and the theatre's infrastructure (some now aging) as being the major risks. The Theatre Board continues to review its financial sustainability at each Board meeting, particularly the viability of the café.

The above report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board on 4th November 2025

BRENTWOOD THEATRE TRUST

INCOME AND EXPENDITURE FOR THE YEAR TO 31 JULY 2025

		2025 £		2024 £
INCOME				
Box Office	230,955		205,969	
Less Payments to Players	<u>(197,487)</u>	33,468	<u>(171,038)</u>	34,931
Hire of Theatre		113,533		102,925
		<hr/> 147,001		<hr/> 137,856
Interest		1,106		300
Donations and Grants		2,277		12,058
Fundraising		12,739		12,766
Sponsorship		10,000		10,000
Gift Aid		17		28
		<hr/> 173,140		<hr/> 173,008
BAR ACCOUNT				
Bar Takings	69,575		62,518	
Less: Bar Purchases	<u>(31,084)</u>		<u>(31,216)</u>	
Bar Wages	<u>(34,074)</u>		<u>(34,922)</u>	
Bar Surplus/(Deficit)		<hr/> 4,417		<hr/> (3,620)
TOTAL INCOME		<hr/> 177,557		<hr/> 169,388
EXPENSES				
Wages	80,459		74,023	
Christmas Show Expenses	13,211		12,331	
Own Show Expenses	1,141		910	
Maintenance	8,752		7,650	
Rates and Water Rates	2,358		2,271	
Insurance	4,411		4,152	
Bank Charges and Credit Card Charges	789		973	
Book-keeping and Payroll	6,310		5,000	
Cleaning	12,355		11,908	
Printing Postage & Stationery	314		233	
Miscellaneous	7,973		8,081	
Telephone & Digital Services	1,664		747	
Heating and Lighting	12,466		16,076	
Advertising	8,765		7,164	
Training	1,605		0	
TOTAL EXPENSES		<hr/> 162,573		<hr/> 151,519
SURPLUS FOR THE YEAR BEFORE DEPRECIATION		14,984		17,869
Depreciation of Equipment	6,276		8,028	
Depreciation of Long Leasehold	<u>7,669</u>	<u>13,945</u>	<u>7,669</u>	<u>15,697</u>
SURPLUS FOR THE YEAR AFTER DEPRECIATION		1,039		2,172
APPROPRIATIONS				
Provision for Major Maintenance		(3,000)		(2,000)
(DEFICIT) / SURPLUS FOR THE YEAR		<u>(1,961)</u>		<u>172</u>

BRENTWOOD THEATRE TRUST

COMPANY NUMBER: 1669034
BALANCE SHEET AT 31 JULY 2025

	2025 £	2024 £
FIXED ASSETS		
Long Leasehold Property	291,568	299,237
Equipment	42,190	43,846
	<u>333,758</u>	<u>343,083</u>
CURRENT ASSETS		
Debtors and Prepayments	13,607	11,466
Bar Stock	2,630	1,685
Cash at Bank	101,544	142,828
Cash in Hand	290	428
	<u>118,071</u>	<u>156,407</u>
CREDITORS DUE WITHIN ONE YEAR	33,159	72,709
	<u>84,912</u>	<u>83,698</u>
NET CURRENT ASSETS	84,912	83,698
Provision for Major Maintenance	2,750	8,900
	<u>415,920</u>	<u>417,881</u>
TOTAL ASSETS LESS LIABILITIES	<u>415,920</u>	<u>417,881</u>
CAPITAL AND RESERVES		
Accumulated Fund B/Fwd	417,881	417,709
(Deficit) / Surplus for the year	<u>(1,961)</u>	<u>172</u>
Accumulated Fund C/Fwd	<u>415,920</u>	<u>417,881</u>

EXEMPTION FROM AUDIT


For the year ended 31 July 2025 the company was entitled to exemption under Section 477 of the Companies Act 2006.

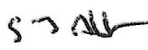
Members have not required the Company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

The Directors acknowledge their responsibility for:-

- a) ensuring the company keeps accounting records which comply with Section 386 of the Companies Act 2006;
- b) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year, in accordance with the requirements of Section 394 and 395 of the Companies Act 2006 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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


Michael Hawkins, Chairman


Stephen Abbott, Hon Treasurer

BRENTWOOD THEATRE TRUST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR TO 31 JULY 2025

	2025	2024
	£	£
INCOMING RESOURCES		
Donations, Grants and Gift Aid	2,293	12,086
Fundraising	12,739	12,766
Sponsorship	10,000	10,000
Bar and Box Office	414,063	371,412
Interest Receivable	1,106	300
	440,201	406,564
Resources Expended	(439,162)	(404,392)
Net Incoming Resources	1,039	2,172
Movement on Provision for Major Maintenance	(3,000)	(2,000)
Balance B/Fwd 1 August 2024	417,881	417,709
Balance C/Fwd 31 July 2025	415,920	417,881

BRENTWOOD THEATRE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 JULY 2025

ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the company's financial statements.

(a) **Basis of Preparation**

The accounts have been prepared under the historical cost convention. In previous years substantial legacies received were recorded as designated funds, although no conditions were attached to any of the legacies received. Accordingly, all income is now taken to The General Fund. Comparatives have been restated.

(b) **Donations**

Donations are recognised as they are received.

(c) **Fixed Assets**

Fixed assets are recorded at cost and depreciated on a straight-line basis over their expected useful lives as follows:

long leasehold property – 50 years

seating, lighting rig and foyer refurbishment – 15 years

computer equipment – 5 years

other equipment – 7 years

(d) **Interest**

Interest is accounted for on an accruals basis.

EXEMPTION FROM AUDIT

The company meets the definition of a small company as set out in Section 476 of the Companies Act 2006 and is consequently exempt from the requirements to have its accounts audited.

TANGIBLE FIXED ASSETS

COST	Long Leasehold Property £	Equipment £	Total £
As at 1 August 2024	702,715	164,482	867,197
Additions	0	4,620	4,620
As at 31 July 2025	<u>702,715</u>	<u>169,102</u>	<u>871,817</u>
DEPRECIATION			
As at 1 August 2024	403,478	120,636	524,114
Charge for the year	7,669	6,276	13,945
As at 31 July 2025	<u>411,147</u>	<u>126,912</u>	<u>538,059</u>
NET BOOK VALUE			
31 July 2025	<u>291,568</u>	<u>42,190</u>	<u>333,758</u>
31 July 2024	<u>299,237</u>	<u>43,846</u>	<u>343,083</u>

Additions are shown net of grants received of £30,000

BRENTWOOD THEATRE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 JULY 2025

FIXED ASSETS – THEATRE BUILDING

The long leasehold property reflected in these accounts represents the historical cost of the construction of the building which was funded from donations and contributions received at the time. The cost of the building is being depreciated over the period of the lease of the land on which the building is constructed. A new fifty-year lease was entered into on 31 October 2013 and the net book value at that date has been depreciated over the period of the new lease.

	2025 £	2024 £
CAPITAL AND RESERVES		
The Theatre's capital and reserves are represented by assets and liabilities and are split as follows:		
Fixed Assets	333,758	343,083
Cash Balances	101,834	143,076
Liabilities less Current Assets	(19,672)	(68,278)
	<u>415,920</u>	<u>417,881</u>

PROVISION FOR MAJOR MAINTENANCE

As at 1 August 2024	8,900	8,000
Charge For Year	3,000	2,000
Expenditure	<u>(9,150)</u>	<u>(1,100)</u>
As at 31 July 2025	2,750	8,900

CHRISTMAS SHOW

Box Office Income	23,187	20,012
Expenses	<u>(13,211)</u>	<u>(12,331)</u>
SURPLUS ON CHRISTMAS SHOW	<u>9,976</u>	<u>7,681</u>

Expenses include £1,000 (2024: £1,500) in respect of an internal charge for the hire of the theatre, which is included in Hire of theatre in the Income and Expenditure Account.

OWN SHOWS

Box Office Income	9,551	14,468
Expenses	<u>(1,141)</u>	<u>(910)</u>
SURPLUS ON OWN SHOWS	<u>8,410</u>	<u>13,558</u>

BOX OFFICE INCOME

Box Office Income includes:
£23,187 (2024 - £20,012) in respect of Christmas Show and £9,551 (2024 - £14,468) in respect of Own Shows.

BRENTWOOD THEATRE TRUST
ACCOUNTANT'S REPORT TO THE DIRECTORS
ON THE UNAUDITED ACCOUNTS OF
BRENTWOOD THEATRE TRUST

I report on the accounts for the year ended 31 July 2025 set out on pages 6 to 10.

Respective Responsibilities of Directors and Reporting Accountant

As described in the Directors' Report, the company's Directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

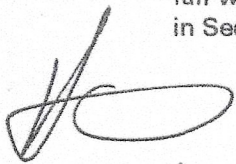
Basis of Opinion

My work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so my procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as I considered necessary for the purposes of this report. These procedures provide only the assurance expressed in my opinion.

Opinion

In my opinion:

- a) The accounts are in agreement with the accounting records kept by the company under Section 386 of the Companies Act 2006.
- b) Having regard only to, and on the basis of, the information contained in those accounting records;
 - i) The accounts have been drawn up in a manner consistent with the accounting requirements specified in Section 396 of the Act.
 - ii) The company satisfied the conditions for exemption from an audit of the accounts for the year specified in Section 477 of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 476.

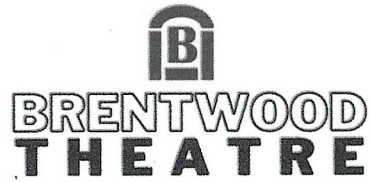


R Lambourne
Reporting Accountant

BRENTWOOD THEATRE TRUST LIMITED

England & Wales - Charity number 285716

Accounts



BRENTWOOD THEATRE TRUST
(A company limited by Guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR TO 31 JULY 2024

Charity Number 285716

Company Number 1669034

BRENTWOOD THEATRE TRUST

COMPANY INFORMATION

FOR THE YEAR ENDED 31 JULY 2024

PRESIDENT

The Lord Petre

VICE PRESIDENTS

**Audrey Longman
Jean McGinley
Mary Redman**

DIRECTORS

**Michael Hawkins (Chair)
Stephen Abbott (Hon. Treasurer)
Michael Bond
Anne Elliss
Penelope Hollington
Peter Mayo
Robert Southgate (Deputy Chair)
Patrick Stevens
William Wells**

COMPANY and MINUTES SECRETARY

Jos Hollington

REGISTERED OFFICE

**15 Shenfield Road
Brentwood
Essex
CM15 8AG**

COMPANY NUMBER

1669034 (England & Wales)

CHARITY NUMBER

285716

BANKERS

**HSBC Bank plc
91 High Street
Brentwood
Essex
CM14 4RU**

REPORTING ACCOUNTANT

Richard Lambourne

BRENTWOOD THEATRE TRUST

DIRECTORS' REPORT FOR THE YEAR ENDED 31 JULY 2024

The Directors submit their report and the financial statements of the company for the year ended 31 July 2024.

CHAIRMAN'S REPORT

I am pleased to report that the theatre has had a good year, resulting in a surplus before depreciation of £17,869. From a deficit of £20,648 last year, this represents a remarkable recovery from the Covid years and from the heavy inflationary threats which engulfed the country over the last year or so, owing much to the hard work and dedication of theatre manager Ian Southgate and his team.

It must also be said that we have benefited from legacies, from sponsorships by our principal sponsors, Tees Law and Baker Labels, and from a very active fund-raising program, headed by our involvement in the consortium which organises the annual Brentwood Half Marathon. It is also pleasing to report that the theatre succeeded in winning a grant of £30,000 from the government's UK Shared Prosperity Fund, which is being used for a major upgrade of the theatre's lighting system.

During the year we celebrated our 30th anniversary - a great achievement - owing much to those who had the vision to start and back the project to build a theatre in Brentwood as well as all those who have made contributions to its success over the succeeding years. We held a gala dinner evening in May, and it was a suitably glamorous and celebratory occasion.

The theatre has had an external make-over and we hope you like the fresh look which the outside white paint has given it. We are also hoping for some murals to add to the interest.

The year has, of course, not been without its challenges. It is true to say that traditional audiences are still showing some residual signs of reluctance to come along to performances in quite the same numbers as in pre-Covid years; but new audiences are being catered for and hirings are substantially up on previous years, playing to satisfactorily full houses. The theatre has branched out in other ways, for example hosting a full wedding, which went well.

The coffee bar, though a popular feature, has not been the financial success hoped for as more and more competition opens up in the high street. We have decided, therefore, not to continue with a full-time barista but to maintain the coffee bar, staffed by members of the theatre staff and, hopefully, volunteers.

The theatre has also proved popular as a venue for business conferences; and we have even hosted a wedding and birthday parties, demonstrating its versatility and attraction - not just confined to theatrical productions.

Looking to the future, we have started work on a fresh 5-year-plan project, for whose help in putting it together we are grateful to Sarah Nazum. We hope to publish more details early in the New Year.

BRENTWOOD THEATRE TRUST

Theatre Management

I offer particular thanks and congratulations to Theatre Manager, Ian Southgate, who has had a most successful year, as I have already mentioned, achieving a welcome surplus and virtually single handedly securing the £30,000 grant I referred to earlier. He has a solid and dependable team behind him, including Bryony Colton who has recently taken over the role of Front of House Manager, Production Manager Reece Crisp and our two excellent technicians, Ciara Moss and Guy Lee. Our thanks are also due to the Administration & Support team, Liz Southgate and Steph Ironmonger.

Volunteers

As we have often remarked, the Theatre could not operate without the wonderful support given by so many volunteers, and we are very grateful to them all. I am pleased to say that a substantial number have taken on these voluntary roles, and we recently held a thank-you party for them to acknowledge how much they are valued.

Finances

I began by welcoming the positive financial outcome of a surplus before depreciation of £17,869, a significant step up from previous years. We also saw a substantial increase in theatre hirings, demonstrating both our diversification in hirings and greater usage of the Theatre during the day. The picture is already encouraging for the year ahead, though windfalls for example from legacies cannot be counted on, grateful though we are to those whose love of the theatre prompted them to remember us in their wills.

Community Involvement

The Theatre has a strong involvement with the local community – Arts Trail, Half Marathon, Get into Arts Festival, alongside supporting the many organisations that call us “home”. We also have a strong involvement with the Good Company, a project designed to help tackle dementia.

Theatre Manager Ian Southgate is on the Executive Committee of the Brentwood Business Partnership, and, in turn heavily involved with Brentwood Connect – Brentwood’s BID (Business Improvement District) - which is already bringing much needed investment into making our community a more vibrant place in which to do business and live. His involvement should ensure that the Theatre, as the primary arts hub of the Borough, will feature prominently in future plans for the BID.

Theatre Shows

We had a full year of community and commercial hires and professional touring shows (well up on last year). In fact, the theatre hosted around 380 (up by over 100 from last year) performances and, when taking into account community hires, the total was over 470 (up by 169 from last year) – a very busy year by any standards. The Christmas show of 2023 – *Let It Snow* – went down very well with audiences selling over 2000 tickets across its two-week run; and the return of *The Night Before Christmas* in 2024 is already promising to be a great success.

Sponsorship

This calendar year has seen the launch of the sponsorship partnership we have with two prominent local firms, Tees Law and Baker Labels. You will see their logos on all theatre promotional material and in the foyer. We very much value their involvement. I am delighted to report that Tees and Bakers Labels have agreed to continue their sponsorship in 2025, for which we are very grateful.

BRENTWOOD THEATRE TRUST

Fund-Raising

I have already alluded to our fund-raising programme, which, apart from the half marathon, included 'an evening with John Heffernan' (he is currently appearing in the West end show 'The Lehman Trilogy'), as well as themed events (for example an Indian afternoon tea and film). And the Fund-Raising Committee also did such a good job in organising the 30th Anniversary Gala. My thanks go to Penny Hollington, Bill Wells and their committee. Our involvement in the Brentwood Half Marathon owes much to Vice Chairman Bob Southgate and Peter Herrington, for their enthusiastic involvement in the consortium.

The Theatre Board

I would like to express my grateful thanks to the members of the Board who are all volunteers and bring valuable and valued expertise from many fields, as well as great enthusiasm, for the benefit of the Theatre. They range from the Headmaster of Brentwood School to the Executive Partner of Tees Law in Brentwood and encompass many other disciplines, including former city financiers. We are also grateful for Brentwood Council's support, symbolised by the presence of two Councillors on our board as ex officio members. Earlier in the year Gary Catlin stepped down after over a decade on the board. We thank him for his years of service and wish him well for the future. Our President, Lord Petre, has been a staunch supporter for many years. To him, to all the Board members, and to all our friends and supporters, I offer heartfelt thanks.

Finally, we were saddened to learn of the death of two strong supporters of the theatre. First, last November, Lionel Wernick, a Life Vice President of the theatre. He was a great supporter of the theatre during its early years, and it is thanks to such support in those early days that the theatre has been able to thrive. He also continued to support the theatre with welcome donations. A true friend of the theatre. And only recently it was a great shock to learn of the passing of Janet Sarchet. Janet had been volunteering at the theatre for many years and was also a constant presence during Brentwood Operatic Society show weeks as a society member selling raffle tickets and programmes; she also coordinated Shenfield Floral Arts Club's visits to the theatre every Christmas. They will be sorely missed.

Mike Hawkins
Chairman

BRENTWOOD THEATRE TRUST

PRINCIPAL ACTIVITY

The company operates a local theatre for the purposes of encouraging and promoting local Arts and Drama and the education of local youth.

FINANCIAL REVIEW

An excellent year from a financial point of view, with a surplus before depreciation of £17,869 compared to a deficit of £20,648 in the previous year. Particularly pleasing is the large increase in our core income of net box office receipts and hire of theatre which increased from £101k to £138k. Other significant contributions to the improved result are £10k of sponsorship and £11k in legacies. Bar / café was disappointing again, but even taking that into account, gross income increased from £115k to £169k. Inevitably expenses were also up, from £136k to £152k, with wages, maintenance, heating and lighting and the PRS part of miscellaneous being the major contributors. We are budgeting for a small surplus before depreciation, which will be challenging as the inflationary pressure on expenses, particularly wages, is higher than we can pass on to our hirers.

Cash resources have increased by £39k and net current assets have increased by £16k from £68k to £84k. Clearly this year has gone a long way to restoring our financial security, but we are still a long way from the pre covid level of net current assets of in excess of £150k.

RESERVES POLICY

The aim of the Theatre is to generate a small surplus before Long Leasehold Depreciation. The Theatre's Reserve Policy is to maintain a minimum of £20,000 free cash to meet unforeseen circumstances such as emergency repairs or an unexpected shutdown.

PLANS FOR THE FUTURE

We will be implementing the major lighting upgrade referred to earlier by the end of 2024 and are planning to find 'good homes' for our old lights, having already contacted local schools and theatre groups in an effort to recycle not dispose of the equipment. We wish to further develop our sponsorship offering, with plans to secure sub-sponsorships, in due course, for other specific parts of our offering, and have also begun discussions with a local restaurant to agree a "pre & post theatre meal deal" for our audiences. We are delighted to have a contract in place to show National Theatre Live productions from early 2025. Upon agreement to, and publication of, our new 5 year plan, there will be other significant workstreams to keep us busy and progressive.

DIRECTORS

The directors who served during the year are as follows: -

Michael Hawkins

Stephen Abbott

Michael Bond

Gary Catlin (resigned 9th January 2024)

Anne Elliss

Penelope Hollington

Peter Mayo

Robert Southgate

Patrick Stevens

William Wells

BRENTWOOD THEATRE TRUST

DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit and loss of the company for the period.

In preparing those statements the directors are required to: -

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) follow applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

RISK MANAGEMENT

The directors have a risk management strategy in place, comprised of an annual review of the risks to the Trust and procedures to mitigate those risks identified from the review. The most recent review identified staff succession (given the very small number of employees), volunteer numbers, financial sustainability (given continuing economic and cost of living pressures), and health & safety as being the major risks. The Theatre Board continues to review its financial sustainability at each Board meeting, particularly against the investment made in the bar, café and foyer upgrade. Health & safety policies and procedures, including appropriate building and room access, considering the changes made, are constantly reviewed.

The above report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board on 5th November 2024

BRENTWOOD THEATRE TRUST

INCOME AND EXPENDITURE FOR THE YEAR TO 31 JULY 2024

		2024		2023
INCOME		£		£
Box Office	205,969		139,953	
Less Payments to Players	<u>(171,038)</u>	34,931	<u>(106,948)</u>	33,005
Hire of Theatre		102,925		68,125
		<hr/>		<hr/>
		137,856		101,130
Designated Funds Income		11,300		300
Donations and Grants		1,058		3,296
Fundraising		12,766		11,201
Sponsorship		10,000		0
Gift Aid		28		1,082
		<hr/>		<hr/>
		173,008		117,009
 BAR ACCOUNT				
Bar Takings	62,518		50,206	
Less: Bar Purchases	<u>(31,216)</u>		<u>(22,406)</u>	
Bar Wages	<u>(34,922)</u>		<u>(29,771)</u>	
		<hr/>		<hr/>
Bar (Deficit)		(3,620)		(1,971)
 TOTAL INCOME		<hr/>		<hr/>
		169,388		115,038
 EXPENSES				
Wages	74,023		71,052	
Christmas Show Expenses	12,331		10,532	
Own Show Expenses	910		386	
Maintenance	7,650		3,880	
Rates and Water Rates	2,271		1,913	
Insurance	4,152		3,751	
Bank Charges and Credit Card Charges	913		809	
Book-keeping and Payroll	5,000		5,425	
Cleaning	11,908		10,095	
Printing Postage & Stationery	233		248	
Miscellaneous	8,081		5,279	
Telephone	747		712	
Heating and Lighting	16,076		14,884	
Advertising	7,164		6,155	
Training	0		505	
Designated Funds Direct Expenses	60		60	
		<hr/>		<hr/>
TOTAL EXPENSES		151,519		135,686
 SURPLUS / (DEFICIT) FOR THE YEAR BEFORE DEPRECIATION		<hr/>		<hr/>
		17,869		(20,648)
Depreciation of Equipment	8,028		7,930	
Depreciation of Long Leasehold	<u>7,669</u>	<u>15,697</u>	<u>7,669</u>	<u>15,599</u>
 SURPLUS / (DEFICIT) FOR THE YEAR AFTER DEPRECIATION		<hr/>		<hr/>
		2,172		(36,247)
 APPROPRIATIONS				
Provision for Major Maintenance		(2,000)		(2,000)
Transfer (to) / from Designated Funds		<u>(5,112)</u>		<u>5,888</u>
(DEFICIT) FOR THE YEAR		<hr/>		<hr/>
		<u>(4,940)</u>		<u>(32,359)</u>

BRENTWOOD THEATRE TRUST

**COMPANY NUMBER: 1669034
BALANCE SHEET AT 31 JULY 2024**

	2024 £	2023 £
FIXED ASSETS		
Long Leasehold Property	299,237	306,906
Equipment	43,846	50,999
	343,083	357,905
CURRENT ASSETS		
Debtors and Prepayments	11,466	6,697
Bar Stock	1,685	2,381
Cash at Bank – Designated Funds	52,180	51,940
Cash at Bank – General Funds	90,648	51,085
Cash in Hand	428	937
	156,407	113,040
CREDITORS DUE WITHIN ONE YEAR	72,709	45,236
NET CURRENT ASSETS	83,698	67,804
Provision for Major Maintenance	8,900	8,000
	417,881	417,709
TOTAL ASSETS LESS LIABILITIES	417,881	417,709
CAPITAL AND RESERVES		
Accumulated Fund	4,912	37,271
Retained (Deficit)	(4,940)	(32,359)
	(28)	4,912
Designated Funds	417,909	412,797
	417,881	417,709

EXEMPTION FROM AUDIT

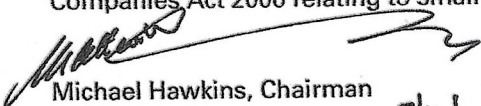
For the year ended 31 July 2024 the company was entitled to exemption under Section 477 of the Companies Act 2006.


Members have not required the Company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

The Directors acknowledge their responsibility for:-

- a) ensuring the company keeps accounting records which comply with Section 386 of the Companies Act 2006;
- b) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year, in accordance with the requirements of Section 394 and 395 of the Companies Act 2006 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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


Michael Hawkins, Chairman


Stephen Abbott, Hon Treasurer

5/11/24

5/11/24

BRENTWOOD THEATRE TRUST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR TO 31 JULY 2024

	General Funds £	Designated Funds £	2024 Total £	2023 Total £
INCOMING RESOURCES				
Donations, Grants and Gift Aid	1,086	11,000	12,086	4,378
Fundraising	12,766	0	12,766	11,201
Sponsorship	10,000	0	10,000	0
Bar and Box Office	371,412	0	371,412	258,284
Interest Received	0	300	300	300
	<hr/> 395,264	<hr/> 11,300	<hr/> 406,564	<hr/> 274,163
Resources Expended	(398,204)	(6,188)	(404,392)	(310,410)
	<hr/> (2,940)	<hr/> 5,112	<hr/> 2,172	<hr/> (36,247)
Net Incoming / (Outgoing) Resources				
Movement on Provision for Major Maintenance	(2,000)	0	(2,000)	(2,000)
Balance B/Fwd 1 August 2023	4,912	412,797	417,709	455,956
Balance C/Fwd 31 July 2024	<hr/> (28)	<hr/> 417,909	<hr/> 417,881	<hr/> 417,709

BRENTWOOD THEATRE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 JULY 2024

ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the company's financial statements.

(a) **Basis of Preparation**

The accounts have been prepared under the historical cost convention. The Designated Funds comprise donations and contributions received to finance the construction of the building and substantial legacies received.

(b) **Donations**

Donations are recognised as they are received.

(c) **Fixed Assets**

Fixed assets are recorded at cost and depreciated on a straight line basis over their expected useful lives as follows:

long leasehold property – 50 years

seating, lighting rig and foyer refurbishment – 15 years

computer equipment – 5 years

other equipment – 7 years

EXEMPTION FROM AUDIT

The company meets the definition of a small company as set out in Section 476 of the Companies Act 2006 and is consequently exempt from the requirements to have its accounts audited.

TANGIBLE FIXED ASSETS

COST	Long Leasehold Property £	Equipment £	Total £
As at 1 August 2023	702,715	163,607	866,322
Additions	0	875	875
As at 31 July 2024	<u>702,715</u>	<u>164,482</u>	<u>867,197</u>
DEPRECIATION			
As at 1 August 2023	395,809	112,608	508,417
Charge for the year	7,669	8,028	15,697
As at 31 July 2024	<u>403,478</u>	<u>120,636</u>	<u>524,114</u>
NET BOOK VALUE			
31 July 2024	<u>299,237</u>	<u>43,846</u>	<u>343,083</u>
31 July 2023	<u>306,906</u>	<u>50,999</u>	<u>357,905</u>
GENERAL FUNDS	81,609	42,036	123,645
DESIGNATED FUNDS	<u>217,628</u>	<u>1,810</u>	<u>219,438</u>
	<u>299,237</u>	<u>43,846</u>	<u>343,083</u>

Additions are shown net of grants received of £5,856

BRENTWOOD THEATRE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 JULY 2024

FIXED ASSETS – THEATRE BUILDING

The long leasehold property reflected in these accounts represents the historical cost of the construction of the building which was funded from donations and contributions received at the time. The cost of the building is being depreciated over the period of the lease of the land on which the building is constructed. A new fifty-year lease was entered into on 31 October 2013 and the net book value at that date has been depreciated over the period of the new lease.

CAPITAL AND RESERVES

The Theatre's capital and reserves are represented by assets and liabilities and are split as follows:

	General Funds £	Designated Funds £	Total £
Fixed Assets	123,645	219,438	343,083
Cash Balances	91,076	52,180	143,256
Liabilities less Other Current Assets	(214,749)	146,291	(68,458)
	(28)	417,909	417,881

BOX OFFICE INCOME

Box Office Income includes £20,012 (2023 - £18,957) in respect of Christmas Show and £14,468 (2023 - £13,696) in respect of Own Shows.

CHRISTMAS SHOW

	2024 £	2023 £
Box Office Income	20,012	18,957
Expenses	(12,331)	(10,532)
SURPLUS ON CHRISTMAS SHOW	<u>7,681</u>	<u>8,425</u>

Expenses include £1,500 (2023: £1,000) in respect of an internal charge for the hire of the theatre, which is included in Hire of theatre in the Income and Expenditure Account.

OWN SHOWS

	2024 £	2023 £
Box Office Income	14,468	13,696
Expenses	(910)	(386)
SURPLUS ON OWN SHOWS	<u>13,558</u>	<u>13,310</u>

BRENTWOOD THEATRE TRUST

DESIGNATED FUNDS ACCOUNT FOR THE YEAR TO 31 JULY 2024

	2024 £	2023 £
INCOME RECEIVED		
Donations	11,000	0
Interest	300	300
LESS EXPENDITURE		
Bank Charges	(60)	(60)
SURPLUS FOR THE YEAR BEFORE DEPRECIATION	11,240	240
Depreciation Equipment	625	625
Depreciation Long Leasehold Property	<u>5,503</u>	<u>5,503</u>
	(6,128)	(6,128)
SURPLUS / (DEFICIT) FOR THE YEAR AFTER DEPRECIATION	5,112	(5,888)
Balance Brought Forward	412,797	418,685
BALANCE AT 31 JULY 2024	417,909	412,797
Represented by:		
Long Leasehold Property	217,628	223,131
Equipment	1,810	2,435
Balance at Bank	52,180	51,940
Due from General Funds	<u>146,291</u>	<u>135,291</u>
	198,471	187,231
TOTAL	417,909	412,797

BRENTWOOD THEATRE TRUST
ACCOUNTANT'S REPORT TO THE DIRECTORS
ON THE UNAUDITED ACCOUNTS OF
BRENTWOOD THEATRE TRUST

I report on the accounts for the year ended 31 July 2024 set out on pages 6 to 11.

Respective Responsibilities of Directors and Reporting Accountant

As described in the Directors' Report, the company's Directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

Basis of Opinion

My work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so my procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as I considered necessary for the purposes of this report. These procedures provide only the assurance expressed in my opinion.

Opinion

In my opinion:

- a) The accounts are in agreement with the accounting records kept by the company under Section 386 of the Companies Act 2006.
- b) Having regard only to, and on the basis of, the information contained in those accounting records:
 - i) The accounts have been drawn up in a manner consistent with the accounting requirements specified in Section 396 of the Act.
 - ii) The company satisfied the conditions for exemption from an audit of the accounts for the year specified in Section 477 of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 476.



2.11.2024

R Lambourne
Reporting Accountant

BRENTWOOD THEATRE TRUST LIMITED

England & Wales - Charity number 285716

Accounts



BRENTWOOD THEATRE TRUST
(A company limited by Guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR TO 31 JULY 2023

Charity Number 285716

Company Number 1669034

BRENTWOOD THEATRE TRUST

COMPANY INFORMATION

FOR THE YEAR ENDED 31 JULY 2023

PRESIDENT	The Lord Petre
VICE PRESIDENTS	Audrey Longman Jean McGinley Mary Redman Lionel Wernick
DIRECTORS	Michael Hawkins (Chair) Stephen Abbott (Hon. Treasurer) Michael Bond Gary Catlin Anne Elliss Penelope Hollington Peter Mayo Robert Southgate (Deputy Chair) Patrick Stevens William Wells
COMPANY and MINUTES SECRETARY	Jos Hollington
REGISTERED OFFICE	15 Shenfield Road Brentwood Essex CM15 8AG
COMPANY NUMBER	1669034 (England & Wales)
CHARITY NUMBER	285716
BANKERS	HSBC Bank plc 91 High Street Brentwood Essex CM14 4RU
REPORTING ACCOUNTANT	Richard Lambourne

BRENTWOOD THEATRE TRUST

DIRECTORS' REPORT FOR THE YEAR ENDED 31 JULY 2023

The Directors submit their report and the financial statements of the company for the year ended 31 July 2023.

CHAIRMAN'S REPORT

This year has continued to be one of recovery and change. We have now enjoyed a second full year since the pandemic brought a huge existential threat to the theatre – back to relatively full programmes of productions and hiring to performing groups. With the dedication of the theatre Manager, Ian Southgate, and his team, plus the support of our many loyal patrons, we survived the Covid threat and continued to be a centre for the arts in Brentwood.

But, in common with the rest of the country, we faced another threat – rampant inflation, huge increases in costs. Utilities and other suppliers' costs increased substantially, and staff costs had to reflect market conditions. This economic threat, experienced by many businesses (and individuals) across the country, has been reflected in the loss we are reporting for the year. It is also true to say that the current financial crisis impacted both the return of audiences (perhaps additionally reflecting a cautious return to normality after the pandemic), as well as hiring groups, who also face economic challenges.

However, the substantial investment made in repurposing and modernising the theatre will, we are confident, pay dividends as we are forecasting a small surplus for the coming year. We are proud of the new foyer and the successful move from office-base administration to Cloud-based, freeing up valuable space for hiring-out to businesses. Improvements have also been made to the performing space, the heart of the theatre.

The coffee bar continues to offer delicious coffees, teas and cakes in a very pleasant environment. However, we concluded that the most popular use of the facility appeared to be in the earlier part of the week; so the opening hours have changed to a Monday-to-Wednesday basis. The bar itself of course still operates for all productions.

Our successful participation as joint organisers of the Brentwood Half Marathon, in partnership with Brentwood a Becket Rotary club, St Francis Hospice and Brentwood Running Club, has proved an excellent source of fund-raising income to the theatre. The charity race is now being run as a separate consortium entity, having previously been operated by the Rotary club, and our expectation is that our involvement will continue for some time to come – offering not only a valuable source of charity fund-raising but maintaining one of the Borough's key community events of each year, as it has been for four decades. Our thanks go to Theatre Vice-Chair Bob Southgate, assisted by Peter Herrington, for their enthusiastic involvement in the consortium.

During the year, an initiative was started to attract sponsorship. A proposition for potential sponsors was developed and it is pleasing to note that two prominent local business firms have agreed to be 2023/24 headline sponsors, whose names will be associated with the theatre – Baker Labels and Tees Law. We are grateful to them, and their participation will play a significant part in enabling the theatre to achieve a positive financial outcome in the coming year.

The theatre has also proved popular as a venue for business conferences and we have even hosted weddings, demonstrating its versatility and attraction - not just confined to theatrical productions.

BRENTWOOD THEATRE TRUST

Theatre Management

I offer thanks and congratulations to Theatre Manager, Ian Southgate, who has had a difficult year to navigate. He lost a key member of staff, Bex Forman, who decided to move on after many years of devotion to the theatre. We had the opportunity to thank her for her years of service. There have been other changes in staff during the year, but the core team of Technical Coordinator Reece Crisp and our two technicians, Ciara Moss and Guy Lee, remains in place – and former Barista Bryony Colton agreed to take on the role of part time Front-of-House Supervisor.

Volunteers

As we have often remarked, the Theatre could not operate without the wonderful support given by so many volunteers, and we are very grateful to them all. I am pleased to say that a substantial number have taken on these voluntary roles.

Finances

After last year's positive financial outcome, it is disappointing to report a loss of around £30k (taking into account provision for major maintenance) and the Financial Review section gives more detail. It has been a difficult financial year for the theatre, but we know we are far from alone in experiencing this. However, we have plans and initiatives in place, building on the major investment in the future of the theatre, which should result in a small surplus in 2023/24.

Community Involvement

The Theatre has a strong involvement with the local community – Arts Trail, Half Marathon, Get into Arts Festival, alongside supporting the many organisations that call us “home”. More recently we have become involved with the Good Company, a project designed to help tackle dementia.

Theatre Manager Ian Southgate is Vice-Chair of the Brentwood Business Partnership, which has played a major role in the decision for Brentwood Borough to become a Business Improvement District (BID) - which will bring much needed investment into making our community a more vibrant place in which to do business and live. We are optimistic that the Theatre, as the primary arts hub of the Borough, will feature prominently in future plans for the BID.

Theatre Shows

We had a full year of community and commercial hires and professional touring shows. In fact the theatre hosted around 270 performances and, when taking into account community hires, the total was over 300 – a busy year by any standards. I would like to single out the Christmas show of 2022 - *The Twelve Days of Christmas* - which went down very well with audiences; and a full pre-Christmas programme for this coming December promises to be another hit.

Fund-Raising

I have already referred to the Theatre's substantial involvement with the Brentwood Half Marathon and our exciting sponsorship programme. Board Director and veteran performer, Bill Wells, also organises other fund-raising events. For example, the evening featuring 'local boy', actor, John Heffernan was a huge success. Bill's relaxed and informed interviewing technique has helped make such evenings very popular. Next year marks the start of our 30th Anniversary as an operational Theatre which affords an opportunity not only for celebrations but also for additional fundraising.

BRENTWOOD THEATRE TRUST

The Theatre Board

I would like to express my grateful thanks to the members of the Board who are all volunteers and bring valued expertise from many fields, as well as great enthusiasm, for the benefit of the Theatre. They range from the Headmaster of Brentwood School to the Senior Partner of Tees Law in Brentwood and encompass many other disciplines. We are also grateful for Brentwood Council's support, symbolised by the presence on our Board of a member of the new administration. Our President, Lord Petre, has been a staunch supporter for many years; to him, all the Board members, and to all our friends and supporters, I offer heartfelt thanks.

Finally, I am saddened to report the death of Mike Turner (Chairman of the Theatre Trust 1987-1996) who died just prior to our 2022 AGM. Mike played a crucial role in the theatre's history during his tenure as Chairman and had continued to support us since, including by way of a legacy in his will.

Mike Hawkins
Chairman

BRENTWOOD THEATRE TRUST

PRINCIPAL ACTIVITY

The company operates a local theatre for the purposes of encouraging and promoting local Arts and Drama and the education of local youth.

FINANCIAL REVIEW

A very disappointing year from a financial point of view., with a deficit before depreciation of £20,648 compared to a surplus of £7,108 in the previous year.

We, in common with most Theatres, are witnessing very difficult trading conditions with high inflation impacting our expenses and cost of living crises impacting both hires and audiences. Our major expenses are wages (over 50% of total expenses) which saw double digit increase in minimum wage, and Heating and Lighting (11% of total expenses) which increased by 55%. The other disappointing area is bar/cafe which has produced a deficit of £1,971 compared to a surplus of £7,795 last year. The footfall in the cafe has been slow to build up, hence the decision to only open 3 days week. Of course, it is not all doom and gloom, with the Christmas show and Own Shows being very successful. We are budgeting for a small surplus before depreciation, but that will be challenging.

Cash resources have fallen by £20k and net current assets by £23k to £104k and £68k respectively. The impact of Covid, the economic environment and our investment in the future have obviously placed a substantial strain on our finances, but we are in a much stronger position than many theatres of a similar size.

RESERVES POLICY

The aim of the Theatre is to generate a small surplus before Long Leasehold Depreciation. The Theatre's Reserve Policy is to maintain a minimum of £20,000 free cash to meet unforeseen circumstances such as emergency repairs or an unexpected shutdown.

PLANS FOR THE FUTURE

Next year, with plans to be announced at the 2023 AGM, marks the start of our 30th Anniversary as an operational Theatre. This is a significant achievement which owes much to the dedicated people who made it possible and those who have given their service since, as well as to the support of our patrons. We hope the year will afford us, as well as celebratory events, specific opportunities for fundraising. We also hope to further develop our 'new' sponsorship offering, with plans to invite sub-sponsorships, in due course, for other parts of our offering – an example might be for specific cinema screenings. We will continue to promote and develop our non-theatrical hires to make good use of our other spaces and will play a full part in the future plans for the Brentwood BID.

DIRECTORS

The directors who served during the year are as follows: -

Michael Hawkins
Stephen Abbott
Michael Bond
Gary Catlin
Anne Elliss
Penelope Hollington
Peter Mayo
Robert Southgate
Patrick Stevens
William Wells

BRENTWOOD THEATRE TRUST

DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit and loss of the company for the period.

In preparing those statements the directors are required to: -

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) follow applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

RISK MANAGEMENT

The directors have a risk management strategy comprised of an annual review of the risks of the Trust and procedures to mitigate those risks identified in the plan. The most recent review identified financial sustainability, given the economic backdrop and cost of living pressures, and health & safety as being the major risks and the Theatre Board continues to review its financial sustainability at each meeting, particularly against the investment made in the bar, cafe and foyer upgrade. Health & safety policies and procedures, including appropriate building and room access, in light of the changes made, are constantly reviewed.

The above report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board on 7th November 2023

BRENTWOOD THEATRE TRUST

INCOME AND EXPENDITURE FOR THE YEAR TO 31 JULY 2023

		2023		2022
INCOME		£		£
Box Office	139,953			120,561
Less Payments to Players	<u>(106,948)</u>	33,005		<u>(95,667)</u>
Hire of Theatre		68,125		60,108
		<hr/>		<hr/>
		101,130		85,002
Designated Funds Income		300		5,305
Donations and Grants		3,296		5,129
Fundraising		11,201		13,749
Gift Aid		1,082		3,088
		<hr/>		<hr/>
		117,009		112,273
 BAR ACCOUNT				
Bar Takings	50,206			32,582
Less: Bar Purchases	(22,406)			(14,738)
Bar Wages	<u>(29,771)</u>			<u>(10,049)</u>
Bar (Deficit) / Surplus		<hr/>		<hr/>
		(1,971)		7,795
 TOTAL INCOME		<hr/>		<hr/>
		115,038		120,068
 EXPENSES				
Wages	71,052			58,723
Christmas Show Expenses	10,532			10,622
Own Show Expenses	386			1,499
Maintenance	3,880			8,519
Rates and Water Rates	1,913			909
Insurance	3,751			3,264
Bank Charges and Credit Card Charges	809			672
Book-keeping and Payroll	5,425			5,626
Cleaning	10,095			6,905
Printing Postage & Stationery	248			662
Miscellaneous	5,279			3,523
Telephone	712			668
Heating and Lighting	14,884			9,622
Advertising	6,155			1,576
Training	505			130
Designated Funds Direct Expenses	60			40
		<hr/>		<hr/>
TOTAL EXPENSES		135,686		112,960
 (DEFICIT) / SURPLUS FOR THE YEAR BEFORE DEPRECIATION		<hr/>		<hr/>
		(20,648)		7,108
Depreciation of Equipment	7,930			8,855
Depreciation of Long Leasehold	<u>7,669</u>	<u>15,599</u>		<u>7,669</u>
		<hr/>		<hr/>
(DEFICIT) FOR THE YEAR AFTER DEPRECIATION		(36,247)		(9,416)
 APPROPRIATIONS				
Provision for Major Maintenance		(2,000)		(2,000)
Transfer from Designated Funds		<u>5,888</u>		<u>863</u>
(DEFICIT) FOR THE YEAR		<hr/>		<hr/>
		<u>(32,359)</u>		<u>(10,553)</u>

BRENTWOOD THEATRE TRUST

COMPANY NUMBER: 1669034
BALANCE SHEET AT 31 JULY 2023

	2023 £	2022 £
FIXED ASSETS		
Long Leasehold Property	306,906	314,575
Equipment	50,999	56,475
	357,905	371,050
CURRENT ASSETS		
Debtors and Prepayments	6,697	10,250
Bar Stock	2,381	1,753
Cash at Bank – Designated Funds	51,940	51,700
Cash at Bank – General Funds	51,085	71,586
Cash in Hand	937	165
	113,040	135,454
CREDITORS DUE WITHIN ONE YEAR	45,236	44,548
NET CURRENT ASSETS	67,804	90,906
Provision for Major Maintenance	8,000	6,000
	67,804	90,906
TOTAL ASSETS LESS LIABILITIES	417,709	455,956
CAPITAL AND RESERVES		
Accumulated Fund	37,271	47,824
Retained (Deficit)	(32,359)	(10,553)
	4,912	37,271
Designated Funds	412,797	418,685
	417,709	455,956

EXEMPTION FROM AUDIT

For the year ended 31 July 2023 the company was entitled to exemption under Section 477 of the Companies Act 2006.

Members have not required the Company to obtain an audit in accordance with Section 476 of the Companies Act 2006.


The Directors acknowledge their responsibility for:-

- a) ensuring the company keeps accounting records which comply with Section 386 of the Companies Act 2006;
- b) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year, in accordance with the requirements of Section 394 and 395 of the Companies Act 2006 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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


Michael Hawkins, Chairman

7/11/2023


Stephen Abbott, Hon Treasurer

7/11/2023

BRENTWOOD THEATRE TRUST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR TO 31 JULY 2023

	General Funds £	Designated Funds £	2023 Total £	2022 Total £
INCOMING RESOURCES				
Donations, Grants and Gift Aid	4,378	0	4,378	13,217
Fundraising	11,201	0	11,201	13,749
Bar and Box Office	258,284	0	258,284	213,251
Interest Received	0	300	300	305
	273,863	300	274,163	240,522
Resources Expended	(304,222)	(6,188)	(310,410)	(249,938)
Net (Outgoing) Resources	(30,359)	(5,888)	(36,247)	(9,416)
Movement on Provision for Major Maintenance	(2,000)	0	(2,000)	(2,000)
Balance B/Fwd 1 August 2022	37,271	418,685	455,956	467,372
Balance C/Fwd 31 July 2023	4,912	412,797	417,709	455,956

BRENTWOOD THEATRE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 JULY 2023

ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the company's financial statements.

(a) **Basis of Preparation**

The accounts have been prepared under the historical cost convention. The Designated Funds comprise donations and contributions received to finance the construction of the building and substantial legacies received.

(b) **Donations**

Donations are recognised as they are received.

(c) **Fixed Assets**

Fixed assets are recorded at cost and depreciated on a straight line basis over their expected useful lives as follows:

long leasehold property – 50 years

seating, lighting rig and foyer refurbishment – 15 years

computer equipment – 5 years

other equipment – 7 years

EXEMPTION FROM AUDIT

The company meets the definition of a small company as set out in Section 476 of the Companies Act 2006 and is consequently exempt from the requirements to have its accounts audited.

TANGIBLE FIXED ASSETS

COST	Long Leasehold Property £	Equipment £	Total £
As at 1 August 2022	702,715	161,153	863,868
Additions	0	2,454	2,454
As at 31 July 2023	702,715	163,607	866,322
DEPRECIATION			
As at 1 August 2022	388,140	104,678	492,818
Charge for the year	7,669	7,930	15,599
As at 31 July 2023	395,809	112,608	508,417
NET BOOK VALUE			
31 July 2023	306,906	50,999	357,905
31 July 2022	314,575	56,475	371,050
GENERAL FUNDS	83,775	48,564	132,339
DESIGNATED FUNDS	223,131	2,435	225,566
	<u>306,906</u>	<u>50,999</u>	<u>357,905</u>

BRENTWOOD THEATRE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 JULY 2023

FIXED ASSETS – THEATRE BUILDING

The long leasehold property reflected in these accounts represents the historical cost of the construction of the building which was funded from donations and contributions received at the time. The cost of the building is being depreciated over the period of the lease of the land on which the building is constructed. A new fifty-year lease was entered into on 31 October 2013 and the net book value at that date has been depreciated over the period of the new lease.

CAPITAL AND RESERVES

The Theatre's capital and reserves are represented by assets and liabilities and are split as follows:

	General Funds £	Designated Funds £	Total £
Fixed Assets	132,339	225,566	357,905
Cash Balances	52,022	51,940	103,962
Liabilities less Other Current Assets	(179,449)	135,291	(44,158)
	<u>4,912</u>	<u>412,797</u>	<u>417,709</u>

BOX OFFICE INCOME

Box Office income includes £18,957 (2022: £19,550) in respect of the Christmas Show and £13,696 (2022: £5,095) in respect of Own Shows.

CHRISTMAS SHOW

	2023 £	2022 £
Box Office Income	18,957	19,550
Expenses	(10,532)	(10,622)
SURPLUS ON CHRISTMAS SHOW	<u>8,425</u>	<u>8,928</u>

Expenses include £1,000 (2022: £1,500) in respect of an internal charge for the hire of the theatre, which is included in Hire of theatre in the Income and Expenditure Account.

OWN SHOWS

	2023 £	2022 £
Box Office Income	13,696	5,095
Expenses	(386)	(1,499)
SURPLUS ON OWN SHOWS	<u>13,310</u>	<u>3,596</u>

BRENTWOOD THEATRE TRUST

DESIGNATED FUNDS ACCOUNT FOR THE YEAR TO 31 JULY 2023

	2023 £		2022 £
INCOME RECEIVED			
Donations	0		5,000
Interest	300		305
LESS EXPENDITURE			
Bank Charges	60		40
	<hr/>		<hr/>
SURPLUS FOR THE YEAR BEFORE DEPRECIATION	240		5,265
Depreciation Equipment	625		625
Depreciation Long Leasehold Property	<u>5,503</u>		<u>5,503</u>
	(6,128)		(6,128)
(DEFICIT) FOR THE YEAR AFTER DEPRECIATION	(5,888)		(863)
Balance Brought Forward	418,685		419,548
	<hr/>		<hr/>
BALANCE AT 31 JULY 2023	<u>412,797</u>		<u>418,685</u>
Represented by:			
Long Leasehold Property	223,131		228,634
Equipment	2,435		3,060
Balance at Bank	51,940		51,700
Due from General Funds	<u>135,291</u>		<u>135,291</u>
	187,231		186,991
	<hr/>		<hr/>
TOTAL	<u>412,797</u>		<u>418,685</u>

BRENTWOOD THEATRE TRUST
ACCOUNTANT'S REPORT TO THE DIRECTORS
ON THE UNAUDITED ACCOUNTS OF
BRENTWOOD THEATRE TRUST

I report on the accounts for the year ended 31 July 2023 set out on pages 6 to 11.

Respective Responsibilities of Directors and Reporting Accountant

As described in the Directors' Report, the company's Directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

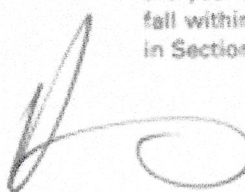
Basis of Opinion

My work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so my procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as I considered necessary for the purposes of this report. These procedures provide only the assurance expressed in my opinion.

Opinion

In my opinion:

- a) The accounts are in agreement with the accounting records kept by the company under Section 386 of the Companies Act 2006.
- b) Having regard only to, and on the basis of, the information contained in those accounting records:
 - i) The accounts have been drawn up in a manner consistent with the accounting requirements specified in Section 396 of the Act.
 - ii) The company satisfied the conditions for exemption from an audit of the accounts for the year specified in Section 477 of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 476.


R Lambourne
Reporting Accountant

14.11.2023

BRENTWOOD THEATRE TRUST LIMITED

England & Wales - Charity number 285716

Accounts



BRENTWOOD THEATRE TRUST
(A company limited by Guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR TO 31 JULY 2022

Charity Number 285716

Company Number 1669034

BRENTWOOD THEATRE TRUST

COMPANY INFORMATION

FOR THE YEAR ENDED 31 JULY 2022

PRESIDENT	The Lord Petre
VICE PRESIDENTS	Audrey Longman Jean McGinley Mary Redman Lionel Wernick
DIRECTORS	Michael Hawkins(Chairman) Stephen Abbott(Hon Treasurer) Michael Bond Gary Catlin Anne Elliss Penelope Hollington Peter Mayo Robert Southgate(Deputy Chairman) Patrick Stevens William Wells
COMPANY and MINUTES SECRETARY	Jos Hollington
REGISTERED OFFICE	15 Shenfield Road Brentwood Essex CM15 8AG
COMPANY NUMBER	1669034 (England & Wales)
CHARITY NUMBER	285716
BANKERS	HSBC Bank plc 91 High Street Brentwood Essex CM14 4RU
REPORTING ACCOUNTANT	Richard Lambourne

BRENTWOOD THEATRE TRUST

DIRECTORS' REPORT FOR THE YEAR ENDED 31 JULY 2022

The Directors submit their report and the financial statements of the company for the year ended 31 July 2022.

CHAIRMAN'S REPORT

This year has been one of recovery and change. For the first time in over 2 years, Brentwood Theatre was able to offer a full programme of productions and hirings to performing groups. It was heartening to witness the enthusiastic return of hirers and theatregoers, clearly eager, as most people have been, to return as soon as possible to normality after the pandemic.

I have done so before but make no apology for again praising the dedication and determination of Theatre Manager Ian Southgate and his team not only for ensuring that the Theatre is still here, after the severe challenges of the Covid era, but that it is on course to thrive again.

The availability of Government recovery grants enabled us to re-assess our vision for the future of the Theatre, the fruits of which are hopefully evident – a completely refurbished Foyer, a fully functioning coffee bar and more meeting rooms available for businesses to hire out.

The coffee bar serves delicious coffees, teas and cakes and is proving popular under the guidance of Barista Bryony Colton. The fundamental review undertaken by the Board which took place in the early part of the financial year effectively resulted in the creation of 3 separate businesses – the core function of offering full facilities for performing companies, a state-of-the-art coffee bar and a business dealing with hiring out rooms for organisations in need of such space.

The theatre's modernisation programme included moving from office-based administrative systems to Cloud-based, freeing up more rooms for hire. In fact, the former office is now for hire and is called 'The Space'.

The year also saw the Theatre becoming involved in a major fund-raising initiative. The Brentwood Half Marathon and Fun run has been a key feature of the town's community events programme for 40 years, attracting thousands of runners and organised during all that time by Brentwood a Becket Rotary club. They proposed a consortium approach to maintain the continuing viability of this increasingly successful fund-raising event and invited the Theatre, St Francis Hospice and Brentwood Running club to form a task force to organise the March 2022 event. The event proved a great success, and we will be taking part in it again in 2023, with our new partners. It raised significant funds for the Theatre this year and we have every reason to believe it will do the same in 2023. We owe this successful involvement to Theatre Vice-Chair Bob Southgate, assisted by Peter Herrington, and we are grateful to them.

Theatre Management

I have already referred to the substantial effort put in by Theatre Manager, Ian Southgate, and his team in helping enable the Theatre to survive the existential threat posed by the pandemic. Ian was also instrumental in proposing the changes which I have referred to above and which offer a potentially prosperous future for the Theatre. In addition, I should mention the important parts played by Front of House and Operations Supervisor Bex Forman, Technical Coordinator Reece Crisp and our two technicians Ciara Moss and Guy Lee as well as Barista Bryony Colton. We were also pleased to welcome back Steph Ironmonger supporting the hires processes. We thank them and recognise their hard work and dedication. As ever, the theatre benefitted hugely from Liz Southgate's administration support role.

Volunteers

The Theatre could not operate without the wonderful support given by so many volunteers, and we are very grateful to them all. We would, of course, welcome additional volunteers – just contact us via the website to make arrangements.

BRENTWOOD THEATRE TRUST

Finances

It is pleasing that the theatre has been able to report a greatly improved financial performance. There would have been a break-even/slight surplus position, compared with a £7.5k loss last year, had it not been for unforeseen requirements such as the need to hire in industrial-scale air coolers during the extended heatwave. There is no doubt that the next couple of years will be challenging as discretionary spending will be curtailed. However, we remain cautiously optimistic that our plans for growth and diversification will be successful. Our reserves, although reduced, following the upgrade in the patio and bar, remain reasonably healthy.

Community Involvement

The Theatre has a strong involvement with the local community – Arts Trail, Half Marathon, Get into Arts Festival alongside supporting the many organisations that call us “home”. After serving a 5-year term, I recently stepped down from the Chairmanship of Brentwood Business Partnership (BBP), a body combining the strengths of the private and public sectors in aiming to make Brentwood a thriving place to visit, do business and live in. I am delighted that Ian Southgate has taken on the role of Vice Chair of BBP, an influential position especially as BBP plays an increasingly important part in shaping Brentwood’s future. This can only be good for the Theatre.

Theatre Shows

As I began by saying, it was good to see a return to a full programme. The 2021 Christmas show ‘The Night Before Christmas’ was a great success, and its winning formula will be followed with the 2022 Christmas show - ‘The Twelve Days of Christmas’. Alongside the sell-out success of this year’s Christmas show we have also started to introduce professionally produced shows to fill out and compliment the excellent programme of shows put on by our local groups and organisations. These have proven to be incredibly successful especially the family shows such as Rapunzel, Wonderland and The Jungle Book. Following the sell-out success of a lot of these shows we have already programmed in more into this coming year.

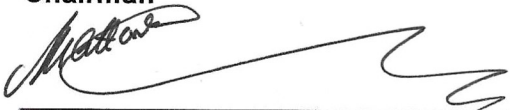
Fund-Raising

I have already referred to the Theatre’s substantial involvement with the Brentwood Half Marathon and Fun Run, without question our major fund-raiser. But there have been others and we have Bill Wells to thank for organising a popular visit to Ingatestone Hall for a Cream Tea and Tour; and also for arranging a fascinating evening with famous actor Kenneth Cranham. Fund raisers are a very necessary part of our activities as we rely on them to supplement our income and help balance the books. I thank all our supporters for playing such an active part in helping us achieve these goals.

The Theatre Board

Finally, I would like to express my grateful thank to the members of the Board who are all volunteers and bring valued expertise from many fields, as well as great enthusiasm, for the benefit of the Theatre. They range from the Headmaster of Brentwood School to a Senior Partner of Tees Law in Brentwood and encompass many other disciplines. We are also grateful for Brentwood Council’s support, symbolised by the presence on our Board of the Deputy Head of the Council. Long-serving Director, David Tee, stood down from the Board during this reporting year and I wanted to pay tribute to his dedicated contribution, including writing a history of the theatre under the title ‘Brentwood Theatre – the first 21 years’. His legacy is assured. To David, and to all the current Board members, as to all our friends and supporters, I offer heartfelt thanks.

Mike Hawkins
Chairman



BRENTWOOD THEATRE TRUST

PRINCIPAL ACTIVITY

The company operates a local theatre for the purposes of encouraging and promoting local Arts and Drama and the education of local youth.

FINANCIAL REVIEW

The Theatre had a good financial year, as activities returned to near pre pandemic levels. A surplus before depreciation of £7,108 was a good result and achieved despite some unplanned final quarter expenditure on maintenance and air cooling units. Bar (including cafe) made a healthy surplus and Fundraising, particularly the Brentwood Half Marathon were important additions to our core activity of Theatre Hire. The Christmas Show was another big contributor to the financial result, yielding a surplus of £8,928. However expenses are under significant pressure, particularly Wages, Maintenance and Heating and Lighting.

Cash resources have fallen by £19,000 reflecting the investment made in refurbishing the Foyer and Bar areas. Net current assets are £91,000, a fall of £27,000 for the reasons stated above. We expect to make a small deficit next year, as the Theatre continues to invest in the future, by expanding its offering.

RESERVES POLICY

The aim of the Theatre is to generate a small surplus before Long Leasehold Depreciation. The Theatre's Reserve Policy is to maintain a minimum of £20,000 free cash to meet unforeseen circumstances such as emergency repairs or an unexpected shutdown.

PLANS FOR THE FUTURE

Having been able to fully resume our programme of entertainment and complete the vast majority of our refurbishment and redesign programme, the coming year will see a continued focus on finishing the last few touches followed by a concerted effort to grow the hires and usage of the newly available spaces. This will include an ongoing social media marketing campaign as well as personal invites to our local community to show off our wonderful facilities. We will also continue working closely with Brentwood Council as part of their initiatives, in particular around the creative industries, to re-invigorate the town and what it has to offer.

DIRECTORS

The directors who served during the year are as follows: -

Michael Hawkins

Stephen Abbott

Michael Bond

Gary Catlin

Anne Elliss

Penelope Hollington

Peter Mayo

Robert Southgate

Patrick Stevens

David Tee (resigned 13th November 2021)

William Wells

BRENTWOOD THEATRE TRUST

DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit and loss of the company for the period.

In preparing those statements the directors are required to: -

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

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RISK MANAGEMENT

The directors have a risk management strategy comprised of an annual review of the risks of the Trust and procedures to mitigate those risks identified in the plan. The most recent review identified financial sustainability and health & safety as being the major risks and the Theatre Board continues to review its financial sustainability at each meeting, particularly against the investment made in the bar, cafe and foyer upgrade. Health & safety policies and procedures, including appropriate building and room access in light of the changes made, are constantly reviewed.

The above report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board on 8th November 2022

BRENTWOOD THEATRE TRUST

INCOME AND EXPENDITURE FOR THE YEAR TO 31 JULY 2022

	2022		2021
	£		£
INCOME			
Box Office	120,561		8,541
Less Payments to Players	<u>(95,667)</u>	24,894	<u>(2,157)</u>
Hire of Theatre		60,108	9,674
		<hr/> 85,002	<hr/> 16,058
Designated Funds Income		5,305	315
Donations and Grants		5,129	36,304
Fundraising		13,749	0
Gift Aid		<u>3,088</u>	<u>47</u>
		<hr/> 112,273	<hr/> 52,724
BAR ACCOUNT			
Bar Takings	32,582		1,744
Less: Bar Purchases	(14,738)		(1,651)
Bar Wages	<u>(10,049)</u>		<u>(742)</u>
Bar Surplus / (Deficit)		<hr/> 7,795	<hr/> (649)
TOTAL INCOME		<hr/> 120,068	<hr/> 52,075
EXPENSES			
Wages	58,723		27,624
Christmas Show Expenses	10,622		0
Own Show Expenses	1,499		2,497
Maintenance	8,519		2,177
Rates and Water Rates	909		203
Insurance	3,264		3,169
Bank Charges and Credit Card Charges	672		310
Book-keeping and Payroll	5,626		3,128
Cleaning	6,905		3,174
Printing Postage & Stationery	662		56
Miscellaneous	3,523		2,635
Telephone	668		582
Heating and Lighting	9,622		4,389
Advertising	1,576		535
Training	130		168
Designated Funds Direct Expenses	<u>40</u>		<u>0</u>
TOTAL EXPENSES		<hr/> 112,960	<hr/> 50,647
SURPLUS FOR THE YEAR BEFORE DEPRECIATION		7,108	1,428
Depreciation of Equipment	8,855		6,930
Depreciation of Long Leasehold	<u>7,669</u>	<u>16,524</u>	<u>7,669</u>
(DEFICIT) FOR THE YEAR AFTER DEPRECIATION		(9,416)	(13,171)
APPROPRIATIONS			
Provision for Major Maintenance		(2,000)	(2,000)
Transfer from Designated Funds		<u>863</u>	<u>5,813</u>
(DEFICIT) FOR THE YEAR		<u>(10,553)</u>	<u>(9,358)</u>

BRENTWOOD THEATRE TRUST

**COMPANY NUMBER: 1669034
BALANCE SHEET AT 31 JULY 2022**

	2022	2021
	£	£
FIXED ASSETS		
Long Leasehold Property	314,575	322,244
Equipment	56,475	31,561
	371,050	353,805
CURRENT ASSETS		
Debtors and Prepayments	10,250	6,562
Bar Stock	1,753	411
Cash at Bank – Designated Funds	51,700	51,435
Cash at Bank – General Funds	71,586	90,714
Cash in Hand	165	426
	135,454	149,548
CREDITORS DUE WITHIN ONE YEAR	44,548	31,981
NET CURRENT ASSETS	90,906	117,567
Provision for Major Maintenance	6,000	4,000
TOTAL ASSETS LESS LIABILITIES	455,956	467,372
CAPITAL AND RESERVES		
Accumulated Fund	47,824	57,182
Retained (Deficit)	(10,553)	(9,358)
	37,271	47,824
Designated Funds	418,685	419,548
	455,956	467,372

EXEMPTION FROM AUDIT

For the year ended 31 July 2022 the company was entitled to exemption under Section 477 of the Companies Act 2006.

Members have not required the Company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

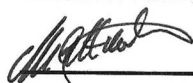
The Directors acknowledge their responsibility for:-

- a) ensuring the company keeps accounting records which comply with Section 386 of the Companies Act 2006;
- b) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year, in accordance with the requirements of Section 394 and 395 of the Companies Act 2006 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

Michael Hawkins, Chairman

Stephen Abbott, Hon Treasurer



8/11/22

S J Abbott 8/11/22

BRENTWOOD THEATRE TRUST

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR TO 31 JULY 2022

	General Funds £	Designated Funds £	2022 Total £	2021 Total £
INCOMING RESOURCES				
Donations, Grants and Gift Aid	8,217	5,000	13,217	36,351
Fundraising	13,749	0	13,749	0
Bar and Box Office	213,251	0	213,251	19,959
Interest Received	0	305	305	315
	235,217	5,305	240,522	56,625
Resources Expended	(243,770)	(6,168)	(249,938)	(69,796)
Net (Outgoing) Resources	(8,553)	(863)	(9,416)	(13,171)
Movement on Provision for Major Maintenance	(2,000)	0	(2,000)	(2,000)
Balance B/Fwd 1 August 2021	47,824	419,548	467,372	482,543
Balance C/Fwd 31 July 2022	37,271	418,685	455,956	467,372

BRENTWOOD THEATRE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 JULY 2022

ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the company's financial statements.

(a) **Basis of Preparation**

The accounts have been prepared under the historical cost convention. The Designated Funds comprise donations and contributions received to finance the construction of the building and substantial legacies received.

(b) **Donations**

Donations are recognised as they are received.

(c) **Fixed Assets**

Fixed assets are recorded at cost and depreciated on a straight line basis over their expected useful lives as follows:

long leasehold property – 50 years

seating, lighting rig and foyer refurbishment – 15 years

computer equipment – 5 years

other equipment – 7 years

EXEMPTION FROM AUDIT

The company meets the definition of a small company as set out in Section 476 of the Companies Act 2006 and is consequently exempt from the requirements to have its accounts audited.

TANGIBLE FIXED ASSETS

COST	Long Leasehold Property £	Equipment £	Total £
As at 1 August 2021	702,715	127,384	830,099
Additions	0	33,769	33,769
As at 31 July 2022	<u>702,715</u>	<u>161,153</u>	<u>863,868</u>
DEPRECIATION			
As at 1 August 2021	380,471	95,823	476,294
Charge for the year	7,669	8,855	16,524
As at 31 July 2022	<u>388,140</u>	<u>104,678</u>	<u>492,818</u>
NET BOOK VALUE			
31 July 2022	<u>314,575</u>	<u>56,475</u>	<u>371,050</u>
31 July 2021	<u>322,244</u>	<u>31,561</u>	<u>353,805</u>
GENERAL FUNDS	85,941	53,415	139,356
DESIGNATED FUNDS	<u>228,634</u>	<u>3,060</u>	<u>231,694</u>
	<u>314,575</u>	<u>56,475</u>	<u>371,050</u>

BRENTWOOD THEATRE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 JULY 2022

FIXED ASSETS – THEATRE BUILDING

The long leasehold property reflected in these accounts represents the historical cost of the construction of the building which was funded from donations and contributions received at the time. The cost of the building is being depreciated over the period of the lease of the land on which the building is constructed. A new fifty-year lease was entered into on 31 October 2013 and the net book value at that date has been depreciated over the period of the new lease.

CAPITAL AND RESERVES

The Theatre's capital and reserves are represented by assets and liabilities and are split as follows:

	General Funds £	Designated Funds £	Total £
Fixed Assets	139,356	231,694	371,050
Cash Balances	71,751	51,700	123,451
Liabilities less Other Current Assets	(173,836)	135,291	(38,545)
	<u>37,271</u>	<u>418,685</u>	<u>455,956</u>

BOX OFFICE INCOME

Box Office income includes £19,550 (2021: £0) in respect of the Christmas Show and £5,095 (2021: £3,419) in respect of Own Shows.

CHRISTMAS SHOW

	2022 £	2021 £
Box Office Income	19,550	0
Expenses	(10,622)	0
SURPLUS ON CHRISTMAS SHOW	<u>8,928</u>	<u>0</u>

Expenses include £1,500 (2021: £0) in respect of an internal charge for the hire of the theatre, which is included in Hire of theatre in the Income and Expenditure Account.

OWN SHOWS

	2022 £	2021 £
Box Office Income	5,095	3,419
Expenses	(1,499)	(2,497)
SURPLUS ON OWN SHOWS	<u>3,596</u>	<u>922</u>

BRENTWOOD THEATRE TRUST

DESIGNATED FUNDS ACCOUNT FOR THE YEAR TO 31 JULY 2022

		2022 £		2021 £
INCOME RECEIVED				
Donations		5,000		0
Interest		305		315
LESS EXPENDITURE				
Bank Charges		40		0
		<hr/>		<hr/>
SURPLUS FOR THE YEAR BEFORE DEPRECIATION		5,265		315
Depreciation Equipment	625		625	
Depreciation Long Leasehold Property	<u>5,503</u>	<u>(6,128)</u>	<u>5,503</u>	<u>(6,128)</u>
(DEFICIT) FOR THE YEAR AFTER DEPRECIATION		(863)		(5,813)
Balance Brought Forward		<u>419,548</u>		<u>425,361</u>
BALANCE AT 31 JULY 2022		<u><u>418,685</u></u>		<u><u>419,548</u></u>
Represented by:				
Long Leasehold Property		228,634		234,137
Equipment		3,060		3,685
Balance at Bank	51,700		51,435	
Due from General Funds	<u>135,291</u>	<u>186,991</u>	<u>130,291</u>	<u>181,726</u>
TOTAL		<u><u>418,685</u></u>		<u><u>419,548</u></u>

BRENTWOOD THEATRE TRUST

ACCOUNTANT'S REPORT TO THE DIRECTORS ON THE UNAUDITED ACCOUNTS OF BRENTWOOD THEATRE TRUST

I report on the accounts for the year ended 31 July 2022 set out on pages 5 to 10.

Respective Responsibilities of Directors and Reporting Accountant

As described in the Directors' Report, the company's Directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

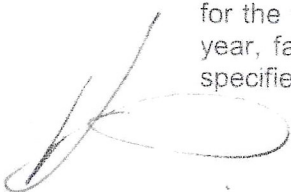
Basis of Opinion

My work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so my procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as I considered necessary for the purposes of this report. These procedures provide only the assurance expressed in my opinion.

Opinion

In my opinion:

- a) The accounts are in agreement with the accounting records kept by the company under Section 386 of the Companies Act 2006.
- b) Having regard only to, and on the basis of, the information contained in those accounting records:
 - i) The accounts have been drawn up in a manner consistent with the accounting requirements specified in Section 396 of the Act.
 - ii) The company satisfied the conditions for exemption from an audit of the accounts for the year specified in Section 477 of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 476.



R Lambourne
Reporting Accountant

BRENTWOOD THEATRE TRUST LIMITED

England & Wales - Charity number 285716

Accounts



BRENTWOOD THEATRE TRUST
(A company limited by Guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR TO 31 JULY 2021

Charity Number 285716

Company Number 1669034

BRENTWOOD THEATRE TRUST

COMPANY INFORMATION

FOR THE YEAR ENDED 31 JULY 2021

PRESIDENT	The Lord Petre
VICE PRESIDENTS	Audrey Longman Jean McGinley Mary Redman Lionel Wernick
DIRECTORS	Michael Hawkins(Chairman) Stephen Abbott(Hon Treasurer) Michael Bond Gary Catlin Anne Elliss Penelope Hollington Peter Mayo Robert Southgate(Deputy Chairman) Patrick Stevens David Tee William Wells
COMPANY and MINUTES SECRETARY	Jos Hollington
REGISTERED OFFICE	15 Shenfield Road Brentwood Essex CM15 8AG
COMPANY NUMBER	1669034 (England & Wales)
CHARITY NUMBER	285716
BANKERS	HSBC Bank plc 91 High Street Brentwood Essex CM14 4RU
REPORTING ACCOUNTANT	Richard Lambourne

BRENTWOOD THEATRE TRUST

DIRECTORS' REPORT FOR THE YEAR ENDED 31 JULY 2021

The directors submit their report and the financial statements of the company for the year ended 31 July 2021.

CHAIRMAN'S REPORT

I observed in my notes accompanying the 2020 Report and Accounts that the year had 'undoubtedly been the most difficult in the Theatre's history' due to the impact of Covid-19. I regret to say that this past year has been little better as the Theatre remained forcibly closed for most of it, surviving on Government grants and the Furloughing scheme.

However, it is gratifying that the Theatre has come through the experience intact and with the Theatre Manager and key staff still very much with us.

A crowd-funding initiative raised around £15,000 from generous supporters who share our vision of the Theatre remaining a key and thriving part of Brentwood's cultural life. We are deeply grateful for and touched by their support.

The Board pays tribute to Theatre Manager Ian Southgate, his assistant Bex Foreman and their staff for their patience in this difficult period and for the enthusiasm and hard work they have displayed in managing to continue offering performances, including community cinema, when lockdown easements allowed.

During the year, improvements were made to the patio area, mainly involving the installation of a substantial awning, which, coupled with heaters, offers a more comfortable (and socially-distanced, when required) environment for theatre-goers.

Lockdown also offered the opportunity to assess how best to face the future - resulting in a Covid-19 Recovery and Redevelopment Plan. This involved a thorough re-assessment of working practices and use of Theatre space. Under the plan, the Foyer will consolidate its position as the hub of the Theatre, with much-improved facilities and the establishment of a café for the general public, as well as hiring companies to enjoy.

More current office space is being released to hire out not just for rehearsals and theatrical performances, but also for business meetings etc. Modern working practices, using available technology, make this possible. Your Board and Theatre Management are very positive about the possibilities this partial re-purposing of the Theatre, coupled with the modernisation programme, offers for the future. We remain optimistic about the future for the Theatre, but of course hope that any possible adverse developments in the national management of the pandemic will not impede that ambition.

Theatre Management

I have already paid tribute to the stalwart role played by Theatre Manager Ian Southgate who is also demonstrating advanced project-management skills in overseeing the refurbishment programme. I also pay tribute to the role played by Bex Foreman, who has stepped up to be more of an understudy to Ian. This also applies to the technical support staff on whom the Theatre relies so heavily. Finally, we acknowledge with thanks the support given by Liz Southgate in her administrative role.

Volunteers

Brentwood Theatre has always been fortunate to have the support of a large number of volunteers – as many as 50. They have also experienced a frustrating year, but have offered willing support when called on to do so and stand ready to adopt the new working practices being brought in. Without such support Brentwood Theatre, as with many other provincial theatres would find it difficult, if not impossible, to operate. Our profound thanks are due to them. We were also saddened by loss of so many friends over the past year but in particular: Marjorie Dunn who has performed and directed at this theatre over many years; Fred Sarchet who volunteered and was

BRENTWOOD THEATRE TRUST

always available to lend a hand back stage; John Dobson who was a 'great friend and stalwart', as well as a Vice President, of the theatre supporting it over the past twenty years or so working tirelessly behind the scenes building scenery for many productions but in particular our Christmas shows and helping with the overall maintenance of the theatre whilst assisting back stage for many productions. In recognition of this our workshop is named after him. They will all be sorely missed.

Finances

At a time of existential threat, affecting the entire entertainment industry, it is heartening that the Theatre has remained financially viable. The Accounts indicate that the loss for the year was a containable £13k when taking into consideration leasehold depreciation. Reserves remain relatively healthy.

There is no doubt that the years ahead remain challenging, but the solid support of the local community, demonstrated by the success of the crowd-funding initiative and the fact that hiring companies are keen to return to the Theatre, suggest that our optimism is well placed.

Community Involvement

The theatre has continued to become involved with various business groups such as the Brentwood Business Partnership and Brentwood Chamber of Commerce; and with the more general community, including 'Getting into Arts'.

Theatre Shows

The Covid Pandemic has of course hit the theatre hard, and it was only allowed to reopen for a brief period in the autumn of 2020, with Community cinema screenings. Sadly, lockdown caused the cancellation of that year's Christmas show. We have re-scheduled it for the coming Christmas. We were able to put on a few shows in July 2021 - 'Wonderland' (a Children's show), 'Musical Theatre Treats' (concert) and the musical 'Raft'.

Facilities Improvements

I have already mentioned the major improvements programme undertaken by the Theatre over the past year, which is intended to add to its attraction to the public, and the continuing viability of the Theatre.

The Theatre Trust Board

Finally, I would like to express my gratitude to the members of the Board who are all volunteers and bring valued expertise (as leaders in their respective fields), as well as great enthusiasm, for the benefit of the Theatre. During the reporting year, our Company Secretary, Stuart Mathieson, sadly died, but we have been grateful to Jos Hollington who has taken over and done a fine job. The Board was also strengthened when Anne Elliss, Senior Partner of the law firm Tees, joined us. Representatives of Brentwood Council join our Board meetings as Observer Directors and we are grateful to them for their supportive involvement.

With a strong Board, Theatre Management and loyal as well as enthusiastic supporters in the community, I am confident that the future is bright for Brentwood Theatre, which I have always regarded as a jewel in Brentwood's crown.


Mike Hawkins
Chairman

BRENTWOOD THEATRE TRUST

PRINCIPAL ACTIVITY

The company operates a local theatre for the purposes of encouraging and promoting local Arts and Drama and the education of local youth.

FINANCIAL REVIEW

Although we had minimal income during the year because of the continuing impact of the pandemic, the Theatre actually produced a small surplus before depreciation. This was principally due to the receipt of government and local authority grants and a very successful crowd funding campaign. However, tight control of expenses, despite continuing to pay our staff in full, and maximising the limited opportunities to generate revenue also played their part. Cash resources and net current assets have risen by £16k and £1k respectively.

The next financial year will see the start of a return to normality and we are projecting income of around 60% of the last full year of operations. We are hopeful that with substantial fund raising activities that the deficit for the year can be contained to around £10k.

RESERVES POLICY

The aim of the Theatre is to generate a small surplus before Long Leasehold Depreciation. The Theatre's Reserve Policy is to maintain a minimum of £20,000 free cash to meet unforeseen circumstances such as emergency repairs or an unexpected shutdown.

PLANS FOR THE FUTURE

For the second year running, we are reporting on another extremely challenging year for the theatre, with very little opportunity to be open for shows, films and hires in the past review period. However, as the Chairman's report notes, we grasped the opportunity to renovate and renew the Foyer area and re-design some of the day to day working procedures, so our focus in the coming year will be to maximise the use of these new arrangements and to fully resume our programme of entertainment. The launch of our new "Friends Scheme" was once again, of necessity, put on hold and we hope to advertise this in the year ahead.

DIRECTORS

The directors who served during the year are as follows: -

Michael Hawkins
Stephen Abbott
Michael Bond
Gary Catlin
Anne Elliss (appointed 11th May 2021)
Penelope Hollington
Peter Mayo
Robert Southgate
Patrick Stevens
David Tee
William Wells

BRENTWOOD THEATRE TRUST

DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit and loss of the company for the period.

In preparing those statements the directors are required to: -

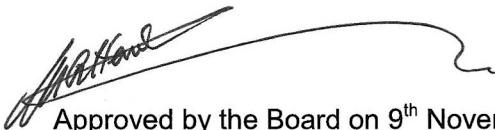
- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) follow applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

RISK MANAGEMENT

The directors have a risk management strategy comprised of an annual review of the risks of the Trust and procedures to mitigate those risks identified in the plan. The review has identified financial sustainability and health and safety as being the major risks and the Theatre Board continues to review its financial sustainability against the backdrop of the ongoing Covid-19 pandemic that could bring further volatility, as well as its health and safety policies and procedures in the current regulatory and compliance climate.

The above report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.



Approved by the Board on 9th November 2021

BRENTWOOD THEATRE TRUST

INCOME AND EXPENDITURE FOR THE YEAR TO 31 JULY 2021

		2021		2020
INCOME		£		£
Box Office	8,541		62,128	
Less Payments to Players	<u>(2,157)</u>	6,384	<u>(35,039)</u>	27,089
Hire of Theatre		9,674		33,806
		<hr/> 16,058		<hr/> 60,895
Designated Funds Income		315		39,542
Donations and Grants		36,304		14,166
Gift Aid		47		123
		<hr/> 52,724		<hr/> 114,726
BAR ACCOUNT				
Bar Takings	1,744		16,878	
Less: Bar Purchases	<u>(1,651)</u>		<u>(8,522)</u>	
Bar Wages	<u>(742)</u>		<u>(5,245)</u>	
Bar (Deficit) / Surplus		<hr/> (649)		<hr/> 3,111
TOTAL INCOME		<hr/> 52,075		<hr/> 117,837
EXPENSES				
Wages	27,624		33,896	
Christmas Show Expenses	0		28,838	
Own Show Expenses	2,497		4,535	
Maintenance	2,177		3,173	
Rates and Water Rates	203		1,877	
Insurance	3,169		3,025	
Bank Charges and Credit Card Charges	310		505	
Book-keeping and Payroll	3,128		4,100	
Cleaning	3,174		4,482	
Printing Postage & Stationery	56		353	
Miscellaneous	2,635		3,174	
Telephone	582		552	
Heating and Lighting	4,389		4,825	
Brents Expenses	0		2,364	
Advertising	535		376	
Training	168		297	
Designated Funds Direct Expenses	0		5,818	
TOTAL EXPENSES		<hr/> 50,647		<hr/> 102,190
SURPLUS FOR THE YEAR BEFORE DEPRECIATION		1,428		15,647
Depreciation of Equipment	6,930		7,479	
Depreciation of Long Leasehold	<u>7,669</u>	<hr/> 14,599	<u>7,669</u>	<hr/> 15,148
(DEFICIT) / SURPLUS FOR THE YEAR AFTER DEPRECIATION		(13,171)		499
APPROPRIATIONS				
Provision for Major Maintenance		(2,000)		(2,000)
Transfer from Designated Funds		<u>5,813</u>		<u>(26,896)</u>
(DEFICIT) FOR THE YEAR		<hr/> <u>(9,358)</u>		<hr/> <u>(28,397)</u>

BRENTWOOD THEATRE TRUST

COMPANY NUMBER: 1669034
BALANCE SHEET AT 31 JULY 2021

	2021 £	2020 £
FIXED ASSETS		
Long Leasehold Property	322,244	329,913
Equipment	31,561	38,491
	<u>353,805</u>	<u>368,404</u>
CURRENT ASSETS		
Debtors and Prepayments	6,562	8,100
Bar Stock	411	902
Cash at Bank – Designated Funds	51,435	51,120
Cash at Bank – General Funds	90,714	75,650
Cash in Hand	426	466
	<u>149,548</u>	<u>136,238</u>
CREDITORS DUE WITHIN ONE YEAR	31,981	20,099
NET CURRENT ASSETS	117,567	116,139
Provision for Major Maintenance	4,000	2,000
TOTAL ASSETS LESS LIABILITIES	<u>467,372</u>	<u>482,543</u>
CAPITAL AND RESERVES		
Accumulated Fund	57,182	85,579
Retained (Deficit)	(9,358)	(28,397)
	<u>47,824</u>	<u>57,182</u>
Designated Funds	419,548	425,361
	<u>467,372</u>	<u>482,543</u>

EXEMPTION FROM AUDIT

For the year ended 31 July 2021 the company was entitled to exemption under Section 477 of the Companies Act 2006.

Members have not required the Company to obtain an audit in accordance with Section 476 of the Companies Act 2006.


The Directors acknowledge their responsibility for:-


- a) ensuring the company keeps accounting records which comply with Section 386 of the Companies Act 2006;
- b) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year, in accordance with the requirements of Section 394 and 395 of the Companies Act 2006 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

Michael Hawkins, Chairman

Stephen Abbott, Hon Treasurer


9/11/21


9/11/2021

BRENTWOOD THEATRE TRUST

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR TO 31 JULY 2021

	General Funds £	Designated Funds £	2021 Total £	2020 Total £
INCOMING RESOURCES				
Donations and Grants	36,351	0	36,351	53,262
Bar and Box Office	19,959	0	19,959	112,812
Interest Received	0	315	315	569
	<hr/>	<hr/>	<hr/>	<hr/>
	56,310	315	56,625	166,643
Resources Expended	(63,668)	(6,128)	(69,796)	(166,144)
	<hr/>	<hr/>	<hr/>	<hr/>
Net (Outgoing) / Incoming Resources	(7,358)	(5,813)	(13,171)	499
Movement on Provision for Major Maintenance	(2,000)	0	(2,000)	(2,000)
Balance B/Fwd 1 August 2020	57,182	425,361	482,543	484,044
	<hr/>	<hr/>	<hr/>	<hr/>
Balance C/Fwd 31 July 2021	47,824	419,548	467,372	482,543
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

BRENTWOOD THEATRE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 JULY 2021

ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the company's financial statements.

(a) **Basis of Preparation**

The accounts have been prepared under the historical cost convention. The Designated Funds comprise donations and contributions received to finance the construction of the building and substantial legacies received.

(b) **Donations**

Donations are recognised as they are received.

(c) **Fixed Assets**

Fixed assets are recorded at cost and depreciated on a straight line basis over their expected useful lives as follows:

long leasehold property – 50 years

seating and lighting rig – 15 years

computer equipment – 5 years

other equipment – 7 years

EXEMPTION FROM AUDIT

The company meets the definition of a small company as set out in Section 476 of the Companies Act 2006 and is consequently exempt from the requirements to have its accounts audited.

TANGIBLE FIXED ASSETS

COST	Long Leasehold Property £	Equipment £	Total £
As at 1 August 2020	702,715	127,384	830,099
Additions	0	0	0
As at 31 July 2021	<u>702,715</u>	<u>127,384</u>	<u>830,099</u>
DEPRECIATION			
As at 1 August 2020	372,802	88,893	461,695
Charge for the year	7,669	6,930	14,599
As at 31 July 2021	<u>380,471</u>	<u>95,823</u>	<u>476,294</u>
NET BOOK VALUE			
31 July 2021	<u>322,244</u>	<u>31,561</u>	<u>353,805</u>
31 July 2020	<u>329,913</u>	<u>38,491</u>	<u>368,404</u>
GENERAL FUNDS	88,107	27,876	115,983
DESIGNATED FUNDS	<u>234,137</u>	<u>3,685</u>	<u>237,822</u>
	<u>322,244</u>	<u>31,561</u>	<u>353,805</u>

Additions are net of donations received of £9,750

BRENTWOOD THEATRE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 JULY 2021

FIXED ASSETS – THEATRE BUILDING

The long leasehold property reflected in these accounts represents the historical cost of the construction of the building which was funded from donations and contributions received at the time. The cost of the building is being depreciated over the period of the lease of the land on which the building is constructed.

A new fifty-year lease was entered into on 31 October 2013 and the net book value at that date has been depreciated over the period of the new lease.

CAPITAL AND RESERVES

The Theatre's capital and reserves are represented by assets and liabilities and are split as follows:

	General Funds £	Designated Funds £	Total £
Fixed Assets	115,983	237,822	353,805
Cash Balances	91,140	51,435	142,575
Current Liabilities less Other Current Assets	(159,299)	130,291	(29,008)
	<u>47,824</u>	<u>419,548</u>	<u>467,372</u>

BOX OFFICE INCOME

Box Office income includes £0 (2020: £20,943) in respect of the Christmas Show; £0 (2020: £1,153) in respect of the Brents and £3,419 (2020: £5,006) in respect of Own Shows.

CHRISTMAS SHOW

	2021 £	2020 £
Box Office Income	0	20,743
Donations	0	200
	<u>0</u>	<u>20,943</u>
Expenses	0	(28,838)
	<u>(0)</u>	<u>(7,895)</u>

Expenses include £0 (2020: £4,000) in respect of an internal charge for the hire of the theatre, which is included in Hire of theatre in the Income and Expenditure Account.

BRENTWOOD THEATRE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 JULY 2021

OWN SHOWS

	2021 £	2020 £
Box Office Income	3,419	5,006
Donations	0	0
	<hr/>	<hr/>
	3,419	5,006
Expenses	(2,497)	(4,535)
	<hr/>	<hr/>
SURPLUS ON OWN SHOWS	<u>922</u>	<u>471</u>

BRENTWOOD THEATRE TRUST

**DESIGNATED FUNDS ACCOUNT
FOR THE YEAR TO 31 JULY 2021**

		2021		2020
		£		£
INCOME RECEIVED				
Donations		0		38,973
Interest		315		569
LESS EXPENDITURE				
Gill Wilson Brents Award		0		(100)
Professional Fees re Extension		0		(5,718)
		<hr/>		<hr/>
SURPLUS FOR THE YEAR BEFORE DEPRECIATION		315		33,724
Depreciation Equipment	625		1,325	
Depreciation Long Leasehold Property	<u>5,503</u>	<u>(6,128)</u>	<u>5,503</u>	<u>(6,828)</u>
(DEFICIT) / SURPLUS FOR THE YEAR AFTER DEPRECIATION		(5,813)		26,896
Balance Brought Forward		<hr/> 425,361		<hr/> 398,465
BALANCE AT 31 JULY 2021		<hr/> <hr/> 419,548		<hr/> <hr/> 425,361
Represented by:				
Long Leasehold Property		234,137		239,640
Equipment		3,685		4,310
Balance at Bank	51,435		51,120	
Debtors and prepayments	0		0	
Due from General Funds	<hr/> 130,291		<hr/> 130,291	
		<hr/> 181,726		<hr/> 181,411
TOTAL		<hr/> <hr/> 419,548		<hr/> <hr/> 425,361

BRENTWOOD THEATRE TRUST

ACCOUNTANT'S REPORT TO THE DIRECTORS ON THE UNAUDITED ACCOUNTS OF BRENTWOOD THEATRE TRUST

I report on the accounts for the year ended 31 July 2021 set out on pages 5 to 11.

Respective Responsibilities of Directors and Reporting Accountant

As described on the Directors' Report, the company's Directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

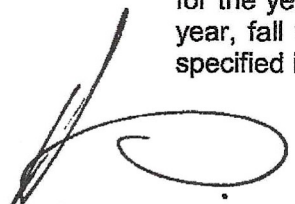
Basis of Opinion

My work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so my procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as I considered necessary for the purposes of this report. These procedures provide only the assurance expressed in my opinion.

Opinion

In my opinion:

- a) The accounts are in agreement with the accounting records kept by the company under Section 386 of the Companies Act 2006.
- b) Having regard only to, and on the basis of, the information contained in those accounting records;
 - i) The accounts have been drawn up in a manner consistent with the accounting requirements specified in Section 396 of the Act.
 - ii) The company satisfied the conditions for exemption from an audit of the accounts for the year specified in Section 477 of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 476.



R Lambourne
Reporting Accountant

12.11.2021