

# LANCASTER FOOTLIGHTS

England & Wales · Charity number 509425

## Details

---

Other names	THE LANCASTER FOOTLIGHTS CLUB
Status	Registered
Legal form	Other
Registered	1979-12-07
Register	<a href="#">View on the Charity Commission register</a>

## Contact

---

Address	Lancaster Footlights Grand Theatre St. Leonards Gate Lancaster LA1 1NL
Phone	0152464695
Email	<a href="mailto:tickets@lancastergrand.co.uk">tickets@lancastergrand.co.uk</a>
Website	<a href="http://www.lancastergrand.co.uk/">www.lancastergrand.co.uk/</a>

## Activities

---

**Objects:** PROMOTE, MAINTAIN, IMPROVE, AND ADVANCE EDUCATION, PARTICULARLY BY THE PRODUCTION OF EDUCATIONAL PLAYS AND THE ENCOURAGEMENT OF THE ARTS, INCLUDING THE ARTS OF DRAMA, DRAMATIC AUTHORSHIP, MIME, DANCING, SINGING, AND MUSIC. MAINTAIN AND PRESERVE THE GRADE II LISTED BUILDING BUILT IN 1782 KNOWN AS THE LANCASTER GRAND THEATRE AS AN ONGOING VENUE FOR SUCH PLAYS AND ENCOURAGEMENT OF THESE OBJECTS. FORMULATE, PREPARE AND ESTABLISH SCHEMES WITH POWER FOR THE PURPOSES ABOVE.

**Activities:** Lancaster Footlights is a thriving amateur drama group which is based at Lancaster Grand Theatre. They first started performing in the 1920's and purchased the Grand in 1950 to save it from demolition. Over the years the theatre has been progressively restored and it is now regularly used by many community groups and a wide range of professional acts.

## Classification

---

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Arts/culture/heritage/science, Amateur Sport, Environment/conservation/heritage
- **Who:** The General Public/mankind

## Geography

---

- **Area of benefit:** CITY OF LANCASTER AND ITS NEIGHBOURHOOD
- Cumbria
- Lancashire
- North Yorkshire

## Finances

---

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£11,917	£16,244	-	-
2023-12-31	£32,218	£18,239	-	-
2022-12-31	£368,881	£311,034	-	-
2022-04-30	£525,140	£542,346	£837,844	13
2021-04-30	£261,951	£267,993	-	-

## Trustees

---

Name	Role	Appointed
Mark Hutton	Chair	2023-10-09
Adrian Paul Tayler		2021-09-27
Charles Raymond Willett		2023-10-09
David Robert Hardy		2016-09-14
MICHAEL THOMAS HARDY		

**LANCASTER FOOTLIGHTS**

England & Wales - Charity number 509425

---

# Accounts

---

Charity Registration No. 509425

**LANCASTER FOOTLIGHTS**

**TRUSTEES REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

## LANCASTER FOOTLIGHTS

### LEGAL AND ADMINISTRATIVE INFORMATION

#### Trustees:

Mr M T Hardy

Mr D R Hardy

Mrs J C Hardy (resigned 8.10.23)

Mr A P Tayler

Mr J J Beamer

Mr J F Laking (resigned 12.1.24)

Mr J B Smith (resigned 8.10.23)

Mr C R Willett

Mr M Hutton (appointed 9.10.23)

Mrs C Williams (appointed 9.10.23)

#### Theatre Manager

Elaine Singleton

#### Charity registration number

509425

#### Address

The Grand Theatre  
St Leonardgate  
Lancaster  
LA1 1NL  
[www.lancastergrand.co.uk](http://www.lancastergrand.co.uk)

#### Independent Examiner

Simon William Cullingford FCCA of  
Taylor, Robertson & Willett Ltd  
Accountants  
95, King Street  
Lancaster  
LA1 1RH  
[www.tr-w.co.uk](http://www.tr-w.co.uk)

#### Bankers

Virgin Money  
Flagstone  
Shawbrook  
CAF  
*All banks are regulated by the  
UK Financial Conduct Authority  
and funds are covered by the FSCS*

# LANCASTER FOOTLIGHTS

## CONTENTS

	<b>Page</b>
Trustees' Report	1
Independent Examiner's report	2
Statement of financial activities	3
Balance Sheet	4
Notes to the financial statements	5-11
Detailed trading & income & expenditure accounts	12-13
Footlights Appeals statement	14

## Lancaster Footlights

### Trustees Report for the eight-month period ended 31<sup>st</sup> December 2023

The trustees present their report with the financial statements of the charity for the year ended 31<sup>st</sup> December 2023. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, and the Charities Act 2011. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

#### Constitution

Footlights is governed by its constitution which was revised at an EGM in June 2017. Changes to the constitution require approval of a majority of the members present at an Annual General Meeting or an Extraordinary General meeting. In the event of dissolution of Footlights, the property and assets would be disposed of by the Custodian Trustees to the benefit of any educational, literary or artistic institution in the City of Lancaster or its neighbourhood with the approval of the Charity Commission provided that such an institution is charitable. The proceeds of disposal would not be paid or distributed to members in any way.

Note. The Charity Commission approved our application to convert to a Charitable Incorporated Organisation (CIO) on 25 April 2022. Theatre operations have been transferred to the CIO from 1<sup>st</sup> January 2023. Since 1<sup>st</sup> January assets have been transferred which is an ongoing process. Following the transfer of all assets the trustees will then take the appropriate steps to deregister and close the charity by dissolution, with prior consents being obtained from the Charity Commission, if necessary. It is envisaged that the final asset transfer, being that of the Grand Theatre, associated cottages and land, will be transacted by the next year end.

#### Other Information and Future Developments

Please refer to the trustees' report attached to the financial statements for the period ended 31<sup>st</sup> December 2023 of the CIO (Lancaster Footlights & Grand Theatre) for details of the Charities objectives, financial performance and risk management.

Signed by the Chairman on behalf of the Trustees.



Mr M Hutton

## LANCASTER FOOTLIGHTS

### INDEPENDENT EXAMINER'S REPORT

#### TO THE TRUSTEES OF LANCASTER FOOTLIGHTS

I report to the charity trustees on my examination of the accounts of The Lancaster Footlights Club (the Trust) for the year ended 31 December 2023.

#### **Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

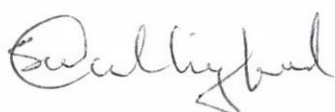
I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mr Simon William Cullingford FCCA  
Taylor, Robertson & Willett Ltd  
95 King Street  
Lancaster  
Lancashire  
LA1 1RH

8<sup>th</sup> August 2024

## LANCASTER FOOTLIGHTS

### STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

#### FOR THE YEAR ENDED 31 DECEMBER 2023

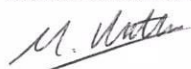
	Notes	Theatre Activities £	Appeals & Legacy £	Total 31/12/2023 £	Total 31/12/2022 £
<b>Income and Endowments</b>					
Donations, Legacies and Grants	2	-	2,317	2,317	3,615
Investment income	4	17,991	-	17,991	4,651
		<u>17,991</u>	<u>2,317</u>	<u>20,308</u>	<u>8,266</u>
Incoming Resources from Charitable Activities	3	11,910	-	11,910	360,615
<b>Total Income and Endowments</b>		<u>29,901</u>	<u>2,317</u>	<u>32,218</u>	<u>368,881</u>
<b>Resources Expended</b>	5	<u>18,203</u>	<u>36</u>	<u>18,239</u>	<u>311,034</u>
<b>Net Incoming Resources before transfers</b>		11,698	2,281	13,980	57,847
Transfer to Sinking Fund		-	-	-	-
Transfer to Appeals		-	-	-	-
Fund Balances at 1st January 2023		288,777	443,564	732,341	635,844
Prior Year Adjustment		-	-	-	38,650
Transferred to Lancaster Footlights & Grand Theatre CIO		(288,777)	(443,564)	(732,341)	-
<b>Fund Balances at 31st December 2023</b>		<u>11,698</u>	<u>2,281</u>	<u>13,980</u>	<u>732,341</u>

## LANCASTER FOOTLIGHTS

### BALANCE SHEET AT 31 DECEMBER 2023

	Notes	31/12/2023		31/12/2022	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	8		480,287		496,166
CURRENT ASSETS					
Stocks		-		5,092	
Debtors	9	-		102,812	
Cash at Bank and in Hand		126,070		880,410	
		<u>126,070</u>		<u>988,314</u>	
CREDITORS: Amounts Falling Due Within One Year	10	<u>(390,377)</u>		<u>(550,139)</u>	
			(264,307)		438,175
			<u>215,980</u>		<u>934,341</u>
INCOME FUNDS					
Unrestricted Funds:					
Revaluation Reserve	11	202,000		202,000	
			202,000		202,000
Lancaster Footlights and Grand Theatre Funds	12	11,698		288,777	
Designated Funds:					
Theatre Appeal Funds	12	<u>2,281</u>		<u>443,564</u>	
			13,980		732,341
			<u>215,980</u>		<u>934,341</u>

The accounts were approved by the Trustees on 8th August 2024



Mark Hutton  
(Chairman)

# LANCASTER FOOTLIGHTS

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2023

#### 1 Accounting Policies

##### 1.1 Basis of preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by charities preparing their accounts in accordance with the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

##### 1.2 Incoming Resources

**Activities Income:** Consists of ticket sales, letting and all other similar income associated with the running of an amateur dramatic organisation and its associated theatre premises. Income is accounted for on an accruals basis.

**Donations and Voluntary Income:** Grants and donations are received from a variety of private sources, are accounted for gross, when received. Gifts in kind, wherever they are capable of financial measurement are included in the accounts at their estimated value.

##### 1.3 Resources Expended

All expenditure is accounted for as and when it is incurred. Direct charitable expenditure includes the direct costs of carrying out the activities of the charity's objectives.

##### 1.4 Tangible fixed assets and depreciation

Land and Buildings comprises the freehold property known as The Grand Theatre. The property is subject to periodic revaluations. The Trustees consider the property's current market value to be considerably higher than the current net book value. Land and buildings are not depreciated.

Property improvements comprises significant renovation works. Depreciated over 20 years.

##### 1.5 Stock

Stocks are valued at the lower of cost and net realisable value.

##### 1.6 Pension costs and other post retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the pension scheme are expensed in the year incurred.

# LANCASTER FOOTLIGHTS

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2023

#### 1 Accounting Policies (continued)

##### 1.7 Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Government grants are recognised using the accrual model and the performance model.

Under the accrual model, government grants relating to revenue are recognised on a systematic basis over the periods in which the charity recognises the related costs for which the grant is intended to compensate. Grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the entity with no future related costs are recognised in income in the period in which they become receivable.

Grants relating to assets are recognised in income on a systematic basis over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income and not deducted from the carrying amount of the asset.

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 DECEMBER 2023

#### 2 Donations, Legacies and Grants

	Theatre Activities	Appeals & Legacy	Total 31/12/2023	Total 31/12/2022
	£	£	£	£
Covenants	-	1,506	1,506	1,982
Tax Refunds	-	743	743	600
Fundraising	-	-	-	124
Donations	-	68	68	909
	-	2,317	2,317	3,615

#### 3 Incoming Resources from Charitable Activities

	Theatre Activities	Appeals & Legacy	Total 31/12/2023	Total 31/12/2022
	£	£	£	£
<u>Footlights</u>				
Tickets Sold	-	-	0	100,937
Mechandise Sales & Sundry Income	-	-	0	1,390
Programme Sales	-	-	0	925
Membership Subscriptions	-	-	0	2,120
Footlights Coffee Bar receipts	-	-	0	123
Fundraising Activities	-	-	-	-
Capital Grants Released	11,910	-	11,910	7,940
Income Grants Received	-	-	-	0
<u>Community &amp; Professional Let Income</u>				
Tickets Sold	-	-	0	149,696
Coffee Bar Receipts	-	-	0	35,579
Seat Plaques	-	-	0	100
Theatre tours	-	-	0	313
Prop hire	-	-	0	383
Summer School	-	-	0	2,030
Advertising	-	-	0	3,650
Bar rent	-	-	0	3,000
Car park income	-	-	0	900
Online donations and other donations	-	-	0	7,514
Online booking fees	-	-	0	32,821
Gift Vouchers	-	-	0	2,368
Government grant	-	-	-	-
Postage costs recovered	-	-	0	5,447
Auction	-	-	-	-
Merchandising	-	-	0	96
Sundry	-	-	0	3,283
	11,910	-	11,910	360,615

"Tickets Sold": In respect of Performances in the Year

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 DECEMBER 2023

#### 4 Investment Income

	Footlights & Grand Theatre £	Theatre Appeals £	Total 31/12/2023 £	Total 31/12/2022 £
Interest Receivable	17,991	-	17,991	4,651

#### 5 Total Resources Expended

	Footlights & Grand Theatre £	Theatre Appeals £	Total 31/12/2023 £	Total 31/12/2022 £
Cost of Activities in Furtherance of the Objects	18,203	36	18,239	304,959
Governance Costs	-	-	-	6,075
	<u>18,203</u>	<u>-</u>	<u>18,239</u>	<u>311,034</u>

#### 6 Trustees

No Trustee or Member of the Management Committees received any remuneration either directly or indirectly during the year.

No Trustee or Member of the Management Committees received any expenses either directly or indirectly during the year except in relation to the reimbursement of expenses necessarily incurred in relation to the charity's activities.

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 DECEMBER 2023

#### 7 Employees

	31/12/2023	31/12/2022
<b>Number of Employees</b>		
The average number of employees during the year was:	<u>0</u>	<u>13</u>
<b>Employment Costs</b>		
	£	£
Wages and Salaries	<u>-</u>	<u>102,821</u>

#### 8 Tangible Fixed Assets

	Property Improvements £	Land & Buildings £	Total 31/12/2023 £	Total 31/12/2022
<b>Cost/Valuation</b>				
B/f	317,615	265,000	582,615	265,000
Prior year adjustment	-	-	-	167,468
Additions		-	-	150,147
C/f	<u>317,615</u>	<u>265,000</u>	<u>582,615</u>	<u>582,615</u>
<b>Depreciation</b>				
B/f	23,449	63,000	86,449	63,000
Prior year adjustment	-	-	-	12,863
Charge for the period	15,879	-	15,879	10,586
C/f	<u>39,328</u>	<u>63,000</u>	<u>102,328</u>	<u>86,449</u>
<b>Net Book Value brought forward</b>	<u>294,166</u>	<u>202,000</u>	<u>496,166</u>	<u>496,166</u>
<b>Net Book Value carried forward</b>	<u>278,287</u>	<u>202,000</u>	<u>480,287</u>	<u>496,166</u>

The land and buildings were professionally valued on 13th October 2003 by Peill & Co, Chartered Surveyors. at £265,000. The valuation was based on the market value of our grade II listed building. The original cost of the theatre, owned by members, was £7,000. Depreciation relating to the theatre was previously accounted for up to the year ended 30 April 2018.

# LANCASTER FOOTLIGHTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

		31/12/23	31/12/22
		£	£
<b>9 Debtors</b>			
Debtors and Prepayments		-	102,812
Debtors for the prior year includes a loan of £94,500 to Lancaster Footlights & Grand Theatre CIO, Charity Number 1198714.			
<b>10 Creditors: Amounts falling due within one year</b>			
Deferred income	Shows	-	314,109
	Capital Grants	208,715	220,625
Accruals		650	6,704
Trade creditors		-	6,005
Taxes and social Security Costs		-	2,696
Due to Lancaster Footlights & Grand Theatre CIO, Charity Number 1198714		181,012	-
		<u>390,377</u>	<u>550,139</u>

Deferred shows income comprises money received in respect of shows to be performed in the future.

Deferred capital grants income comprises grant income being written off over the life of the assets (estimated at 20 years).

#### 11 Revaluation Reserve

Represents the surplus arising following the revaluation of the Theatre premises.

The fund is not transferrable.

#### 12 Designated Funds and Other Charitable Monies

	Balance at 01/01/2023	Incoming Resources	Resources Expensed	Transferred to CIO	Balance at 31/12/2023
	£	£	£	£	£
General Funds	288,777	29,901	(18,203)	(288,777)	11,698
Appeal Funds	443,564	2,317	(36)	(443,564)	2,281
	<u>732,341</u>	<u>32,218</u>	<u>(18,239)</u>	<u>(732,341)</u>	<u>13,980</u>

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 DECEMBER 2023

13 Analysis of Net Assets between funds	Revaluation	Other	Total	Total
	Reserve	Charitable	At	At
	£	Funds	31 December 2023	31 December 2022
	£	£	£	
Tangible Fixed Assets	202,000	278,287	480,287	496,166
Current Assets	-	126,070	126,070	988,314
Creditors	-	(390,377)	(390,377)	(550,139)
	<u>202,000</u>	<u>13,980</u>	<u>215,980</u>	<u>934,341</u>

*Creditors: Amounts falling due within one year*

#### 14 Contingent Liabilities

There were no contingent liabilities at the beginning and end of the year.

#### 15 Commitments under Operating leases

The commitment to rental of a storage unit ceased in March 2023.

#### 16 Capital Commitments

There were no commitments at the beginning and end of the year.

#### 17 Taxation

There are no tax obligations other than accounting for tax and social security (national insurance) deducted from wages and salaries. Relief from tax on net income and capital gains falling within Section 505 of the Taxes Act 1989 and Section 256 of the Taxation of Chargeable Gains Tax 1992 to the extent that such net income and gains are applied to its charitable objects. Footlights is VAT exempt; VAT notice 701/1 refers.

#### 18 Related Party Transactions

The only related party is the new incorporated CIO, Lancaster Footlights (Charity Registration No. 1198714) which is taking over operations from this Charity. The transfer of assets and operations is anticipated to be complete by the next year end and there was £181,013 due to the CIO at this year end.

LANCASTER FOOTLIGHTS

THEATRE ACTIVITIES: INCOME AND EXPENDITURE STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 2023

	Year Ended 31/12/2023		Period 01/05 - 31/12/2022	
	£	£	£	£
Gross revenue in respect of acts performed in the year		-		100,937
Merchandise		-		1,390
Income from Programmes Sold		-		925
Membership subscriptions		-		2,120
Coffee bar Income		-		123
Other income		-		-
		<u>0</u>		<u>105,495</u>
Production expenses	-		7,929	
Scripts & licences	-		4,075	
Publicity	-		2,832	
Programmes	-		385	
Rehearsal room hire	-		188	
Ticket costs	-		2,502	
PRS	-		908	
Credit card fees	-		2,668	
Other expense	-		905	
		<u>0</u>		<u>(22,392)</u>
<b>Amateur performances contribution (Footlights)</b>		<u>0</u>		<u>83,103</u>
Community let income in respect of acts performed in the year		-		23,699
Professional let income in respect of acts performed in the year		-		125,997
		-		<u>149,696</u>
Publicity	-		20,056	
Production expenses	-		-	
Ticket costs	-		3,123	
Show Security	-		1,695	
PRS	-		20,854	
Credit card fees	-	0	7,179	(52,907)
		<u>0</u>		<u>96,789</u>
<b>Community and Professional lets contribution</b>		<u>0</u>		<u>96,789</u>
<u>Other income</u>				
Coffee bars receipts		-		35,579
Coffee bars costs		-		(21,972)
<b>GROSS PROFIT</b>		<u>0</u>		<u>13,607</u>
Seat Plaques		-		100
Summer School		-		2,030
Theatre tours		-		313
Prop hire		-		383
Advertising		-		3,650
Bar rent		-		3,000
Car park income		-		900
Investment income		17,991		2,988
Online donations and other donations		-		7,514
Online booking fees		-		32,821
Gift Vouchers		-		2,368
Other Online Income		-		-
Cultural Recovery Grant (Round 2)		-		-
Local Restrictions Covid 19 Support Grant		-		-
HAZ grant released		11,910		7,940
Postage costs recovered		-		5,447
Auction		-		-
Merchandise		-		96
Sundry		-		3,283
		<u>29,901</u>		<u>86,440</u>

**LANCASTER FOOTLIGHTS**

**THEATRE ACTIVITIES: INCOME AND EXPENDITURE STATEMENT**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

	Year Ended 31/12/2023		Period 01/05 - 31/12/2022	
	£	£	£	£
<b>EXPENDITURE</b>				
<u>Establishment expenses</u>				
Unit Rent	-		3,600	
Moor space rent	-		64	
Water charges	-		1,468	
Insurance	-		9,202	
Heat and Light	-		6,590	
Repairs and renewals	-		22,483	
Grants received	-		-	
Equipment purchased and expensed	-		10,051	
Cleaning	-		7,803	
Car park rent paid to LCC	-	0	2,574	63,835
<u>Employment costs</u>				
Wages and salaries	-		98,924	
Coronavirus Job Retention Scheme receipts	-		-	
Pension cost	-		3,897	
Payroll processing costs	-		418	
Contract Technicians	-		10,499	
		0		113,738
<u>Other - Overheads</u>				
Postage , stationery and other office costs	-		3,603	
IT expenses	-		1,537	
Telephone	-		2,681	
Accountancy	650		1,760	
Consultancies	-		-	
Bank charges	1,674		1,286	
Subscriptions	-		489	
Cyber Insurance	-		794	
PPE & other social distancing equipment	-		287	
Miscellaneous	0		6,687	
		2,324		19,124
<u>Depreciation</u>		15,879		10,586
		<u>18,203</u>		<u>207,283</u>
<b>SURPLUS FOR THE YEAR</b>		<u>11,698</u>		<u>59,049</u>

## LANCASTER FOOTLIGHTS

### APPEALS: INCOME AND EXPENDITURE STATEMENT

#### FOR THE YEAR ENDED 31 DECEMBER 2023

	Year Ended 31/12/2023		Period 01/05 - 31/12/2022	
	£	£	£	£
<u>Incoming resources</u>				
Covenants		1,506		1,982
Tax Refunds		743		600
Fundraising		-		124
Amazon Core & Virgin Just Giving		68		189
Donations		-		720
		<u>2,317</u>		<u>3,615</u>
Investment income		-		1,663
		<u>2,317</u>		<u>5,278</u>
<u>Resources expended</u>				
Professional fees		-		(6,204)
Just Giving Charges		(36)		(126)
Event Expenses		-		(150)
Sundries		-		-
		<u>2,281</u>		<u>(1,202)</u>
<b>PROFIT/(DEFICIT) FOR THE YEAR</b>		<u><u>2,281</u></u>		<u><u>(1,202)</u></u>



**LANCASTER FOOTLIGHTS**

England & Wales - Charity number 509425

---

# Accounts

---

Charity Registration No. 509425

**LANCASTER FOOTLIGHTS**

**TRUSTEES REPORT AND FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 31 DECEMBER 2022**

# **LANCASTER FOOTLIGHTS**

## **CONTENTS**

	<b>Page</b>
Trustees' Report	1-4
Independent Examiner's report	5
Statement of financial activities	6
Balance Sheet	7
Notes to the financial statements	8-14
Detailed trading & income & expenditure accounts	15-16
Footlights Appeals statement	17

# LANCASTER FOOTLIGHTS

## LEGAL AND ADMINISTRATIVE INFORMATION

### Trustees:

Mike Hardy

Adrian Paul Tayler

Charles Willett

David Hardy

Jean Hardy

Alan Biddulph

Resigned 20/10/2022

James Smith

Andy Jordan

Resigned 20/10/2022

John Laking

Elected 20/10/2022

John Beamer

Elected 20/10/2022

Chairman

Secretary

Finance

Vice-Chairman

### Theatre Manager

Elaine Singleton

### Charity registration number

509425

### Address

The Grand Theatre

St Leonardgate

Lancaster

LA1 1NL

[www.lancastergrand.co.uk](http://www.lancastergrand.co.uk)

### Independent Examiner

Neil Slater of

Taylor, Robertson & Willett Ltd

Chartered Certified Accountants

95, King Street

Lancaster

LA1 1RH

[www.tr-w.co.uk](http://www.tr-w.co.uk)

### Bankers

Virgin Money

Flagstone

Shawbrook

CAF

*All banks are regulated by the*

*UK Financial Conduct Authority*

*and funds are covered by the FSCS*

# Lancaster Footlights

## Trustees Report for the eight-month period ended 31<sup>st</sup> December 2022

The trustees present their report with the financial statements of the charity for the period ended 31<sup>st</sup> December 2022. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, and the Charities Act 2011. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

### Constitution

Footlights is governed by its constitution which was revised at an EGM in June 2017. Changes to the constitution require approval of a majority of the members present at an Annual General Meeting or an Extraordinary General meeting. In the event of dissolution of Footlights, the property and assets would be disposed of by the Custodian Trustees to the benefit of any educational, literary or artistic institution in the City of Lancaster or its neighbourhood with the approval of the Charity Commission provided that such an institution is charitable. The proceeds of disposal would not be paid or distributed to members in any way.

Note. The Charity Commission approved our application to convert to a Charitable Incorporated Organisation (CIO) on 25 April 2022. Theatre operations have been transferred to the CIO from 1<sup>st</sup> January 2023. Since 1<sup>st</sup> January assets have been transferred which is an ongoing process. Following the transfer of all assets the trustees will then take the appropriate steps to deregister and close the charity by dissolution, with prior consents being obtained from the Charity Commission, if necessary. It is envisaged that the final asset transfer, being that of the Grand Theatre, associated cottages and land, will be transacted next year.

### Appointment of Trustees

The Board (the Trustees) are appointed for a year and their appointment (by election) is undertaken annually at the AGM. Members wishing to seek election or wishing to nominate others can put their names forward for consideration. There is no limit on existing members' service. Ballots are required if there are more nominees than places available. No external body has any power of election of Trustees. The Chairman, Vice Chairman, Secretary and Finance Director form the Executive Committee which is empowered to deal with day-to-day operational issues reports to the Board as appropriate. Financial authorisation limits for this Executive Committee are set by the Board.

### Induction and training of Trustees

Trustees are briefed on their legal obligations under charity law, the decision-making processes of the Board, the business plan and recent financial performance of the charity.

### Organisational Structure and Decision Making

The Board administers the charity. It meets up to eight times a year and has several sub committees / persons reporting to it. These are:

**Production Committee** (responsible for selecting and recommending Footlights production titles for Board acceptance)

**Theatre Maintenance Committee** (Organises and supervises maintenance activities)

**Front of House and Coffee Bars Coordinator** (Organises training for Front of House volunteers and organises the rotas to cover all the shows)

**Child Protection Officer and Chaperones Coordinator** (Organises dressing room allocation, and chaperone rotas for Footlights productions which involve children and notifies Lancashire County Council Education Department of the details of children taking part).

**Ad hoc committees** can also be formed for specific short-term requirements.

Decisions of “last resort” (including the financial area and the carrying out of higher supervisory tasks) are made by the Board. The Theatre Manager manages the day-to-day operations of the theatre. To facilitate effective operations, the Theatre Manager has delegated authority within the terms approved by the Board for programming and operational matters.

### **Risk management**

The Board has a risk management strategy comprising:

1. A review of the risks the charity may face
2. The establishment of systems and procedures to mitigate those risks identified
3. The implementation of procedures and policies designed to minimise any potential impact on the charity should those risks materialise

This assessment has in the past resulted in comprehensive emergency procedures, pre-performance safety checks, improvements to the fire detection system and production of generic risk assessments. Financial risks are managed by limiting delegations, spending controls and the policy of maintaining adequate reserves. Funds raised towards the construction of the new foyer are in the process of reinvestment in diverse bank accounts at levels not exceeding £85K in each bank.

### **Objects and Activities**

The objects of Footlights are:

1. To promote, maintain, improve and advance education, particularly by the production of educational plays and the encouragement of the Arts, including the arts of drama, dramatic authorship, mime, dancing, singing, and music.
2. To maintain and preserve the Grade II listed building which opened in 1782 known as the Lancaster Grand Theatre as an ongoing venue for such plays and encouragement of these objects.

Footlights mission is to provide a venue for community theatre and thus contribute to the quality of life of the people of Lancaster and its surrounding areas by expanding their horizons through the provision of a wide range of community and professional performances.

The strategies employed to achieve the charity’s objects are to:

1. offer opportunities for a broad range of people to get involved in arts activity exploring their own creative powers,
2. provide facilities for amateur and professional artists to develop,
3. concentrate on involving young people in the arts to help encourage a culture in which different age ranges play a complementary part,
4. present a broad range of arts work.

### **Communications to members**

A monthly members’ newsletter (Footnote) keeps members informed of Footlights activities and Board meeting decisions. Monthly informal meetings of members take place on Saturday Mornings in the theatre foyer. Total membership during the year increased to 194, comprising 181 adults and 33 juniors and students.

### **Footlights Productions May to Dec 2022**

June 2022	Secret Garden.
October 2022	I’ll be back before Midnight.
December 2022	Cinderella pantomime

### **Staff**

There were four paid day staff comprising the Theatre Manager, the Office Administrator and the Head of Marketing and Design plus a part time technician. There were also 10 part-time employees who covered the three roles of Duty Manager, Day Box Office and pre-performance Evening Box Office. In addition, a professional technician was employed to provide cover for the professional lets. Front of House (FOH) Manager, FOH staff and coffee bars are all covered by volunteers.

## PERFORMANCE INFORMATION

### Audience Figures

	Performances 2021/22	Performances*	Seats sold 2021/22	Seats sold*
Footlights	24	33	7248	10,389
Community groups	9	27	2239	5566
Professional acts	90	68	28,214	20,827
<b>Total</b>	<b>123</b>	<b>128</b>	<b>37,701</b>	<b>36,782</b>

\*1<sup>st</sup> May to 31<sup>st</sup> December 2022. Operations moved to CIO on 1<sup>st</sup> January 2023

Average performance capacities were as follows:

	2021/22	2022/23
Footlights shows	65%	68%
Community groups	54%	45%
Professional lets	68%	66%

## FINANCIAL PERFORMANCE

The operating surplus is summarised at page 6 of the accounts together with notes thereto on pages 8 to 14. The financial position is set out on page 7. Detailed income and expenditure statements are shown at pages 15 to 17.

## FUND RAISING

### a) Donations and legacies

There were no legacies during the period. Donations of £720 were received into the Grand Theatre Appeal in addition to £1,982 in covenants and £600 in gift aid tax refunds.

### b) New Foyer

Fund-raising has continued and the total in the fund on 31<sup>st</sup> December 2022 stood at £443,564 (£444,766 on 30<sup>th</sup> April 2022). Following detailed design work to remodel the car park and proposed plaza to fit in with the city redevelopment plans, the estimated cost of building the new foyer increased to £2.84M. Of that, £175,012 has been spent on site investigation work and detailed design fees leaving c £2.665M to pay and c. £2.2M to raise. It is likely (and hoped) that progress towards the building of the New Foyer will be assumed by the CIO.

## TRUSTEES

### Charity Trustees

The Board Members are the Trustees. Their names at the time of approval of the accounts are listed under legal and administrative information.

### Custodian Trustees

Under the constitution, there are four Custodian Trustees whose function within the Constitution is to hold in trust the Grand Theatre buildings on behalf of Footlights. They are:

David Bateman	-	Retired Teacher
David Hardy	-	Retired Former Solicitor
Mike Hardy	-	Retired Director
Charles Willett	-	Retired Accountant

### **Major works carried Out during the year.**

1. Façade Repairs

Lancaster City Council nominated the Grand theatre façade repairs as part of the four-year-long High Streets Heritage Action Zones' (HS HAZ) Cultural Programme, led by Historic England, in partnership with Arts Council England and the National Lottery Heritage Fund. The grant covered 75% of the cost of the façade repairs.

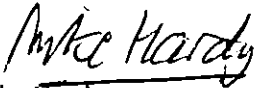
2. Replacement of the stage cable hoists with industry standard Loadguard chain hoists.

3. Upgrade of the three Lodge Street external doors with soundproof doors to eliminate noise ingress from people walking along Lodge Street (Also subject to HS HAZ grant). The trustees are in continuing negotiations with Lancaster City Council to enable the Transfer to the CIO of the theatre to proceed without triggering any repayment provisions contained in the HS HAZ grant agreements.

### **Future Developments**

Please refer to the trustees' report attached to the financial statements for the period ended 31<sup>st</sup> December 2022 of the CIO (Lancaster Footlights & Grand Theatre).

Signed by the Chairman on behalf of the Trustees.



Mike Hardy

**LANCASTER FOOTLIGHTS**

**INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF LANCASTER FOOTLIGHTS**

I report to the charity trustees on my examination of the accounts of The Lancaster Footlights Club (the Trust) for the period ended 31 December 2022.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Neil Martin Slater F.C.C.A.  
Taylor, Robertson & Wiffett Ltd  
95 King Street  
Lancaster  
Lancashire  
LA1 1RH

15 September 2023

## LANCASTER FOOTLIGHTS

### STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

#### FOR THE PERIOD ENDED 31 DECEMBER 2022

	Notes	Theatre Activities £	Appeals & Legacy £	Total 31/12/22 £	Total 30/04/22 £
<b>Income and Endowments</b>					
Donations, Legacies and Grants	2	-	3,615	3,615	14,027
Investment income	4	2,988	1,663	4,651	9,089
		<u>2,988</u>	<u>5,278</u>	<u>8,266</u>	<u>23,116</u>
Incoming Resources from Charitable Activities	3	360,615	-	360,615	502,024
<b>Total Income and Endowments</b>		<u>363,603</u>	<u>5,278</u>	<u>368,881</u>	<u>525,140</u>
<b>Resources Expended</b>	5	<u>304,554</u>	<u>6,480</u>	<u>311,034</u>	<u>542,346</u>
<b>Net Incoming Resources before transfers</b>		59,049	(1,202)	57,847	(17,206)
Transfer to Sinking Fund		-	-	-	125,654
Transfer to Appeals		-	-	-	-
Fund Balances at 1st May 2022		191,078	444,766	635,844	527,396
Prior Year Adjustment	18	38,650	-	38,650	-
<b>Fund Balances at 31st December 2022</b>		<u>288,777</u>	<u>443,564</u>	<u>732,341</u>	<u>635,844</u>

# LANCASTER FOOTLIGHTS

## BALANCE SHEET AT 31 DECEMBER 2022

	Notes	31/12/2022		30/04/2022	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	8		496,166		202,000
<b>CURRENT ASSETS</b>					
Stocks		5,092		6,253	
Debtors	9	102,812		7,535	
Cash at Bank and in Hand		880,410		882,966	
		<u>988,314</u>		<u>896,754</u>	
<b>CREDITORS: Amounts Falling Due Within One Year</b>					
	10	<u>(550,139)</u>		<u>(260,910)</u>	
			438,175		635,844
			<u>934,341</u>		<u>837,844</u>
<b>INCOME FUNDS</b>					
<b>Unrestricted Funds:</b>					
Revaluation Reserve	11	202,000		202,000	
			202,000		202,000
Lancaster Footlights and Grand Theatre Funds	12	288,777		191,078	
<b>Designated Funds:</b>					
Theatre Appeal Funds	12	<u>443,564</u>		<u>444,766</u>	
			732,341		635,844
		<u>934,341</u>		<u>837,844</u>	

The accounts were approved by the Trustees on



Mike Hardy  
(Chairman)

# LANCASTER FOOTLIGHTS

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE PERIOD 31 DECEMBER 2022

#### **1 Accounting Policies**

##### **1.1 Basis of preparation**

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by charities preparing their accounts in accordance with the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

##### **1.2 Incoming Resources**

**Activities Income:** Consists of ticket sales, letting and all other similar income associated with the running of an amateur dramatic organisation and its associated theatre premises. Income is accounted for on an accruals basis.

**Donations and Voluntary Income:** Grants and donations are received from a variety of private sources, are accounted for gross, when received. Gifts in kind, wherever they are capable of financial measurement are included in the accounts at their estimated value.

##### **1.3 Resources Expended**

All expenditure is accounted for as and when it is incurred. Direct charitable expenditure includes the direct costs of carrying out the activities of the charity's objectives.

##### **1.4 Tangible fixed assets and depreciation**

Land and Buildings comprises the freehold property known as The Grand Theatre. The property is subject to periodic revaluations. The Trustees consider the property's current market value to be considerably higher than the current net book value. Land and buildings are not depreciated.

Property improvements comprises significant renovation works. Depreciated over 20 years.

##### **1.5 Stock**

Stocks are valued at the lower of cost and net realisable value.

##### **1.6 Pension costs and other post retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the pension scheme are expensed in the year incurred.

# LANCASTER FOOTLIGHTS

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE PERIOD 31 DECEMBER 2022

#### 1 Accounting Policies (continued)

##### 1.7 Government grants

Government grants are recognised at the fair value of the asset received or receivable.

Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Government grants are recognised using the accrual model and the performance model.

Under the accrual model, government grants relating to revenue are recognised on a systematic basis over the periods in which the charity recognises the related costs for which the grant is intended to compensate. Grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the entity with no future related costs are recognised in income in the period in which they become receivable.

Grants relating to assets are recognised in income on a systematic basis over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income and not deducted from the carrying amount of the asset.

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE PERIOD 31 DECEMBER 2022

#### 2 Donations, Legacies and Grants

	Theatre Activities	Appeals & Legacy	Total 31/12/22	Total 30/04/22
	£	£	£	£
Covenants	-	1,982	1,982	2,900
Tax Refunds	-	600	600	3,858
Fundraising	-	124	124	310
Donations	-	909	909	6,959
	-	3,615	3,615	14,027

#### 3 Incoming Resources from Charitable Activities

	Theatre Activities	Appeals & Legacy	Total 31/12/22	Total 30/04/22
	£	£	£	£
<u>Footlights</u>				
Tickets Sold	100,937	-	100,937	70,530
Mechandise Sales & Sundry Income	1,390	-	1,390	1,230
Programme Sales	925	-	925	698
Membership Subscriptions	2,120	-	2,120	2,455
Footlights Coffee Bar receipts	123	-	123	277
Fundraising Activities	-	-	-	-
Capital Grants Released	7,940	-	7,940	-
Income Grants Received	-	-	-	65,713
<u>Community &amp; Professional Let Income</u>				
Tickets Sold	149,696	-	149,696	182,760
Coffee Bar Receipts	35,579	-	35,579	34,096
Seat Plaques	100	-	100	400
Theatre tours	313	-	313	223
Prop hire	383	-	383	257
Summer School	2,030	-	2,030	2,505
Advertising	3,650	-	3,650	3,653
Bar rent	3,000	-	3,000	1,500
Car park income	900	-	900	1,880
Online donations and other donations	7,514	-	7,514	9,835
Online booking fees	32,821	-	32,821	35,247
Gift Vouchers	2,368	-	2,368	5,154
Government grant	-	-	-	68,444
Postage costs recovered	5,447	-	5,447	6,940
Auction	-	-	-	2,843
Merchandising	96	-	96	-
Sundry	3,283	-	3,283	5,384
	360,615	-	360,615	502,024

"Tickets Sold": In respect of Performances in the Year

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE PERIOD 31 DECEMBER 2022

#### 4 Investment Income

	Footlights & Grand Theatre £	Theatre Appeals £	Total 31/12/22 £	Total 30/04/22 £
Interest Receivable	2,988	1,663	4,651	9,089

#### 5 Total Resources Expended

	Footlights & Grand Theatre £	Theatre Appeals £	Total 31/12/22 £	Total 30/04/22 £
Cost of Activities in Furtherance of the Objects	298,479	6,480	304,959	533,567
Governance Costs	6,075	-	6,075	8,779
	<b>304,554</b>	<b>6,480</b>	<b>311,034</b>	<b>542,346</b>

#### 6 Trustees

No Trustee or Member of the Management Committees received any remuneration either directly or indirectly during the year.

No Trustee or Member of the Management Committees received any expenses either directly or indirectly during the year except in relation to the reimbursement of expenses necessarily incurred in relation to the charity's activities.

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE PERIOD 31 DECEMBER 2022

#### 7 Employees

	31/12/22	30/04/22
<b>Number of Employees</b>		
The average number of employees during the year was:	<b>13</b>	13
	<hr/> <hr/>	<hr/> <hr/>
<b>Employment Costs</b>		
	£	£
Wages and Salaries	<b>102,821</b>	114,868
	<hr/> <hr/>	<hr/> <hr/>

#### 8 Tangible Fixed Assets

	Property Improvements £	Land & Buildings £	Total 31/12/22 £	Total 30/04/22
<b>Cost/Valuation</b>				
B/f	-	265,000	265,000	265,000
Prior year adjustment	167,468	-	167,468	
Additions	150,147	-	150,147	
C/f	<hr/> <b>317,615</b> <hr/>	<hr/> <b>265,000</b> <hr/>	<hr/> <b>582,615</b> <hr/>	<hr/> 265,000 <hr/>
<b>Depreciation</b>				
B/f	-	63,000	63,000	63,000
Prior year adjustment	12,863	-	12,863	
Charge for the period	10,586	-	10,586	
C/f	<hr/> <b>23,449</b> <hr/>	<hr/> <b>63,000</b> <hr/>	<hr/> <b>86,449</b> <hr/>	<hr/> 63,000 <hr/>
<b>Net Book Value brought forward</b>	<hr/> <b>-</b> <hr/>	<hr/> <b>202,000</b> <hr/>	<hr/> <b>202,000</b> <hr/>	<hr/> 202,000 <hr/>
<b>Net Book Value carried forward</b>	<hr/> <b>294,166</b> <hr/>	<hr/> <b>202,000</b> <hr/>	<hr/> <b>496,166</b> <hr/>	<hr/> 202,000 <hr/>

The land and buildings were professionally valued on 13th October 2003 by Peill & Co, Chartered Surveyors. at £265,000. The valuation was based on the market value of our grade II listed building.

The original cost of the theatre, owned by members, was £7,000.

Depreciation relating to the theatre was previously accounted for up to the year ended 30 April 2018.

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE PERIOD 31 DECEMBER 2022

	31/12/22	30/04/22
	£	£
<b>9 Debtors</b>		
Debtors and Prepayments	102,812	7,535

Debtors Includes a loan of £95,908 to Lancaster Footlights & Grand Theatre CIO, Charity Number 1198714.

<b>10 Creditors: Amounts falling due within one year</b>				
Deferred income	Shows		314,109	251,586
	Capital Grants		220,625	-
Accruals			6,704	5,141
Trade creditors			6,005	2,623
Taxes and social Security Costs			2,696	1,560
			<b>550,139</b>	<b>260,910</b>

Deferred shows income comprises money received in respect of shows to be performed in the future.

Deferred capital grants income comprises grant income being written off over the life of the assets (estimated at 20 years).

#### **11 Revaluation Reserve**

Represents the surplus arising following the revaluation of the Theatre premises.

The fund is not transferrable.

#### **12 Designated Funds and Other Charitable Monies**

	Balance at 01 May 2022	Incoming Resources	Resources Expensed	Prior Year Adjustment	Balance at 31/12/2022
	£	£	£	£	£
General Funds	191,078	363,603	(304,554)	38,650	288,777
Appeal Funds	444,766	5,278	(6,480)	-	443,564
	<b>635,844</b>	<b>368,881</b>	<b>(311,034)</b>	<b>38,650</b>	<b>732,341</b>

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD 31 DECEMBER 2022

13 Analysis of Net Assets between funds	Revaluation	Other	Total	Total
	Reserve	Charitable Funds	At 31 December 2022	At 30 April 2022
	£	£	£	
Tangible Fixed Assets	202,000	294,166	496,166	202,000
Current Assets		988,314	988,314	896,754
Creditors	-	(550,139)	(550,139)	(260,910)
	<u>202,000</u>	<u>732,341</u>	<u>934,341</u>	<u>837,844</u>

*Creditors: Amounts falling due within one year*

#### 14 Contingent Liabilities

There were no contingent liabilities at the beginning and end of the year.

#### 15 Commitments under Operating leases

There is a commitment to rental of a storage unit.

The charge is inclusive of rent, insurance and service charges.

The Custodian Trustees of Footlights are currently holding over under the applicable statutory provisions, the original lease having expired some years ago and it is the Trustees' current understanding that the landlords have already given notice to terminate which will expire after the end of this accounting period.

The custodian trustees are also continuing to hold over under the terms of an expired lease in respect of that part of the Theatre Car Park owned by Lancaster City Council.

#### 16 Capital Commitments

There were no commitments at the beginning and end of the year.

#### 17 Taxation

There are no tax obligations other than accounting for tax and social security (national insurance) deducted from wages and salaries. Relief from tax on net income and capital gains falling within Section 505 of the Taxes Act 1989 and Section 256 of the Taxation of Chargeable Gains Tax 1992 to the extent that such net income and gains are applied to its charitable objects. Footlights is VAT exempt; VAT notice 701/1 refers.

#### 18 Prior Year Adjustment

Following a change in accounting policy to capitalise property improvements and associated grant funding, net property improvements of £154,605 and deferred income of £115,955 added to the balance sheet in relation to the Heritage Action Zone funding received in the previous two years. The effect on the Statement Of Financial Activities is an addition of £38,650.

## LANCASTER FOOTLIGHTS

### THEATRE ACTIVITIES: INCOME AND EXPENDITURE STATEMENT

FOR THE PERIOD ENDED 31 DECEMBER 2022

	Period 01/05 - 31/12/2022		Year Ending 30/04/2022	
	£	£	£	£
Gross revenue in respect of acts performed in the year		100,937		70,530
Merchandise		1,390		1,170
Income from Programmes Sold		925		698
Membership subscriptions		2,120		2,455
Coffee bar Income		123		277
Other income		-		60
		<b>105,495</b>		<b>75,190</b>
Production expenses	7,929		5,811	
Scripts & licences	4,075		1,731	
Publicity	2,832		1,899	
Programmes	385		375	
Rehearsal room hire	188		222	
Ticket costs	2,502		2,099	
PRS	908		-	
Credit card fees	2,668		1,875	
Other expense	905		1,028	
		<b>(22,392)</b>		<b>(15,040)</b>
<b>Amateur performances contribution (Footlights)</b>		<b>83,103</b>		<b>60,150</b>
Community let income in respect of acts performed in the year		23,699		7,052
Professional let income In respect of acts performed in the year		125,997		175,708
		<b>149,696</b>		<b>182,760</b>
Publicity	20,056		28,950	
Production expenses	0		230	
Ticket costs	3,123		5,401	
Show Security	1,695		2,509	
PRS	20,854		4,988	
Credit card fees	7,179	(52,907)	11,281	(53,359)
<b>Community and Professional lets contribution</b>		<b>96,789</b>		<b>129,401</b>
<u>Other income</u>				
Coffee bars receipts		35,579		34,096
Coffee bars costs		(21,972)		(17,726)
<b>GROSS PROFIT</b>		<b>13,607</b>		<b>16,370</b>
Seat Plaques		100		400
Summer School		2,030		2,505
Theatre tours		313		223
Prop hire		383		257
Advertising		3,650		3,653
Bar rent		3,000		1,500
Car park income		900		1,880
Investment income		2,988		1,551
Online donations and other donations		7,514		9,835
Online booking fees		32,821		35,247
Gift Vouchers		2,368		5,154
Other Online Income		-		3,384
Cultural Recovery Grant (Round 2)		-		60,444
Local Restrictions Covid 19 Support Grant		-		8,000
HAZ grant released		7,940		-
Postage costs recovered		5,447		6,940
Auction		0		2,843
Merchandise		96		-
Sundry		3,283		2,000
		<b>86,440</b>		<b>162,186</b>

## LANCASTER FOOTLIGHTS

### THEATRE ACTIVITIES: INCOME AND EXPENDITURE STATEMENT

#### FOR THE PERIOD ENDED 31 DECEMBER 2022

	Period 01/05 - 31/12/2022		Year Ending 30/04/2022	
	£	£	£	£
<b>EXPENDITURE</b>				
<u>Establishment expenses</u>				
Unit Rent	3,600		5,400	
Moor space rent	64		192	
Water charges	1,468		2,390	
Insurance	9,202		7,894	
Heat and Light	6,590		8,032	
Repairs and renewals	22,483		107,299	
Grants received	-		(58,252)	
Equipment purchased and expensed	10,051		64,563	
Cleaning	7,803		7,968	
Car park rent paid to LCC	2,574	63,835	3,575	149,061
<u>Employment costs</u>				
Wages and salaries	98,924		111,730	
Coronavirus Job Retention Scheme receipts	-		(7,461)	
Pension cost	3,897		3,138	
Payroll processing costs	418		2,221	
Contract Technicians	10,499		6,323	
		113,738		115,951
<u>Other - Overheads</u>				
Postage , stationery and other office costs	3,603		4,760	
IT expenses	1,537		2,937	
Telephone	2,681		1,456	
Accountancy	1,760		3,420	
Consultancies	-		910	
Bank charges	1,286		1,003	
Subscriptions	489		585	
Cyber Insurance	794		1,345	
PPE & other social distancing equipment	287		3,348	
Miscellaneous	6,687		5,748	
		19,124		25,512
<u>Depreciation</u>				
		10,586		-
		<u>207,283</u>		<u>290,524</u>
<b>SURPLUS FOR THE YEAR</b>		<u>59,049</u>		<u>61,213</u>

## LANCASTER FOOTLIGHTS

### APPEALS: INCOME AND EXPENDITURE STATEMENT

#### FOR THE PERIOD ENDED 31 DECEMBER 2022

	Period 01/05 - 31/12/2022		Year Ending 30/04/2022	
	£	£	£	£
<u>Incoming resources</u>				
Covenants		1,982		2,900
Tax Refunds		600		3,858
Fundraising		124		310
Amazon Core & Virgin Just Giving		189		6,157
Donations		720		802
		<u>3,615</u>		<u>14,027</u>
Investment income		1,663		7,538
		<u>5,278</u>		<u>21,565</u>
<u>Resources expended</u>				
Professional fees		(6,204)		(99,736)
Just Giving Charges		(126)		(216)
Event Expenses		(150)		-
Sundries		-		(30)
		<u>(1,202)</u>		<u>(78,417)</u>
<b>(DEFICIT) FOR THE YEAR</b>		<b><u>(1,202)</u></b>		<b><u>(78,417)</u></b>

**LANCASTER FOOTLIGHTS**

England & Wales - Charity number 509425

---

# Accounts

---

Charity Registration No. 509425

**LANCASTER FOOTLIGHTS**

**TRUSTEES REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 APRIL 2022**

# LANCASTER FOOTLIGHTS

## CONTENTS

	<b>Page</b>
Trustees' Report	1-4
Independent Examiner's report	5
Statement of financial activities	6
Balance Sheet	7
Notes to the financial statements	8-13
Detailed trading & income & expenditure accounts	14-15
Footlights Appeals statement	16

# LANCASTER FOOTLIGHTS

## LEGAL AND ADMINISTRATIVE INFORMATION

### Trustees:

Mike Hardy  
Adrian Paul Tayler  
Charles Willett  
David Hardy  
Jean Hardy  
Alan Biddulph  
James Smith  
Andy Jordan

Chairman  
Secretary  
Finance  
Archivist & Acting Vice-Chairman

### Theatre Manager

Elaine Singleton

### Charity registration number

509425

### Address

The Grand Theatre  
St Leonardgate  
Lancaster  
LA1 1NL  
[www.lancastergrand.co.uk](http://www.lancastergrand.co.uk)

### Independent Examiner

Neil Slater of  
Taylor, Robertson & Willett Ltd  
Chartered Certified Accountants  
95, King Street  
Lancaster  
LA1 1RH  
[www.tr-w.co.uk](http://www.tr-w.co.uk)

### Bankers

Virgin Money  
Flagstone  
Shawbrook  
CAF  
*All banks are regulated by the  
UK Financial Conduct Authority  
and funds are covered by the FSCS*

## Lancaster Footlights

### Trustees Report for the year ended 30 April 2022

The trustees present their report with the financial statements of the charity for the year ended 30 April 2022. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, and the Charities Act 2011. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

#### Constitution

"Footlights" is governed by its constitution which was revised at an EGM in June 2017. Changes to the constitution require approval of a majority of the members present at an Annual General Meeting or an Extraordinary General meeting. In the event of dissolution of Footlights, the property and assets would be disposed of by the Custodian Trustees to the benefit of any educational, literary or artistic institution in the City of Lancaster or its neighbourhood with the approval of the Charity Commissioners provided that such an institution is charitable. The proceeds of disposal would not be paid or distributed to members in any way.

**Note. The Charities Commission approved our application to convert to a Charitable Incorporated Organisation (CIO) on 25 April 2022.**

#### Appointment of Trustees

The Board (the Trustees) are appointed for a year and their appointment is undertaken annually at the AGM. Members wishing to seek election or wishing to nominate others can put their names forward for consideration. There is no limit on existing members' service. Ballots are required if there are more nominees than places available. No external body has any power of election of Trustees.

#### Induction and training of Trustees

Trustees are briefed on their legal obligations under charity law, the decision-making processes of the Board, the business plan and recent financial performance of the charity.

#### Organisational Structure and Decision Making

The Board administers the charity. It meets up to eight times a year and has several sub committees/ persons reporting to it. These are:

**Production Committee** (responsible for selecting and recommending Footlights production titles for Board acceptance)

**Theatre Maintenance Committee** (Organises and supervises maintenance activities)

**Front of House and Coffee Bars Coordinator** (Organises the rotas to cover all the shows)

**Child Protection Officer and Chaperones Coordinator** (Organises dressing room allocation, and chaperone rotas for Footlights productions which involve children and notifies Lancashire County Council Education Department of the details of children taking part).

**Ad hoc committees** can also be formed for specific short-term requirements.

Decisions of "last resort" (including the financial area and the carrying out of higher supervisory tasks) are made by the Board. The Theatre Manager manages the day-to-day operations of the theatre. To facilitate effective operations, the Theatre Manager has delegated authority within the terms approved by the Board for programming and operational matters.

### **Risk management**

The Board has a risk management strategy comprising:

1. A review of the risks the charity may face
2. The establishment of systems and procedures to mitigate those risks identified
3. The implementation of procedures and policies designed to minimise any potential impact on the charity should those risks materialise

This assessment has in the past resulted in comprehensive emergency procedures, pre-performance safety checks, improvements to the fire detection system and production of generic risk assessments. Financial risks are managed by limiting delegations, spending controls and the policy of maintaining adequate reserves. Funds raised towards the construction of the new foyer are in the process of reinvestment in diverse bank accounts at levels not exceeding £85K in each bank.

### **Objects and Activities**

The objects of Footlights are to:

1. Promote, maintain, improve and advance education, particularly by the production of educational plays and the encouragement of the Arts, including the arts of drama, dramatic authorship, mime, dancing, singing, and music.
2. Maintain and preserve the Grade II listed building built in 1782 known as the Lancaster Grand Theatre as an ongoing venue for such plays and encouragement of these objects.

Footlights mission is to provide a venue for community theatre and thus contribute to the quality of life of the people of Lancaster and its surrounding areas by expanding their horizons through the provision of a wide range of community and professional shows.

The strategies employed to achieve the charity's objectives are to:

1. offer opportunities for a broad range of people to get involved in arts activity exploring their own creative powers,
2. provide facilities for amateur and professional artists to develop,
3. concentrate on involving young people in the arts to help encourage a culture in which different age ranges play a complementary part,
4. present a broad range of arts work.

### **Communications to members**

A monthly members' newsletter (Footnote) keeps members informed of Footlights activities and Board meeting decisions. Informal meetings of members take place on Saturday Mornings in the theatre foyer. Total membership during the year increased to 162, comprising 134 adults and 28 juniors and students.

### **Footlights Productions 2021-2022**

June and July 2021	Last Tango in little Grimley and the Fat Lady sings
December 2021	Jack and the Beanstalk pantomime
March 2022	It could be any one of us

## Staff

Paid staff comprised a full time Theatre Manager, two part time administrative assistants and eight other part time employees. The other part time employees comprised two duty managers plus a relief, five box office assistants plus a relief, a maintenance assistant and a cleaner (retired in December). A professional technician is also employed to provide cover for the professional lets. During the year, one of the Duty Managers resigned and one of the box office staff retired. Both were replaced.

## Performance Information

### Audience Figures

	Performances 2021/22	Performances 2019/20 *	Audiences 2021/22	Audiences 2019/20 *
Footlights	24	36	7,344	11,612
Community groups	10	30	2,395	8,878
Professional acts	103	72	32,409	22,664
<b>Total</b>	<b>137</b>	<b>138</b>	<b>42,148</b>	<b>43,154</b>

Average audience capacities were as follows:

	2021/22	2019/20 *
Footlights shows	69%	70%
Community groups	52%	64%
Professional lets	68%	69%

Note (\*): The theatre was closed during 2020 / 2021 due to the Coronavirus pandemic hence the 2019/20 year is the comparative. (Further note the theatre was closed from mid-March 2020).

## Financial Performance

Overall Trading Results are summarised at page 6 of the accounts together with notes thereto on pages 8 to 13. The financial position at the year-end is set out on page 7. Detailed income and expenditure statements are appended at pages 14 to 16.

## Fund Raising

### a) Donations and legacies

There were no legacies this year. Donations of £6,959 were received into the Grand Theatre Appeal in addition to £310 fundraising, £2,900 in covenants and £3,858 in gift aid tax refunds.

### b) New Foyer

Fund-raising continued during the year. The total in the fund on 30<sup>th</sup> April 2022 stood at £420K (£498K on 30<sup>th</sup> April 2021). Professional fees of £99,736 were incurred during the year resulting in the depletion of the fund.

Due to there being no grants currently available post pandemic and the continued delay in the demolition of the Musicians' Co-op lean-to (The New Foyer construction start date has been deferred until the lean-to has been removed) and the current national financial situation has stabilised and funders' available funds returns to previous levels, our fund raising activities have been put on hold.

Following the detailed design work, the estimated cost of building the new foyer has been reassessed and is now £2.3 million plus VAT.

## Trustees

### Charity Trustees

The Board Members are the Trustees. Their names at the time of approval of the accounts are listed under legal and administrative information.

### Custodian Trustees

Under the constitution, there are four Custodian Trustees whose function within the Constitution is to hold in trust the Grand Theatre buildings on behalf of Footlights. They are:

David Bateman	-	Retired Teacher
David Hardy	-	Retired Solicitor (Non-Practising)
Mike Hardy	-	Retired Director
Sim Lane Dixon	-	Resigned. Being replaced by Charles Willett – Retired Accountant

### Future Direction

Key actions for 2022-2023

1. Transfer assets to the CIO.
2. (Subject to funding) carry out maintenance work estimated as follows:
  - Repair render cracks, replace decayed woodwork and redecorate front façade (our contribution) £30K
  - Replace cable hoist system on stage lighting bars With modern chain system £18K
  - Replace 3 external doors with soundproof doors (our contribution) £10K
  - Replace all incandescent lanterns with LED equivalents £33K
  - Total **£91K**

Signed by the Chairman on behalf of the Trustees

Mike Hardy

13<sup>th</sup> September 2022

**LANCASTER FOOTLIGHTS**  
**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF LANCASTER FOOTLIGHTS**

I report to the charity trustees on my examination of the accounts of The Lancaster Footlights Club (the Trust) for the year ended 30 April 2022.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Neil Martin Slater F.C.C.A.  
Taylor, Robertson & Willett Ltd  
95 King Street  
Lancaster  
Lancashire  
LA1 1RH

29 September 2022

## LANCASTER FOOTLIGHTS

### STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

#### FOR THE YEAR ENDED 30 APRIL 2022

	Notes	Theatre Activities £	Appeals & Legacy £	Total 2022 £	Total 2021 £
<b>Income and Endowments</b>					
Donations, Legacies and Grants	2	-	14,027	14,027	5,328
Investment income	4	1,551	7,538	9,089	11,073
		<u>1,551</u>	<u>21,565</u>	<u>23,116</u>	<u>16,401</u>
Incoming Resources from Charitable Activities	3	502,024	-	502,024	245,550
<b>Total Income and Endowments</b>		<u>503,575</u>	<u>21,565</u>	<u>525,140</u>	<u>261,951</u>
<b>Resources Expended</b>	5	<u>442,364</u>	<u>99,982</u>	<u>542,346</u>	<u>267,993</u>
<b>Net Incoming Resources before transfers</b>		61,211	(78,417)	(17,206)	(6,042)
Transfer from Sinking Fund		125,654	-	125,654	-
Transfer to Appeals		(25,000)	25,000	-	-
Fund Balances at 1st May 2021		29,213	498,183	527,396	533,438
<b>Fund Balances at 30th April 2022</b>		<u>191,078</u>	<u>444,766</u>	<u>635,844</u>	<u>527,396</u>

## LANCASTER FOOTLIGHTS

### BALANCE SHEET AT 30 APRIL 2022

	Notes	2022		2,021	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	8		<b>202,000</b>		202,000
<b>CURRENT ASSETS</b>					
Stocks		<b>6,253</b>		703	
Debtors	9	<b>7,535</b>		46,051	
Cash at Bank and in Hand		<b>882,966</b>		936,994	
		<u><b>896,754</b></u>		<u>983,748</u>	
<b>CREDITORS: Amounts Falling Due Within One Year</b>	10	<u><b>(260,910)</b></u>		<u>(330,698)</u>	
			<b>635,844</b>		653,050
			<u><b>837,844</b></u>		<u>855,050</u>
<b>INCOME FUNDS</b>					
Unrestricted Funds:					
Revaluation Reserve	11	<b>202,000</b>		202,000	
Sinking Fund	11	<u>-</u>	<b>202,000</b>	<u>125,654</u>	327,654
Lancaster Footlights and Grand Theatre Funds	12	<b>191,078</b>		29,213	
Designated Funds:					
Theatre Appeal Funds	12	<u><b>444,766</b></u>	<b>635,844</b>	<u>498,183</u>	527,396
			<u><b>837,844</b></u>		<u>855,050</u>

The accounts were approved by the Trustees on 13th September 2022.

Mike Hardy  
(Chairman)

# LANCASTER FOOTLIGHTS

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR 30 APRIL 2022

#### **1 Accounting Policies**

##### **1.1 Basis of preparation**

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by charities preparing their accounts in accordance with the Financial Reporting standard applicable in the UK and republic of Ireland (FRS 102) and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

##### **1.2 Incoming Resources**

**Activities Income:** Consists of ticket sales, letting and all other similar income associated with the running of an amateur dramatic organisation and its associated theatre premises. Income is accounted for on an accruals basis.

**Donations and Voluntary Income:** Grants and donations are received from a variety of private sources, are accounted for gross, when received. Gifts in kind, wherever they are capable of financial measurement are included in the accounts at their estimated value.

##### **1.3 Resources Expended**

All expenditure is accounted for as and when it is incurred. Direct charitable expenditure includes the direct costs of carrying out the activities of the charity's objectives.

##### **1.4 Tangible fixed assets and depreciation**

The only fixed asset is the freehold property known as The Grand Theatre. Major expenditure on the fabric of the building is dealt with via the designated Sinking Fund. The property is subject to periodic revaluations. The Trustees consider the property's current market value to be considerably higher than the current net book value. All other fixed assets such as equipment are expensed in the year of purchase as they have little or no net realisable value. Items of

##### **1.5 Stock**

Stocks are valued at the lower of cost and net realisable value.

##### **1.6 Pension costs and other post retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the pension scheme are expensed in the year incurred.

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR 30 APRIL 2022

#### 2 Donations, Legacies and Grants

	Theatre Appeals	Total 2022	Total 2021
	£	£	£
Covenants	2,900	2,900	3,055
Tax Refunds	3,858	3,858	938
Fundraising	310	310	-
Donations	6,959	6,959	1,335
	<b>14,027</b>	<b>14,027</b>	<b>5,328</b>

#### 3 Incoming Resources from Charitable Activities

	Footlights & Grand Theatre	Theatre Appeals	Total 2022	Total 2021
	£	£	£	£
<u>Footlights</u>				
Tickets Sold	70,530	-	70,530	-
Mechandise Sales & Sundry Income	1,230	-	1,230	-
Programme Sales	698	-	698	-
Membership Subscriptions	2,455	-	2,455	1,640
Footlights Coffee Bar receipts	277	-	277	-
Fundraising Activities	-	-	-	-
Grants Received	65,713	-	65,713	124,975
<u>Community &amp; Professional Let Income</u>				
Tickets Sold	182,760	-	182,760	-
Coffee Bar Receipts	34,096	-	34,096	538
Seat Plaques	400	-	400	100
Theatre tours	223	-	223	-
Prop hire	257	-	257	-
Summer School	2,505	-	2,505	-
Advertising	3,653	-	3,653	-
Bar rent	1,500	-	1,500	-
Car park income	1,880	-	1,880	1,648
Online donations and other donations	9,835	-	9,835	3,916
Online booking fees	35,247	-	35,247	1,220
Gift Vouchers	5,154	-	5,154	716
Government grant	68,444	-	68,444	110,053
Postage costs recovered	6,940	-	6,940	335
Auction	2,843	-	2,843	-
Sundry	5,384	-	5,384	409
	<b>502,024</b>	<b>0</b>	<b>502,024</b>	<b>245,550</b>

"Tickets Sold": In respect of Performances in the Year

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR 30 APRIL 2022

#### 4 Investment Income

	Footlights & Grand Theatre £	Theatre Appeals £	Total 2022 £	Total 2021 £
Interest Receivable	1,551	7,538	9,089	11,073

#### 5 Total Resources Expended

	Footlights & Grand Theatre £	Theatre Appeals £	Total 2022 £	Total 2021 £
Cost of Activities in Furtherance of the Objects	433,585	99,982	533,567	259,777
Governance Costs	8,779	-	8,779	8,216
	<u>442,364</u>	<u>99,982</u>	<u>542,346</u>	<u>267,993</u>

#### 6 Trustees

No Trustee or Member of the Management Committees received any remuneration either directly or indirectly during the year.

No Trustee or Member of the Management Committees received any expenses either directly or indirectly during the year except in relation to the reimbursement of expenses necessarily incurred in relation to the charity's activities.

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR 30 APRIL 2022

#### 7 Employees

##### Number of Employees

The average number of employees during the year was:

2022	2021
<b>13</b>	12

##### Employment Costs

Wages and Salaries

£	£
<b>114,868</b>	93,808

#### 8 Tangible Fixed Assets

##### Valuation

At the beginning and end of the year

Land & Building £	Land & Building £
<b>265,000</b>	265,000

##### Depreciation

At the beginning and end of the year

<b>63,000</b>	63,000
---------------	--------

##### Net Book Value

At the beginning and end of the year

<b>202,000</b>	202,000
----------------	---------

The theatre was professionally valued on 13th October 2003 by Peill & Co, Chartered Surveyors. Their valuation is as noted above. The valuation was based on the market value of our grade II listed building.

The trustees are not aware of any material change since the valuation in 2003.

The original cost of the theatre, owned by members, was £7,000.

Depreciation relating to the theatre was previously accounted for up to the year ended 30 April 2018. No charge has been provided since then as in the opinion of the trustees, the current market value exceeds the net book value.

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR 30 APRIL 2022

	2022 £	2021 £
<b>9 Debtors</b>		
Debtors and Prepayments	7,535	46,051
<b>10 Creditors: Amounts falling due within one year</b>		
Deferred income	251,586	265,067
Accruals	5,141	1,965
Trade creditors	2,624	62,766
Taxes and social Security Costs	1,560	900
	<u>260,910</u>	<u>330,698</u>

Deferred Income comprises money received in respect of shows to be performed in the future.

#### 11 Revaluation Reserve

Represents the surplus arising following the revaluation of the Theatre premises.  
The fund is not transferrable.

#### Sinking Fund

Represents the designated reserve established for the future maintenance of the Theatre.  
This fund was transferred back to general reserves in the year.

#### 12 Designated Funds and Other Charitable Monies

	Balance at 01 May 2021 £	Incoming Resources £	Resources Expensed £	Transfers £	Balance at 30 April 2022 £
Sinking Fund	125,654	-	-	(125,654)	-
General Funds	29,213	503,575	(442,364)	100,654	191,078
Appeal Funds	498,183	21,565	(99,982)	25,000	444,766
	<u>653,050</u>	<u>525,140</u>	<u>(542,346)</u>	<u>-</u>	<u>635,844</u>

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR 30 APRIL 2022

<b>13 Analysis of Net Assets between funds</b>	<b>Revaluation Reserve</b>	<b>Sinking Fund</b>	<b>Other Charitable Funds</b>	<b>Total At 30 April 2022</b>	<b>Total At 30 April 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Tangible Fixed Assets	202,000	-	-	202,000	202,000
Current Assets	-	-	896,754	896,754	983,748
Creditors	-	-	(260,910)	(260,910)	(330,698)
	<u>202,000</u>	<u>-</u>	<u>635,844</u>	<u>837,844</u>	<u>855,050</u>

*Creditors: Amounts falling due within one year*

#### 14 Contingent Liabilities

There were no contingent liabilities at the beginning and end of the year.

#### 15 Commitments under Operating leases

There is a commitment to rental of a storage unit.

The charge is inclusive of rent, insurance and service charges.

The Custodian Trustees of Footlights are currently holding over under the applicable statutory provisions, the original lease having expired some years ago and it is the Trustees' current understanding that the landlord would have to give 6 months notice to terminate.

#### 16 Capital Commitments

There were no commitments at the beginning and end of the year.

#### 17 Taxation

There are no tax obligations other than accounting for tax and social security (national insurance) deducted from wages and salaries. Relief from tax on net income and capital gains falling within Section 505 of the Taxes Act 1989 and Section 256 of the Taxation of Chargeable Gains Tax 1992 to the extent that such net income and gains are applied to its charitable objects. Footlights is VAT exempt; VAT notice 701/1 refers.

## LANCASTER FOOTLIGHTS

### THEATRE ACTIVITIES: INCOME AND EXPENDITURE STATEMENT

#### FOR THE YEAR ENDED 30 APRIL 2022

	2022		2021	
	£	£	£	£
Gross revenue in respect of acts performed in the year		70,530		-
Merchandise		1,170		-
Income from Programmes Sold		698		-
Membership subscriptions		2,455		1,640
Coffee bar Income		277		-
Other income		60		-
		<u>75,190</u>		<u>1,640</u>
Production expenses	5,811		167	
Scripts & licences	1,731		-	
Publicity	1,899		-	
Programmes	375		-	
Rehearsal room hire	222		-	
Ticket costs	2,099		3,590	
PRS	-		-	
Credit card fees	1,875		-	
Other expense	1,028		38	
		<u>(15,040)</u>	<u>38</u>	<u>(3,795)</u>
<b>Amateur performances contribution (Footlights)</b>		<u>60,149</u>		<u>(2,155)</u>
Community let income in respect of acts performed in the year		7,052		-
Income from Moor Space		-		-
Professional let income in respect of acts performed in the year		175,708		-
		<u>182,760</u>		<u>-</u>
Publicity	28,950		1,920	
Production expenses	230		-	
Ticket costs	5,401		5,166	
Show Security	2,509		-	
PRS	4,988		1,556	
Credit card fees	11,281	(53,359)	2,220	(10,862)
		<u>129,401</u>	<u>2,220</u>	<u>(10,862)</u>
<b>Community and Professional lets contribution</b>		<u>129,401</u>		<u>(10,862)</u>
<u>Other income</u>				
Coffee bars receipts		34,096		537
Coffee bars costs		(17,726)		(1,177)
GROSS PROFIT		16,370		(640)
Seat Plaques		400		100
Summer School		2,505		-
Theatre tours		223		-
Prop hire		257		-
Advertising		3,653		-
Bar rent		1,500		-
Car park income		1,880		1,648
Investment income		1,551		2,653
Online donations and other donations		9,835		3,916
Online booking fees		35,247		1,220
Gift Vouchers		5,154		716
Other Online Income		3,384		384
Cultural Recovery Grant (Round 2)		60,444		93,059
Local Restrictions Covid 19 Support Grant		8,000		16,994
Government grant		-		-
Postage costs recovered		6,940		335
Auction		2,843		-
Sundry		2,000		25
		<u>162,186</u>		<u>120,410</u>

## LANCASTER FOOTLIGHTS

### THEATRE ACTIVITIES: INCOME AND EXPENDITURE STATEMENT

#### FOR THE YEAR ENDED 30 APRIL 2022

	2022		2021	
	£	£	£	£
<b>EXPENDITURE</b>				
<u>Establishment expenses</u>				
Unit Rent	5,400		5,400	
Moor space rent	192		-	
Water charges	2,390		1,632	
Insurance	7,894		7,111	
Heat and Light	8,032		2,803	
Repairs and renewals	107,299		108,978	
Grants received	(58,252)		(67,349)	
Equipment purchased and expensed	64,563		7,499	
Theatres Trust grant for Covid 19 equipment	-		(4,232)	
Cleaning	7,968		86	
Car park rent paid to LCC	3,575	149,061	3,432	65,360
<u>Employment costs</u>				
Wages and salaries	111,730		92,536	
Coronavirus Job Retention Scheme receipts	(7,461)		(53,394)	
Pension cost	3,138		1,272	
Payroll processing costs	2,221		4,244	
Contract Technicians	6,323		-	
		115,951		44,658
<u>Other - Overheads</u>				
Postage , stationery and other office costs	4,760		761	
IT expenses	2,937		1,144	
Telephone	1,456		1,484	
Accountancy	3,420		2,700	
Consultancies	910		6,120	
Bank charges	1,003		670	
Subscriptions	585		782	
Cyber Insurance	1,345		1,131	
PPE & other social distancing equipment	3,348		-	
Miscellaneous	5,748		799	
		25,513		15,591
		<u>290,525</u>		<u>125,609</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<u>61,211</u>		<u>(18,216)</u>

## LANCASTER FOOTLIGHTS

### APPEALS: INCOME AND EXPENDITURE STATEMENT

#### FOR THE YEAR ENDED 30 APRIL 2022

	2022		2021	
	£	£	£	£
<u>Incoming resources</u>				
Covenants		2,900		3,055
Tax Refunds		3,858		938
Fundraising		310		-
Amazon Core & Virgin Just Giving		6,157		-
Donations		802		1,335
		<u>14,027</u>		<u>5,328</u>
Investment income		7,538		8,420
		<u>21,565</u>		<u>13,748</u>
<u>Resources expended</u>				
Professional fees		(99,736)		-
Consultancy & Other Fund-raising costs		-		(1,000)
Just Giving Charges		(216)		(216)
Stationery		(30)		(202)
Event Expenses		-		(84)
Sundries		-		(72)
		<u>(78,417)</u>		<u>12,174</u>
<b>(DEFICIT)/SURPLUS FOR THE YEAR</b>		<b><u>(78,417)</u></b>		<b><u>12,174</u></b>

**LANCASTER FOOTLIGHTS**

England & Wales - Charity number 509425

---

# Accounts

---

**LANCASTER FOOTLIGHTS**

**TRUSTEES REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 APRIL 2021**

# LANCASTER FOOTLIGHTS

## CONTENTS

	<b>Page</b>
Trustees' Report	1-4
Independent Examiner's report	5
Statement of financial activities	6
Balance Sheet	7
Notes to the financial statements	8-13
Detailed trading & income & expenditure accounts	14-15
Footlights Appeals statement	16

# LANCASTER FOOTLIGHTS

## LEGAL AND ADMINISTRATIVE INFORMATION

### Trustees approving the accounts:

Mike Hardy  
Ruth Anderson (resigned 22/06/21)  
Adrian Tayler (co-opted (21/09/21)  
Charles Willett  
David Hardy  
Jean Hardy  
Alan Biddulph  
James Smith  
Paul Taylor  
Andy Jordan (co-opted 26/05/21)

Chairman & Interim Secretary  
Secretary  
Secretary  
Finance & Membership  
Archivist & Acting Vice-Chairman

### Theatre Manager

Elaine Singleton

### Charity registration number

509425

### Address

The Grand Theatre  
St Leonardgate  
Lancaster  
LA1 1NL  
[www.lancastergrand.co.uk](http://www.lancastergrand.co.uk)

### Independent Examiner

Neil Slater of  
Taylor, Robertson & Willett Ltd  
Chartered Certified Accountants  
95, King Street  
Lancaster  
LA1 1RH  
[www.tr-w.co.uk](http://www.tr-w.co.uk)

### Bankers

Virgin Money (formerley Yorkshire)  
Shawbrook  
Aldermore  
Santander  
Redwood  
Flagstone  
CAF, Monmouthshire, Hampshire & HSBC  
*All banks are regulated by the  
UK Financial Conduct Authority  
and funds are covered by the FSCS*

# Lancaster Footlights

## Trustees Report for the year ended 30 April 2021

The trustees present their report with the financial statements of the charity for the year ended 30 April 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, and the Charities Act 2011. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

### Constitution

"Footlights" is governed by its constitution which was revised at an EGM in June 2017. Changes to the constitution require approval of a majority of the members present at an Annual General Meeting or an Extraordinary General meeting. In the event of dissolution of Footlights, the property and assets would be disposed of by the Custodian Trustees to the benefit of any educational, literary or artistic institution in the City of Lancaster or its neighbourhood with the approval of the Charity Commissioners provided that such an institution is charitable. The proceeds of disposal would not be paid or distributed to members in any way.

**Note. Application was made to the Charities Commission to convert to a Charitable Incorporated Organisation (CIO) on 22 April 2021.**

### Appointment of Trustees

The Board (the Trustees) are appointed for a year and their appointment is undertaken annually at the September AGM. Members wishing to seek election or wishing to nominate others can put their names forward for consideration. There is no limit on existing members' service. Ballots are required if there are more nominees than places available. No external body has any power of election of Trustees.

### Induction and training of Trustees

Trustees are briefed on their legal obligations under charity law, the decision-making processes of the Board, the business plan and recent financial performance of the charity.

### Organisational Structure and Decision Making

The Board administers the charity. It meets up to eight times a year and has several sub committees/ persons reporting to it. These are:

**Production Committee** (responsible for selecting and recommending Footlights production titles for Board acceptance)

**Theatre Maintenance Committee** (Organises and supervises all maintenance activities)

**Front of House and Coffee Bars Coordinator** (Organises training for Front of House volunteers and organises the rotas to cover all the shows)

**Child Protection Officer and Chaperones Coordinator** (Organises dressing room allocation, and chaperone rotas for Footlights productions which involve children and notifies Lancashire County Council Education Department of the details of children taking part).

**Ad hoc committees** can also be formed for specific short-term requirements.

Decisions of "last resort" (including the financial area and the carrying out of higher supervisory tasks) are made by the Board. The Theatre Manager manages the day-to-day operations of the theatre. To facilitate effective operations, the Theatre Manager has delegated authority within the

terms approved by the Board for programming and operational matters.

### **Risk management**

The Board has a risk management strategy comprising:

1. A review of the risks the charity may face
2. The establishment of systems and procedures to mitigate those risks identified
3. The implementation of procedures and policies designed to minimise any potential impact on the charity should those risks materialise

This assessment has in the past resulted in comprehensive emergency procedures, pre-performance safety checks, improvements to the fire detection system and production of generic risk assessments. Financial risks are managed by limiting delegations, spending controls and the policy of maintaining adequate reserves. Funds raised towards the construction of the new foyer are in the process of reinvestment in diverse bank accounts at levels not exceeding £85K in each bank.

### **Objects and Activities**

The objects of Footlights are to:

1. Promote, maintain, improve and advance education, particularly by the production of educational plays and the encouragement of the Arts, including the arts of drama, dramatic authorship, mime, dancing, singing, and music.
2. Maintain and preserve the Grade II listed building built in 1782 known as the Lancaster Grand Theatre as an ongoing venue for such plays and encouragement of these objects.

Footlights mission is to provide a venue for community theatre and thus contribute to the quality of life of the people of Lancaster and its surrounding areas by expanding their horizons through the provision of a wide range of community and professional shows.

The strategies employed to achieve the charity's objectives are to:

1. offer opportunities for a broad range of people to get involved in arts activity exploring their own creative powers,
2. provide facilities for amateur and professional artists to develop,
3. concentrate on involving young people in the arts to help encourage a culture in which different age ranges play a complementary part,
4. present a broad range of arts work.

### **Communications to members**

A monthly members' newsletter (Footnote) keeps members informed of Footlights activities and Board meeting decisions. Informal meetings of members take place on Saturday Mornings in the theatre foyer. Total membership during the year fell to 120 directly as a result of the lack of performances during the coronavirus pandemic.

### **Productions in 2020-21**

There were no performances during the year due to the coronavirus pandemic.

### **Contribution of Volunteers**

During the pandemic, Footlights members gave their time overseeing the removal of render and repointing of Lodge Street wall, refitting the dressing rooms to give easy wipe down surfaces, updating the box office by providing easily wiped down surfaces and refitting the outside store to give improved stock control.

## **Staff**

Paid staff comprised a full time Theatre Manager, a part time administrative assistant and ten other part time employees. The other part time employees comprised two duty managers plus a relief, three box office assistants plus a relief, a maintenance assistant and a cleaner. A professional technician is also employed to provide cover for the professional lets. During the year, one of the Duty Managers resigned and one of the box office staff retired. Both were replaced.

## **PERFORMANCE INFORMATION**

### **Audience Figures**

There were no performances due to the pandemic.

## **FINANCIAL PERFORMANCE**

### **Overall Trading Results**

The only trading income other than grants was membership fees of £1,640. The professional shows booked for the year were rescheduled resulting in deferred income at the end of the year remaining at £265,067

### **Non-Recurring Maintenance Expenditure**

- |   |      |
|---|------|
| 1. Removal of render from the Lodge Street wall, dressing the sandstone and repointing. Net cost after Heritage Action Zone grant | £22K |
| 2. Replacement of dressing room counters and redecoration of walls with wipe down paint etc.                                      | £8K  |

### **Income from Support Businesses**

No sales made other than sales of stock at cost and below cost.

### **Reserves**

The end of year the overall trading result taking into account all external covid related funding was a loss of £18,216.

Note 12 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund-by-fund basis.

## **FUND RAISING**

### **a) Donations and legacies**

There were no legacies this year. Donations of £275 were received into the Grand Theatre Appeal in addition to £3055 in covenants and £938 in gift aid tax refunds

### **b) New Foyer**

Fund-raising has continued and the total in the fund on 30<sup>th</sup> April 2021 was £498K (£485K on 30<sup>th</sup> April 2020)

The construction start date remains July 2022 subject to raising the full £2.3 million required to build it. £1.15 million has been raised to date.

## TRUSTEES

### Charity Trustees

The Board Members are the Trustees. Their names at the time of approval of the accounts are listed under legal and administrative information.

### Custodian Trustees

There are four Custodian Trustees whose function within the Constitution is to hold in trust the Grand Theatre buildings on behalf of Footlights. They are:

David Bateman	-	Retired Teacher
David Hardy	-	Retired Solicitor (Non-Practising)
Mike Hardy	-	Retired Director
Sim Lane Dixon	-	Retired Highways Manager, resigned 10 <sup>th</sup> September 2021
Charles Willett	-	Retired Chartered Certified Accountant, Appointed on 21 <sup>st</sup> September 2021

*N.B. - An application will be made to the Land Registry in due course to note the resignation of Sim Lane-Dixon and the appointment of Charles Willett as a new Trustee on The Registered Title to the Grand Theatre, Lancaster.*

### Future Direction

Key actions for 2021-2022

1. Convert to a CIO and when possible and appropriate transfer the Title of the land and buildings known as the Grand Theatre to the CIO from the custodian trustees.
2. Agree a 125-year lease for the city owned part of the theatre car park.
3. Launch a major fund-raising campaign to raise the additional £1.15 million needed to build the new foyer.
4. Carry out preliminary works for the new foyer construction by 13 January 2022
5. (Subject to funding) carry out maintenance work as follows:
  - Repair render cracks, replace decayed woodwork and redecorate front façade (our contribution) £28K(estimate)
  - Replace cable hoist system on stage lighting bars With modern chain system £12K(estimate)
  - Replace 3 external doors with soundproof versions £27K
  - Replace all incandescent lanterns with LED equivalents £33K
  - Total £100K

Signed by the Chairman on behalf of the Trustees  
Mike Hardy

21<sup>st</sup> September 2021

## LANCASTER FOOTLIGHTS

### INDEPENDENT EXAMINER'S REPORT

#### TO THE TRUSTEES OF LANCASTER FOOTLIGHTS

I report on the financial statements of Lancaster Footlights for the year ended 30 April 2021, which are set out on pages 6 to 16.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Association of Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanation from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Neil Slater of  
Taylor Robertson & Willett Ltd  
Chartered Certified Accountants  
95, King Street  
Lancaster  
LA1 1RH

## LANCASTER FOOTLIGHTS

### STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

FOR THE YEAR ENDED 30 APRIL 2021

	Notes	Theatre Activities £	Appeals & Legacy £	Total 2021 £	Total 2020 £
<b>Income and Endowments</b>					
Donations, Legacies and Grants	2	-	5,328	5,328	10,792
Investment income	4	2,653	8,420	11,073	5,793
		<u>2,653</u>	<u>13,748</u>	<u>16,401</u>	<u>16,585</u>
Incoming Resources from Charitable Activities	3	245,550	-	245,550	343,979
<b>Total Income and Endowments</b>		<u>248,203</u>	<u>13,748</u>	<u>261,951</u>	<u>360,564</u>
<b>Resources Expended</b>	5	<u>266,419</u>	<u>1,574</u>	<u>267,993</u>	<u>299,487</u>
<b>Net Incoming Resources before transfers</b>		(18,216)	12,174	(6,042)	61,077
Transfer to Sinking Fund		-	-	-	-
Transfer to Appeals		-	-	-	-
Fund Balances at 1st May 2020		47,429	486,009	533,438	472,361
<b>Fund Balances at 30th April 2021</b>		<u>29,213</u>	<u>498,183</u>	<u>527,396</u>	<u>533,438</u>

## LANCASTER FOOTLIGHTS

### BALANCE SHEET AT 30 APRIL 2021

	Notes	2021		2,020	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	8		<b>202,000</b>		202,000
<b>CURRENT ASSETS</b>					
Stocks		703		2,516	
Debtors	9	46,051		8,067	
Cash at Bank and in Hand		936,994		914,601	
		<u>983,748</u>		<u>925,184</u>	
<b>CREDITORS: Amounts Falling Due Within One Year</b>	10	<u>(330,698)</u>		<u>(266,092)</u>	
			<b>653,050</b>		659,092
			<u><b>855,050</b></u>		<u><b>861,092</b></u>
<b>INCOME FUNDS</b>					
<b>Unrestricted Funds:</b>					
Revaluation Reserve	11	202,000		202,000	
Sinking Fund	11	<u>125,654</u>		<u>125,654</u>	
			<b>327,654</b>		327,654
Lancaster Footlights and Grand Theatre Funds	12	29,213		47,429	
<b>Designated Funds:</b>					
Theatre Appeal Funds	12	<u>498,183</u>		<u>486,009</u>	
			<b>527,396</b>		533,438
			<u><b>855,050</b></u>		<u><b>861,092</b></u>

The accounts were approved by the Trustees on

Mike Hardy  
(Chairman)

# LANCASTER FOOTLIGHTS

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR 30 APRIL 2021

#### **1 Accounting Policies**

##### **1.1 Basis of preparation**

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by charities preparing their accounts in accordance with the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

##### **1.2 Incoming Resources**

**Activities Income:** Consists of ticket sales, letting and all other similar income associated with the running of an amateur dramatic organisation and its associated theatre premises. Income is accounted for on an accruals basis.

**Donations and Voluntary Income:** Grants and donations are received from a variety of private sources, are accounted for gross, when received. Gifts in kind, wherever they are capable of financial measurement are included in the accounts at their estimated value.

##### **1.3 Resources Expended**

All expenditure is accounted for as and when it is incurred. Direct charitable expenditure includes the direct costs of carrying out the activities of the charity's objectives.

##### **1.4 Tangible fixed assets and depreciation**

The only fixed asset is the freehold property known as The Grand Theatre. Major expenditure on the fabric of the building is dealt with via the designated Sinking Fund. The property is subject to periodic revaluations. The Trustees consider the property's current market value to be considerably higher than the current net book value. All other fixed assets such as equipment are expensed in the year of purchase as they have little or no net realisable value. Items of

##### **1.5 Stock**

Stocks are valued at the lower of cost and net realisable value.

##### **1.6 Pension costs and other post retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the pension scheme are expensed in the year incurred.

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR 30 APRIL 2021

#### 2 Donations, Legacies and Grants

	Theatre Appeals £	Total 2021 £	Total 2020 £
Covenants	3,055	3,055	3,240
Tax Refunds	938	938	4,283
Fundraising	0	0	-
Donations	1,335	1,335	3,269
	<b>5,328</b>	<b>5,328</b>	<b>10,792</b>

#### 3 Incoming Resources from Charitable Activities

	Footlights & Grand Theatre £	Theatre Appeals £	Total 2021 £	Total 2020 £
<u>Footlights</u>				
Tickets Sold	-	-	-	106,706
Mechandise Sales & Sundry Income	-	-	-	1,604
Programme Sales	-	-	-	1,206
Membership Subscriptions	1,640	-	1,640	3,002
Footlights Coffee Bar receipts	-	-	-	950
Fundraising Activities	-	-	-	-
Grants Received	124,975	-	124,975	-
<u>Community &amp; Professional Let Income</u>				
Tickets Sold	-	-	-	154,149
Coffee Bar Receipts	538	-	538	33,531
Seat Plaques	100	-	100	-
Theatre tours	-	-	-	530
Prop hire	-	-	-	347
Advertising	-	-	-	4,700
Bar rent	-	-	-	2,250
Car park income	1,648	-	1,648	360
Online donations and other donations	3,916	-	3,916	7,041
Online booking fees	1,220	-	1,220	14,766
Gift Vouchers	716	-	716	-
Government grant	110,053	-	110,053	10,000
Postage costs recovered	335	-	335	1,826
Sundry	409	-	409	1,011
	<b>245,550</b>	<b>0</b>	<b>245,550</b>	<b>343,979</b>

"Tickets Sold": In respect of Performances in the Year

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR 30 APRIL 2021

#### 4 Investment Income

	Footlights & Grand Theatre £	Theatre Appeals £	Total 2021 £	Total 2020 £
Interest Receivable	<u>2,653</u>	<u>8,420</u>	<u>11,073</u>	<u>5,793</u>

#### 5 Total Resources Expended

	Footlights & Grand Theatre £	Theatre Appeals £	Total 2021 £	Total 2020 £
Cost of Activities in Furtherance of the Objects	<u>258,203</u>	<u>1,574</u>	<u>259,777</u>	293,503
Governance Costs	<u>8,216</u>	<u>-</u>	<u>8,216</u>	5,984
	<u>266,419</u>	<u>1,574</u>	<u>267,993</u>	<u>301,919</u>

#### 6 Trustees

No Trustee or Member of the Management Committees received any remuneration either directly or indirectly during the year.

No Trustee or Member of the Management Committees received any expenses either directly or indirectly during the year except in relation to the reimbursement of expenses necessarily incurred in relation to the charity's activities.

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR 30 APRIL 2021

##### 7 Employees

	2021	2020
<b>Number of Employees</b>		
The average number of employees during the year was:	<b>12</b>	<b>12</b>
	<hr/> <hr/>	<hr/> <hr/>
<b>Employment Costs</b>		
	£	£
Wages and Salaries	<b>93,808</b>	<b>94,945</b>
	<hr/> <hr/>	<hr/> <hr/>

##### 8 Tangible Fixed Assets

	Land & Building £	Land & Building £
<b>Valuation</b>		
At the beginning and end of the year	<b>265,000</b>	<b>265,000</b>
	<hr/> <hr/>	<hr/> <hr/>
<b>Depreciation</b>		
At the beginning and end of the year	<b>63,000</b>	<b>63,000</b>
	<hr/> <hr/>	<hr/> <hr/>
<b>Net Book Value</b>		
At the beginning and end of the year	<b>202,000</b>	<b>202,000</b>
	<hr/> <hr/>	<hr/> <hr/>

The theatre was professionally valued on 13th October 2003 by Peill & Co, Chartered Surveyors. Their valuation is as noted above. The valuation was based on the market value of our grade II listed building.

The trustees are not aware of any material change since the valuation in 2003.

The original cost of the theatre, owned by members, was £7,000.

Depreciation relating to the theatre was previously accounted for up to the year ended 30 April 2018. No charge has been provided since then as in the opinion of the trustees, the current market value exceeds the net book value.

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR 30 APRIL 2021

	2021 £	2020 £
<b>9 Debtors</b>		
Debtors and Prepayments	46,051	8,067
	<u>46,051</u>	<u>8,067</u>
<b>10 Creditors: Amounts falling due within one year</b>		
Deferred income	265,067	260,798
Accruals	1,965	1,902
Trade creditors	62,766	1,684
Taxes and social Security Costs	900	1,708
	<u>330,698</u>	<u>266,092</u>

Deferred Income comprises money received in respect of shows to be performed in the future.

#### 11 Revaluation Reserve

Represents the surplus arising following the revaluation of the Theatre premises.  
The fund is not transferrable.

#### Sinking Fund

Represents the designated reserve established for the future maintenance of the Theatre.

#### 12 Designated Funds and Other Charitable Monies

	Balance at 01 May 2020 £	Incoming Resources £	Resources Expensed £	Transfers £	Balance at 30 April 2021 £
General Funds	47,429	248,203	(266,419)	-	29,213
Appeal Funds	486,009	13,748	(1,574)	-	498,183
	<u>533,438</u>	<u>261,951</u>	<u>(267,993)</u>	<u>-</u>	<u>527,396</u>

## LANCASTER FOOTLIGHTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR 30 APRIL 2021

<b>13 Analysis of Net Assets between funds</b>	<b>Revaluation Reserve</b>	<b>Sinking Fund</b>	<b>Other Charitable Funds</b>	<b>Total At 30 April 2021</b>	<b>Total At 30 April 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Tangible Fixed Assets	<b>202,000</b>	-	-	<b>202,000</b>	202,000
Current Assets	-	<b>125,654</b>	<b>858,094</b>	<b>983,748</b>	925,184
Creditors	-	-	<b>(330,698)</b>	<b>(330,698)</b>	(266,092)
	<b>202,000</b>	<b>125,654</b>	<b>527,396</b>	<b>855,050</b>	<b>861,092</b>

*Creditors: Amounts falling due within one year*

#### **14 Contingent Liabilities**

There were no contingent liabilities at the beginning and end of the year.

#### **15 Commitments under Operating leases**

There is a commitment to rental of a storage unit.

The charge is inclusive of rent, insurance and service charges.

The Custodian Trustees of Footlights are currently holding over under the applicable statutory provisions, the original lease having expired some years ago and it is the Trustees current understanding that the landlord would have to give 6 months notice to terminate.

There is also a commitment to renting from Lancaster City Council an area of car park land immediately adjoining the car park land owned by Lancaster Footlights through its Custodian Trustees. The original Lease from Lancaster City Council has expired and the Custodian Trustees are also holding over from the terms of that expired lease as well. It is hoped that this land rented from Lancaster City Council will eventually be subsumed into the proposed 125 year term lease of land referred to in the paragraph headed "Future Direction" on page 4 of this report.

#### **16 Capital Commitments**

There were no commitments at the beginning and end of the year.

#### **17 Taxation**

There are no tax obligations other than accounting for tax and social security (national insurance) deducted from wages and salaries. Relief from tax on net income and capital gains falling within Section 505 of the Taxes Act 1989 and Section 256 of the Taxation of Chargeable Gains Tax 1992 to the extent that such net income and gains are applied to its charitable objects. Footlights is VAT exempt; VAT notice 701/1 refers.

## LANCASTER FOOTLIGHTS

### THEATRE ACTIVITIES: INCOME AND EXPENDITURE STATEMENT

FOR THE YEAR ENDED 30 APRIL 2021

	2021		2020	
	£	£	£	£
Gross revenue in respect of acts performed in the year		-		107,117
Merchandise		-		656
Income from Programmes Sold		-		1,206
Membership subscriptions		<b>1,640</b>		3,002
Coffee bar Income		-		950
Other income		-		948
		<b>1,640</b>		<b>113,879</b>
Production expenses	<b>167</b>		14,958	
Publicity	-		5,100	
Programmes	-		925	
Ticket costs	<b>3,590</b>		3,753	
PRS	-		1,628	
Credit card fees	-		2,612	
Other expense	<b>38</b>		1,143	
		<b>(3,795)</b>		<b>(30,119)</b>
<b>Amateur performances contribution (Footlights)</b>		<b>(2,155)</b>		<b>83,760</b>
Community let income in respect of acts performed in the year		-		33,575
Income from Moor Space		-		982
Professional let income in respect of acts performed in the year		-		120,181
		-		154,738
Publicity	<b>1,920</b>		26,642	
Ticket costs	<b>5,166</b>		5,422	
Show Security	-		1,260	
PRS	<b>1,556</b>		10,850	
Credit card fees	<b>2,220</b>	<b>(10,862)</b>	8,407	<b>(52,581)</b>
<b>Community and Professional lets contribution</b>		<b>(10,862)</b>		<b>102,157</b>
<u>Other income</u>				
Coffee bars receipts		<b>537</b>		33,531
Coffee bars costs		<b>(1,177)</b>		<b>(21,900)</b>
GROSS PROFIT		<b>(640)</b>		11,631
Seat Plaques		<b>100</b>		-
Summer School		-		2,838
Advertising		-		4,700
Bar rent		-		2,250
Car park income		<b>1,648</b>		360
Investment income		<b>2,653</b>		740
Online donations and other donations		<b>3,916</b>		4,203
Online booking fees		<b>1,220</b>		14,766
Gift Vouchers		<b>716</b>		-
Other Online Income		<b>384</b>		-
Cultural Recovery Grant (Round 2)		<b>93,059</b>		-
Local Restrictions Covid 19 Support Grant		<b>16,994</b>		-
Government grant		-		10,000
Postage costs recovered		<b>335</b>		1,825
Sundry		<b>25</b>		1,888
		<b>120,410</b>		<b>55,201</b>

## LANCASTER FOOTLIGHTS

### THEATRE ACTIVITIES: INCOME AND EXPENDITURE STATEMENT

#### FOR THE YEAR ENDED 30 APRIL 2021

	2021		2020	
	£	£	£	£
<b>EXPENDITURE</b>				
<u>Establishment expenses</u>				
Unit Rent	5,400		5,400	
Moor space rent	-		7,294	
Water charges	1,632		2,401	
Insurance	7,111		7,165	
Heat and Light	2,803		8,745	
Repairs and renewals	108,978		21,822	
Grants received	(67,349)		-	
Equipment purchased and expensed	7,499		16,757	
Theatres Trust grant for Covid 19 equipment	(4,232)		-	
Cleaning	86		3,216	
Car park rent paid to LCC	3,432	65,360	3,146	75,946
<u>Employment costs</u>				
Wages and salaries	92,536		93,806	
Coronavirus Job Retention Scheme receipts	(53,394)		-	
Pension cost	1,272		1,139	
Payroll processing costs	4,244		1,287	
Contract Technicians	-		6,196	
		44,658		102,428
<u>Other - Overheads</u>				
Postage , stationery and other office costs	761		4,307	
IT expenses	1,144		3,830	
Telephone	1,484		1,732	
Accountancy	2,700		2,040	
Consultancies	6,120		-	
Bank charges	670		780	
Subscriptions	782		105	
Cyber Insurance	1,131		1,138	
Miscellaneous	799		3,309	
		15,591		17,241
		<u>125,609</u>		<u>195,615</u>
<b>(DEFICIT)/SURPLUS FOR THE YEAR</b>		<u><u>(18,216)</u></u>		<u><u>45,503</u></u>

## LANCASTER FOOTLIGHTS

### APPEALS: INCOME AND EXPENDITURE STATEMENT

#### FOR THE YEAR ENDED 30 APRIL 2021

	2021		2020	
	£	£	£	£
<u>Incoming resources</u>				
Covenants		3,055		3,240
Tax Refunds		938		4,283
Fundraising		-		-
Donations		1,335		3,269
		<u>5,328</u>		<u>10,792</u>
Investment income		8,420		5,053
		<u>13,748</u>		<u>15,845</u>
<u>Resources expended</u>				
Consultancy & Other Fund-raising costs		(1,000)		-
Just Giving Charges		(216)		(216)
Stationery		(202)		-
Event Expenses		(84)		-
Sundries		(72)		(55)
<b>SURPLUS FOR THE YEAR</b>		<u><u>12,174</u></u>		<u><u>15,574</u></u>