

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Cash in the bank as of 31<sup>st</sup> March 2025 was £25,946 in unrestricted funds. The charity has its own property which creates a risk (repairs and general maintenance), so we keep £10K as a provision for the upkeep of the property.

### Details of any funds materially in deficit

Not applicable

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main funding is from profits made by the theatre productions. The monies made is re-invested in future productions.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

*Malcolm Trigg*

Full name(s)

MALCOLM TRIGG

Position (eg Secretary, Chair, etc)

Treasurer

Date

21<sup>st</sup> OCTOBER 2025

**Summary of the main achievements of the charity during the year**

Autumn

We put on a production of Dirty Dusting at the Theatre Royal Theatre Wakefield. It was very well received, and we had good audience numbers for the 5 performances.

A profit was made after accounting for all production costs.

Winter/Christmas

We put on a production aimed at young children -this year it was called Zara the Ice Queen written by a local playwright. For the cost of a ticket (£8) we provide the child with a visit to Santa, a present and an hour long play aimed at young children.

A profit was made after accounting for all production costs.

Spring

In March we put on a production of Dracula at the Lamproom Theatre in Barnsley.

A profit was made after accounting for all production costs.

Summer

We attended a local street fayre to raise funds for the charity. We had a tombola stall for the two days.

A total of £433 was raised for our funds.



**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In deciding upon our activities, we fully adhere to the charities objectives.

We provide a platform for people new to theatre work or who have experience, to work side-by-side.

We undertake most roles of the theatre such as directing, production, acting, making costumes, set/props design, stage management, backstage and front of house.

We also provide a way for new scripts to be performed.

All our productions are subject to open auditions and to differing abilities.

We produce three productions a year which are open for the public to come and watch.

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We are run by volunteers, and we are very grateful for the many hours of work that the volunteers put in in-order to produce theatre productions to an exceptionally high standard.

The day-to-day running and governance of the charity is down to an executive committee who dedicate their time freely to ensure that the charity adheres to its standards and commitments as well as to the charity commissions regulations.

Without people volunteering we couldn't continue to operate at such a high standard.

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed by other trustees

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The management of the Group is vested in an executive committee consisting of a Chairperson, a Secretary, a Treasurer and 7 more other members.

The executive committee handles the day to day running of the charity.

The executive committee is approved at the AGM. The executive committee members come up for re-election every two years at the AGM.

The chair, treasurer and secretary roles are elected annually at the AGM.

All trustees and members volunteer their time. There are no paid members or trustees.

The charity adheres to its policies including its child protection policy

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The active promotion and advancement of the dramatic arts for (mainly) adults of all ages and abilities in the Wakefield and surrounding areas.

Provide the opportunity for members of all ages and abilities to perform on stage, direct a production, see their own play performed, costumes, prop and set building, front of house and technical aspects of theatre.





## Trustees' Annual Report for the period

	Period start date				Period end date		
From	1	April	2024	To	31	March	2025

### Section A

### Reference and administration details

Charity name Wakefield Little Theatre

Other names charity is known by

Registered charity number (if any) 512988

Charity's principal address Holdsworth Hall

New Road

Middlestown

Postcode

WF4 4NS

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Helen Grace	Chair		
2	Sue Rowley	Secretary		
3	Malcolm Trigg	Treasurer		
4	Sheila Priest			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year



# Forrest Burlinson

CHARTERED ACCOUNTANTS  
& REGISTERED AUDITORS

## INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF WAKEFIELD LITTLE THEATRE

I report to the charity trustees on my examination of the accounts of the Charitable Incorporated Organisation (CIO) for the year ended 31 March 2025.

### Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 CIO as required by section 130 of the Act; or
- 2) the accounts do not accord with the accounting records

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.

### Use of our report

This report is made solely to the charity trustees, as a body. My work has been undertaken so that I might state to the charity trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity trustees as a body, for my work, for this report, for the statements I have made, or for the opinions I have stated.

Dated 8 October 2025

Darren Broadbent

Member of the Institute of Chartered Accountants in England and Wales  
for and on behalf of Forrest Burlinson Chartered Accountants

**Partners:** Simon Sheard | Ebrahim Suleman  
**Associate:** Darren Broadbent FCA, CTA, ATT (Fellow)  
Diploma in Charity Accounting  
**Tax Manager:** Adam Carney ACCA

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## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01-Apr-24

To

Period end date  
31-Mar-25

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
COTTAGE RENT	7,800	-	-	7,800	-
ROOM RENT	140	-	-	140	-
MEMBERSHIP	435	-	-	435	-
PRODUCTION	35,739	-	-	35,739	-
SAVINGS INTEREST	258	-	-	258	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>44,372</b>	<b>-</b>	<b>-</b>	<b>44,372</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>44,372</b>	<b>-</b>	<b>-</b>	<b>44,372</b>	<b>-</b>
<b>A3 Payments</b>					
COTTAGE	1,371	-	-	1,371	-
PREMISES	1,765	-	-	1,765	-
MORTGAGE	5,240	-	-	5,240	-
UTILITY	781	-	-	781	-
PRODUCTION	23,405	-	-	23,405	-
INSURANCE	929	-	-	929	-
WEBSITE	387	-	-	387	-
OTHER	1,271	-	-	1,271	-
	-	-	-	-	-
<b>Sub total</b>	<b>35,149</b>	<b>-</b>	<b>-</b>	<b>35,149</b>	<b>-</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>35,149</b>	<b>-</b>	<b>-</b>	<b>35,149</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>9,223</b>	<b>-</b>	<b>-</b>	<b>9,223</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>16,724</b>	<b>-</b>	<b>-</b>	<b>16,724</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>25,947</b>	<b>-</b>	<b>-</b>	<b>25,947</b>	<b>-</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	CASH	580	-	-
	BANK	25,367	-	-
		-	-	-
	<b>Total cash funds</b>	25,947	-	-
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	HOLDSWORTH HALL	180000	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	MORTGAGE		33,725	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		<i>Malcolm Trigg</i>	Malcolm TRIGG	6/OCT/25