

THE LITTLE THEATRE DONNINGTON SOCIETY

England & Wales · Charity number 518484

Details

Status Registered

Legal form Other

Registered 1987-02-17

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

Contact

Address Little Theatre Donnington
Wellington Road
Donnington
Telford
TF2 8AW

Phone 07971993802

Email thelittletheatredonnington@gmail.com

Website www.thelittletheatredonnington.co.uk

Activities

Objects: TO PROMOTE THE EDUCATION OF THE PUBLIC IN THE ARTS AND IN PARTICULAR IN MUSIC AND DRAMA.

Activities: Amateur Dramatic and Operatic Society at present performing five annual shows. Shows include pantomimes, plays, musicals and concert style shows (operatic/musicals).

Classification

- **How:** Other Charitable Activities
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Telford & Wrekin

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£39,807	£36,835	-	-
2024-03-31	£30,337	£30,558	-	-
2023-03-31	£30,549	£30,418	-	-
2022-03-31	£23,285	£31,256	-	-
2021-03-31	£31,457	£12,310	-	-

Trustees

Name	Role	Appointed
Kimberley Roberts	Chair	2023-07-07
Amanda Jane Nicolle		2025-02-07
Carol Robertson		2019-07-03
Dale Andrew Pritchard		2020-07-08
Jessica Susan May Bracken		2025-07-04
Leigh Margaret Kendal		2022-07-06
Rebecca Louise Mulvey Brown		2026-07-03
Sarah Jane Bishop		2019-07-03
Vicki-Louise Anderson-Stevens		2022-07-06

Accounts



THE LITTLE THEATRE DONNINGTON

TRUSTEES' ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2025

REGISTERED CHARITY NUMBER: 518484

The Little Theatre Donnington Society (hereafter known as the Little Theatre) is a registered charity. The object of the charity is to promote the education of the public in the arts and in particular in music and drama.

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REPORT OF THE TRUSTEES OF THE LITTLE THEATRE

The Charity Trustees present their report together with the financial statements of the charity for the year ended 31st March 2025. The financial statements comply with both the Charity's Constitution and the Charities Act 2011.

Objectives and Activities

The objects of the Society shall be to promote the education of the public in the arts and in particular in music and drama.

In furtherance of the above, but not further or otherwise the Society shall have power:

(1) to present, promote, organise, provide, manage and produce plays, drama, comedies, operettas, concerts, ballets, pantomimes, and other public performances on premises occupied by the Society or elsewhere

(2) to rent or lease property for use by the Society for the above object

(3) to do all such lawful things as shall further the above object

Public Benefit

The trustees continue to give regard to the Charity Commission's general guidance on public benefit (Charities and Public Benefit) in the relation to the charitable purpose of the charity. In the opinion of the trustees, the objectives of the charity as detailed above fall within the remit of 'for public benefit'.

In addition to a facility open to all who wish to benefit from being involved in the arts and theatre, we continued to offer a cost effective, varied programme of performances for the local population.

Membership

Membership of the Little Theatre is open to any member of the public, aged 10 and above, who wishes to join and who is prepared to pay an agreed membership fee and abide by the rules of the Society. As at 31st March 2025, the Little Theatre had

- 1 President
- 6 Life members
- 73 Adult members
- 2 Volunteers

Achievements and Performance

Shows

This year we performed two plays, a musical, a Pantomime and a concert. These were

- **Billy Liar:** a play. Show dates 25th – 27th April 2024
A total of 383 individuals attended these performances
- **Showtime Serenade:** a concert. Show date 13th July 2024
A total of 58 individuals attended these performances

- **A bunch of Amateurs:** a Play. Show dates 12th – 14th September 2024
A total of 247 individuals attended the performances
- **Wizard of Oz:** a Musical. Show dates 31st October – 2nd November 2024
A total of 854 individuals attended the performances
- **Rapunzel:** a Pantomime. Show dates 25th, 26th January & 1st February 2025
A total of 960 individuals attended the performances

The Contribution towards running costs made for each performance is shown below.

	Receipts	Payments	Contribution
<u>SHOW</u>	£	£	£
Billy Liar	3,745	996	2,749
Showtime Serenade	703	355	348
A Bunch of Amateurs	2,521	950	1,571
Wizard of Oz	14,207	8,672	5,535
Rapunzel	9,735	3,207	6,528
	30,912	14,180	16,732

Social Events

In addition to the productions, 5 social events were held for members their friends and Family; this included a ball to celebrate our 70th Anniversary that raised £670 through a raffle, a fish and chip supper, a society Photo, a baby shower and a Christmas Fair.

The Theatre

Maintenance at the theatre continued, this included installing a new drink making area in the makeup room, the carpark in front of the theatre has been redone and new lights have been purchased for the Auditorium.

Plans for Future Periods

We have the following shows planned for the coming year:

- Ladies Day: A play. Show Dates: 24th – 26th April 2025
- Lest we forget an 80th VE day celebration: Variety show. Show Date: 10th May 2025
- Agatha Crusty and the Village Hall Murders: A Play. Show Dates: 19th – 21st June 2025
- All Shook Up: A Musical. Show Dates: 2nd – 4th October 2025
- Pantomime: TBC. Show Dates: January 2026

Financial Review

We started the financial year in a very healthy position, with an opening balance of £33,546. During the course of the year, our receipts totaled £39,806 and our payments £36,833. £564 of these payments was spend on the maintenance mentioned above and £2,250 related to the 70 Anniversary Ball.

The Theatre continues to be a recipient for the Twinkl Lottery run by Telford and Wrekin Council and received £1,255 from lottery tickets purchased. We have also registered for Easy Fundraising and this year we have seen donations from them of £184.

The Theatre has been lucky enough in 2024/25 to have received a donation of £500 from Gaming rules!, a YouTube channel who provide how to play videos and reviews for board games as well as put on board game conventions. The owner receives add money on the YouTube channel monthly and always donates this to a charity. We were lucky enough to receive that money in December 2024

Reserves Policy

With regard to reserves, we aim to maintain a level commensurate with the running of the Theatre for 12 months including enhancement expenditure and maintenance.

The trustees continue to review the charity's requirements for reserves in light of the main risk to the organisation, a reduction of income. At the end of March 2025, the charity's total reserves were £36,518, £34,394 of which is unrestricted. Against the unrestricted spend of £35,755, the level of free reserves available to the charity is equivalent to just over 11.5 months running costs (excluding restricted funds) meaning this year our reserves are £1,361 lower than they should be. This is mainly due to increase show license fees compared to the previous year and increased spend on Social events mainly the 70th anniversary ball which will be a one off.

The following mitigations should prevent the society from dipping further into reserves in 2025/26:

- Three theatre hires are booked in.
- New heaters being installed in the Bar should reduce electricity costs, the committee are also starting to look at possible options for replacing the existing heating system in the Auditorium with something more energy efficient and suitable to heat the theatre.

However the trustees cannot be complacent and need to monitor the spend closely over the next year to ensure reserves do not need to be used.

The financial strategy is to maintain the level of the reserves by continually reviewing overheads and ensuring an adequate level of income is maintained through membership, charitable donations, show and bar revenue and fundraising activities.

Investment Policy

The Trustees and Management Committee have taken a low risk approach to investment, and maintain all the Society's liquid assets in a bank account.

Structure, Governance and Management

The Structure of the Little Theatre

The Trustees delegate the running of the Little Theatre to a committee which runs the affairs of the charity. The committee meet on a monthly basis to discuss all aspects of the Little Theatre, including its finances, its productions, its maintenance, its fundraising and its membership. Committee members are nominated from within the membership and appointed at the AGM.

Governing Document

The Little Theatre is an unincorporated registered charity based in Donnington in Shropshire. It is governed by a Constitution adopted on 21st October 1986 and was entered on the Register of Charities by the Charity Commission of England and Wales on 17th February 1987. The constitution was amended on 24th February 1988 and 23rd May 2017 and is currently being reviewed again by the committee.

Organisational Structure

The charity has a Board of Trustees consisting of at least 4 but no more than 10 individuals. The board consists of a president, a chair, a treasurer, a secretary and up to 6 elected trustees. The charity trustees are responsible for the strategic direction and policy of the charity.

Appointment of Trustees

All Trustees are required to be members of the Theatre prior to being recruited as a charity trustee. At the AGM in July 2019, it was agreed that all trustees would be made up of members of the Little theatre committee. All Committee members are appointed or reelected at the AGM by the current membership in attendance and are then appointed as Trustees.

Recruitment and Trustee Induction and Training

Whilst there is no formal induction process in place, trustees for The Little Theatre upon appointment are encouraged to read through the literature available on the Charity commission website to ensure they know their responsibilities. Existing trustee will discuss the following aspects of the organisation with potential new trustees and answer any questions arising.

- The role, responsibility and obligations of the charity trustees
- The main documents which set out the operational framework for the charity
- The current financial position as set out in the latest published accounts
- Future plans and objectives of the charity

In addition to the above, a copy of the latest Annual Report is given to all new trustees along with a charity trustee role description, a copy of the constitution, the Charity Commission's Trustee Handbook, the organisation's main policy documents and the latest financial statement.

Trustee training is provided as and when required.

Risk Management

The trustees review its key risks during the course of the year and established a risk register of the major risks to which the charity may be exposed and systems have been established to mitigate any identified risks. The risk of not being able to adequately fund the charity is the biggest risk which is why the trustees try to maintain a minimum level of unrestricted equivalent to 12 months expenditure as a contingency for emergencies

Procedures are in place to ensure compliance with Health and Safety for all visitors whilst visiting the theatre. Disclosure and Barring checks are made on all potential new volunteers where appropriate. General Data Protection Regulations, Vulnerable Adults and Child Protection policies are adhered to.

Responsibilities of the Trustees

The trustees must hold a minimum of nine meetings a year, there must be a quorum of two elected Officers and 3 elected Executive Committee members present at each (all of which are Trustees for the Theatre).

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its financial position at the end of that year. In preparing these financial statements the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgments and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will not continue in existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charity (Accounts Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Acknowledgements

Little Theatre Donnington would like to thank all of their members, volunteers and supporters for the skills, commitment and time that they have contributed throughout the year. Without your support we simply would not be able to do the work we do.

The Trustee Annual Report was approved by the Board of Trustees on the 6th June 2025 and were signed on their behalf by

.....
Mr Stephen Oliver-Davies, Chair

.....
Mrs Sarah Bishop, Treasurer

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Name: The Little Theatre Donnington
Charity Status: Unincorporated
Registered Charity Number: 518484
Registered Office and Operational Address: The Little Theatre
Wellington Road
Donnington
Shropshire
TF2 8AW
Telephone Number: 07971993802
Email Address: thelittletheatredonnington@gmail.com
Website: www.thelittletheatredonnington.co.uk

Charity Trustees:

Chair Mr Stephen Oliver-Davies
Secretary Mr Dale Pritchard
Treasurer Mrs Sarah Bishop
Trustees Mrs Carol Robertson
Miss Vicki Stevens
Miss Leigh Kendal
Miss Annika Dixon
Mrs Kimberley Roberts (was Cassells)
Mrs Amanda Nicolle (Co-opted by the committee in February 2025)

President: Mr Cyril Cox

Independent Examiner: Bev Richardson M.A.A.T
Charity AID Accountancy Services
Woodland Lodge
Dunston Business Village
Stafford Road
Dunston
Staffordshire
ST18 9AB

Bank: Lloyds Bank
113 The Border
Telford Shopping Centre
Telford
Shropshire
TF3 4AE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LITTLE THEATRE, DONNINGTON

I report on the financial statements of The Little Theatre, Donnington for the year ended 31 March 2025 which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. 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.

It is my responsibility to:

- Examine the accounts under Section 145 of the 2011 Act 2011
- 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 any 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 explanations from you as the 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 statement below.

Independent examiner's statement

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

(1) Which gives me reasonable cause to believe that, in any material respect, the requirements

- To keep accounting records in accordance with Section 130 of the 2011 Act; and
- To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Bev Richardson M.A.A.T.

Date: 6th June 2025

On Behalf of
Charity AID Accountancy Services
Woodland Lodge
Dunston Business Village
Stafford Road, Dunston
Staffordshire
ST18 9AB

THE LITTLE THEATRE DONNINGTON

Receipts and Payments Account for the period 1st April 2024 – 31st March 2025

	Notes	Unrestricted	Restricted	2025	2024
RECEIPTS		£	£	£	£
Grants & Donations	1	461	526	987	1,435
Membership	2	4,349	0	4,349	2,866
Charitable Activities	3	22,988	740	23,728	18,045
Generating Income	4	10,743	0	10,743	7,990
Investment Income	5	0	0	0	0
Other Income	6	0	0	0	0
		<u>38,541</u>	<u>1,266</u>	<u>39,807</u>	<u>30,337</u>

PAYMENTS

Generating Income	7	5,241	0	5,241	2,791
Charity Running Costs	8	11,847	0	11,847	11,771
Charitable Activities	9	12,245	897	13,142	10,322
Maintenance	10	5,737	183	5,920	5,031
Governance	11	200	0	200	366
Other Expenditure	12	485	0	485	276
		<u>35,755</u>	<u>1,080</u>	<u>36,835</u>	<u>30,558</u>

ASSETS & INVESTMENTS

Fixed Assets	13	0	0	0	2,049
Investments		0	0	0	0
		<u>0</u>	<u>0</u>	<u>0</u>	<u>2,049</u>

TOTAL PAYMENTS

		<u>35,755</u>	<u>1,080</u>	<u>36,835</u>	<u>32,607</u>
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Net incoming resources		<u>2,786</u>	<u>186</u>	<u>2,972</u>	<u>(2,269)</u>
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Transfer between funds		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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Cash Funds from Last year		31,608	1,938	33,546	35,815
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TOTAL CASH FUNDS		<u>34,394</u>	<u>2,124</u>	<u>36,518</u>	<u>33,564</u>
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THE LITTLE THEATRE DONNINGTON

Statement of Assets and Liabilities as at 31st March 2025

ASSETS AND LIABILITIES	Unrestricted	Restricted	Total
CASH FUNDS			
Petty Cash (General)	400	0	400
Petty Cash (Bar)	100	0	100
Lloyds Bank	33,894	2,124	36,018
OTHER MONETARY ASSETS	0	0	0
INVESTMENT ASSETS	0	0	0
ASSETS RETAINED FOR THE CHARITIES OWN USE			
Fixtures, Fittings, Equipment	1,639	0	1,639
Sound System	2,008	0	2,008
Bar Stock	440	0	440
LIABILITIES			
Independent Examination	200	0	200
Subscribers Advanced tickets sales	819	0	819

The financial statements were approved by the Board of Trustees on 6th June 2025 and were signed on their behalf by

.....
Mr Stephen Oliver-Davies, Chair

.....
Mrs Sarah Bishop, Treasurer

Notes to the Accounts

	Unrestricted	Restricted	2025	2024
	£	£	£	£
1 Grants & Donations				
Grants	0		0	500
Donations	461	526	987	935
	461	526	987	1,435
2 Membership				
Membership	1,795	0	1,795	1,095
Subscribers	819	0	819	772
Socials	1,735	0	1,735	1,000
	4,349	0	4,349	2,866
3 Charitable Activities				
Box office	21,709	0	21,709	16,129
Programmes	810	0	810	950
Calendars	0	0	0	20
Pianist Fund	0	740	740	385
Branded clothing	469	0	469	562
	22,988	740	23,728	18,045
4 Generating Income				
Raffles	1,944	0	1,944	1,088
Refreshments & Bar Sales	6,465	0	6,465	4,942
Advertising	310	0	310	300
Sale of Scripts	5	0	5	0
Theatre Hire	580	0	580	50
Twincl Lottery	1,255	0	1,255	1,463
Amazon Smile	0	0	0	71
Give as you live	0	0	0	0
Easy Fundraising	184	0	184	77
	10,743	0	10,743	7,990
5 Investment Interest				
Building Society Interest	0	0	0	0
	0	0	0	0
6 Other Income				
Miscellaneous	0	0	0	0
	0	0	0	0
7 Cost of generating Funds				
Refreshments & Bar Stock	2,939	0	2,939	2,393
Raffles	51	0	51	93
Socials	2,251	0	2,251	305
	5,241	0	5,241	2,791

Notes to the Accounts continued

8 Charity Running costs

Insurance	2,741	0	2,741	2,697
Telephone	0	0	0	0
Postage, Stationery, Printing	244	0	244	236
Rent	3,000	0	3,000	3,000
Water Rates	871	0	871	267
Electricity	3,675	0	3,675	4,195
IT/Website	903	0	903	759
Electrical Equipment	56	0	56	385
Other Equipment	83	0	83	145
Publicity	274	0	274	87
	11,847	0	11,847	11,771

9 Charitable Activities

Programmes & Posters	584	0	584	910
Calendars	0	0	0	0
Scripts	1,200	0	1,200	1,046
Costumes, Props, Materials	1,559	0	1,559	2,137
Theatre & Bar Staff Hire	225	0	225	0
Licences & Rental Fees	4,265	0	4,265	2,666
Technical Fund	362	157	519	0
Musician Fees	1,885	740	2,625	1,843
Performing rights	205	0	205	379
Branded Clothing	570	0	570	388
Misc. Show Expenses	1,390	0	1,390	952
	12,245	897	13,142	10,322

10 Maintenance

Fire & Safety Inspection	1,964	0	1,964	1,327
General Maintenance	2,417	67	2,484	1,991
Cleaning & Hygiene	909	0	909	845
Refurbishment	447	116	563	868
	5,737	183	5,920	5,031

11 Governance

Independent Examination	200	0	200	250
Trustee Expenses	0	0	0	116
	200	0	200	366

12 Other

Miscellaneous	485	0	485	276
	485	0	485	276

13 Fixed Assets

Emergency Exit signs	0	0	0	2,049
	0	0	0	2,049

Accounts



THE LITTLE THEATRE DONNINGTON

TRUSTEES' ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

REGISTERED CHARITY NUMBER: 518484

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(1) to present, promote, organise, provide, manage and produce plays, drama, comedies, operettas, concerts, ballets, pantomimes, and other public performances on premises occupied by the Society or elsewhere

(2) to rent or lease property for use by the Society for the above object

(3) to do all such lawful things as shall further the above object

Public Benefit

The trustees continue to give regard to the Charity Commission's general guidance on public benefit (Charities and Public Benefit) in the relation to the charitable purpose of the charity. In the opinion of the trustees, the objectives of the charity as detailed above fall within the remit of 'for public benefit'.

In addition to a facility open to all who wish to benefit from being involved in the arts and theatre, we continued to offer a cost effective, varied programme of performances for the local population.

Membership

Membership of the Little Theatre is open to any member of the public, aged 10 and above, who wishes to join and who is prepared to pay an agreed membership fee and abide by the rules of the Society. As at 31st March 2024, the Little Theatre had

- 1 President
- 6 Life members
- 70 Adult members
- 2 Volunteers

Achievements and Performance

Shows

This year we performed two plays, a musical and a Pantomime. These were

- **Waiting for god:** a play. Show dates 27th – 29th April 2023
A total of 381 individuals attended these performances
- **Habeus Corpus:** a Play. Show dates 21st – 23rd September 2023
A total of 285 individuals attended the performances
- **Hello Dolly:** a Musical. Show dates 26th – 28th October 2023

- A total of 400 individuals attended the performances
- **Robinson Crusoe:** a Pantomime. Show dates 20th – 27th January 2024
- A total of 940 individuals attended the performances

The Contribution towards running costs made for each performance is shown below.

	Receipts	Payments	Contribution
<u>SHOW</u>	£	£	£
Waiting for God	3,951	1,147	2,805
Habeus Corpus	2,827	867	1,960
Hello Dolly	6,767	4,917	1,850
Robinson Crusoe	10,054	4,453	5,602
	23,600	11,384	12,216

Social Events

In addition to the productions, 3 social events were held for members and their friends, a fish and chip supper, and 2 quiz nights.

The Theatre

Maintenance at the theatre continued, this included refurbishing the cage room to provide better storage, new shelving in the props hole and the replacement of the Emergency Exit signs for more efficient LED lit signs.

Plans for Future Periods

We have the following shows planned for the coming year:

- Billy Liar: A play. Show Dates: 25th – 27th April 2024
- A Bunch of Amateurs: A Play. Show Dates: 12th – 14th September 2024
- Wizard of Oz: A Musical. Show Dates: 31st October – 3rd November 2024
- Pantomime: TBC. Show Dates: January 2025

As the Society is celebrating its 70th anniversary this year we also have a couple of additional events to celebrate:

- A Ball on June 15th to bring together current and past members and supporters of the theatre
- A Showtime Serenade, a concert showcasing songs from Movies & Musicals on 13th & 14th July.

Financial Review

We started the financial year in a very healthy position, with an opening balance of £35,815. During the course of the year, our receipts totaled £30,337 and our payments £32,307. £2,917 of these payments was spend on the maintenance mentioned above.

The Theatre continues to be a recipient for the Twincl Lottery run by Telford and Wrekin Council and received £1,463 from lottery tickets purchased. We have also registered for Easy Fundraising and Amazon Smile, this year we have received £71 from Amazon Smile however Amazon Smile has now been disbanded therefore we will not be receiving anything

more going forward, this year has been the first year we have seen donations from easy Fundraising which have totaled £77.

The Theatre has been lucky enough in 2023/24 to have been able to qualify for a grant from Telford and Wrekin Council of £500 which along with the £1,000 received last year, shall shortly be using this to do improvements to the carpark.

In November 2022 we sold Calendars during the Calendar girls performances, it was advertised that 50% of the profit from these would be donated to a charity of our choice. As a result of these sales The Theatre have been able to make a charitable donation to Leukemia UK of £273.97 which was paid over in April 2023.

Reserves Policy

With regard to reserves, we aim to maintain a level commensurate with the running of the Theatre for 12 months including enhancement expenditure and maintenance.

The trustees continue to review the charity's requirements for reserves in light of the main risk to the organisation, a reduction of income. At the end of March 2024, the charity's total reserves were £33,546, £31,608 of which is unrestricted. Against the unrestricted spend of £31,948, the level of free reserves available to the charity is equivalent to just under 12 months running costs meaning this year we have dipped into our reserves by £334, this is the first time this has happened in recent years. This drop is due to increased costs electric being the main one and a reduction in ticket sales.

The following mitigations should prevent the society from dipping into reserves in 2024/25:

- Audience numbers are expected to increase for some shows and we have added 2 additional matinee performances to our Musical to encourage families & those not able to attend evening performances.
- Ticket sales for the Ball will cover the costs for planning the ball therefore it should be cost neutral however there is a raffle planned for the event to raise additional funds, local businesses are being approached to donate prizes.
- The concert in July will also bring additional income through both ticket and Bar sales.
- One theatre hire is booked in and the committee are working with Telford Theatre to see if the Little Theatre can accommodate any shows during their renovations, no dates have been agreed yet but this could be a useful additional source of income.
- Electricity costs should reduce due to moving on to a cheaper contract also the committee are starting to look at possible options for replacing the existing heating system with something more energy efficient and suitable to heat the theatre.

However the trustees cannot be complacent and need to monitor the spend closely over the next year to ensure reserves do not need to be used.

The financial strategy is to maintain the level of the reserves by continually reviewing overheads and ensuring an adequate level of income is maintained through membership, charitable donations, show and bar revenue and fundraising activities.

Investment Policy

The Trustees and Management Committee have taken a low risk approach to investment, and maintain all the Society's liquid assets in a bank account.

Structure, Governance and Management

The Structure of the Little Theatre

The Trustees delegate the running of the Little Theatre to a committee which runs the affairs of the charity. The committee meet on a monthly basis to discuss all aspects of the Little Theatre, including its finances, its productions, its maintenance, its fundraising and its membership. Committee members are nominated from within the membership and appointed at the AGM.

Governing Document

The Little Theatre is an unincorporated registered charity based in Donnington in Shropshire. It is governed by a Constitution adopted on 21st October 1986 and was entered on the Register of Charities by the Charity Commission of England and Wales on 17th February 1987. The constitution was amended on 24th February 1988 and 23rd May 2017

Organisational Structure

The charity has a Board of Trustees consisting of at least 4 but no more than 10 individuals. The board consists of a president, a chair, a treasurer, a secretary and up to 6 elected trustees. The charity trustees are responsible for the strategic direction and policy of the charity.

Appointment of Trustees

All Trustees are required to be members of the Theatre prior to being recruited as a charity trustee. At the AGM in July 2019, it was agreed that all trustees would be made up of members of the Little theatre committee. All Committee members are appointed or reelected at the AGM by the current membership in attendance and are then appointed as Trustees.

Recruitment and Trustee Induction and Training

Whilst there is no formal induction process in place, trustees for The Little Theatre upon appointment are encouraged to read through the literature available on the Charity commission website to ensure they know their responsibilities. Existing trustee will discuss the following aspects of the organisation with potential new trustees and answer any questions arising.

- The role, responsibility and obligations of the charity trustees
- The main documents which set out the operational framework for the charity
- The current financial position as set out in the latest published accounts
- Future plans and objectives of the charity

In addition to the above, a copy of the latest Annual Report is given to all new trustees along with a charity trustee role description, a copy of the constitution, the Charity Commission's Trustee Handbook, the organisation's main policy documents and the latest financial statement.

Trustee training is provided as and when required.

Risk Management

The trustees review its key risks during the course of the year and established a risk register of the major risks to which the charity may be exposed and systems have been established to mitigate any identified risks. The risk of not being able to adequately fund the charity is the biggest risk which is why the trustees try to maintain a minimum level of unrestricted equivalent to 12 months expenditure as a contingency for emergencies

Procedures are in place to ensure compliance with Health and Safety for all visitors whilst visiting the theatre. Disclosure and Barring checks are made on all potential new volunteers where appropriate. General Data Protection Regulations, Vulnerable Adults and Child Protection policies are adhered to.

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The trustees must hold a minimum of nine meetings a year, there must be a quorum of two elected Officers and 3 elected Executive Committee members present at each (all of which are Trustees for the Theatre).

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its financial position at the end of that year. In preparing these financial statements the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgments and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will not continue in existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charity (Accounts Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Acknowledgements

Little Theatre Donnington would like to thank all of their members, volunteers and supporters for the skills, commitment and time that they have contributed throughout the year. Without your support we simply would not be able to do the work we do.

The Trustee Annual Report was approved by the Board of Trustees on the 28th June 2024 and were signed on their behalf by

.....
Mr Stephen Oliver-Davies, Chair

.....
Mrs Sarah Bishop, Treasurer

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Name: The Little Theatre Donnington
Charity Status: Unincorporated
Registered Charity Number: 518484
Registered Office and Operational Address: The Little Theatre
Wellington Road
Donnington
Shropshire
TF2 8AW
Telephone Number: 07971993802
Email Address: thelittletheatredonnington@gmail.com
Website: www.thelittletheatredonnington.co.uk

Charity Trustees:

Chair Mr Stephen Oliver-Davies
Secretary Mr Dale Pritchard
Treasurer Mrs Sarah Bishop
Trustees Mrs Carol Robertson
Miss Jessica May Bracken (Stepped down July 2023)
Miss Vicki Stevens
Miss Leigh Kendal
Miss Annika Dixon
Ms Joanne Petford (Stepped down July 2023)
Miss Kimberley Cassells (Appointed July 2023)
Mrs Deborah Ann Taylor (Appointed July 2023)

President: Mr Cyril Cox

Independent Examiner: Bev Richardson M.A.A.T
Charity AID Accountancy Services
Woodland Lodge
Dunston Business Village
Stafford Road
Dunston
Staffordshire
ST18 9AB

Bank: Lloyds Bank
113 The Border
Telford Shopping Centre
Telford
Shropshire
TF3 4AE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LITTLE THEATRE, DONNINGTON

I report on the financial statements of The Little Theatre, Donnington for the year ended 31 March 2024 which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. 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.

It is my responsibility to:

- Examine the accounts under Section 145 of the 2011 Act 2011
- 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 any 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 explanations from you as the 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 statement below.

Independent examiner's statement

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

(1) Which gives me reasonable cause to believe that, in any material respect, the requirements

- To keep accounting records in accordance with Section 130 of the 2011 Act; and
- To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Bev Richardson M.A.A.T.

Date: 28th June 2024

On Behalf of
Charity AID Accountancy Services
Woodland Lodge
Dunston Business Village
Stafford Road, Dunston
Staffordshire
ST18 9AB

THE LITTLE THEATRE DONNINGTON

Receipts and Payments Account for the period 1st April 2023 – 31st March 2024

	Notes	Unrestricted	Restricted	2024	2023
		£	£	£	£
RECEIPTS					
Grants & Donations	1	935	500	1,435	1,422
Membership	2	2,866	0	2,866	1,957
Charitable Activities	3	17,660	385	18,045	18,993
Generating Income	4	7,990	0	7,990	8,178
Investment Income	5	0	0	0	0
Other Income	6	0	0	0	50
		<u>29,452</u>	<u>885</u>	<u>30,337</u>	<u>30,549</u>

PAYMENTS

Generating Income	7	2,791	0	2,791	2,786
Charity Running Costs	8	11,771	0	11,771	8,748
Charitable Activities	9	9,937	385	10,322	10,391
Maintenance	10	5,031	0	5,031	4,641
Governance	11	366	0	366	496
Other Expenditure	12	2	274	276	9
		<u>29,899</u>	<u>659</u>	<u>30,558</u>	<u>27,071</u>

ASSETS & INVESTMENTS

Fixed Assets	13	2,049	0	2,049	3,347
Investments		0	0	0	0
		<u>2,049</u>	<u>0</u>	<u>2,049</u>	<u>3,347</u>

TOTAL PAYMENTS

		<u>31,948</u>	<u>659</u>	<u>32,607</u>	<u>30,418</u>
--	--	---------------	------------	---------------	---------------

Net incoming resources		<u>(2,496)</u>	<u>226</u>	<u>(2,269)</u>	<u>131</u>
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Transfer between funds		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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Cash Funds from Last year		34,103	1,712	35,815	35,684
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TOTAL CASH FUNDS		<u>31,608</u>	<u>1,938</u>	<u>33,546</u>	<u>35,815</u>
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THE LITTLE THEATRE DONNINGTON

Statement of Assets and Liabilities as at 31st March 2024

ASSETS AND LIABILITIES	Unrestricted	Restricted	Total
CASH FUNDS			
Petty Cash (General)	421	0	421
Petty Cash (Bar)	180	0	180
Lloyds Bank	31,007	1,938	32,945
OTHER MONETARY ASSETS	0	0	0
INVESTMENT ASSETS	0	0	0
ASSETS RETAINED FOR THE CHARITIES OWN USE			
Fixtures, Fittings, Equipment	2,549	0	2,549
Sound System	2,678	0	2,678
Bar Stock	539	0	539
LIABILITIES			
Independent Examination	250	0	250
Subscribers Advanced tickets sales	772	0	772
Anniversary Ball Deposits	697	0	697

The financial statements were approved by the Board of Trustees on 28th June 2024 and were signed on their behalf by

.....
Mr Stephen Oliver-Davies, Chair

.....
Mrs Sarah Bishop, Treasurer

Notes to the Accounts

	Unrestricted	Restricted	2024	2023
	£	£	£	£
1 Grants & Donations				
Grants	0	500	500	1,000
Donations	935	0	935	422
	935	500	1,435	1,422
2 Membership				
Membership	1,095	0	1,095	1,220
Subscribers	772	0	772	667
Socials	1,000	0	1,000	70
	2,866	0	2,866	1,957
3 Charitable Activities				
Box office	16,129	0	16,129	17,141
Programmes	950	0	950	642
Calendars	20	0	20	770
Pianist Fund	0	385	385	440
Branded clothing	562	0	562	0
	17,660	385	18,045	18,993
4 Generating Income				
Raffles	1,088	0	1,088	1,047
Refreshments & Bar Sales	4,942	0	4,942	5,516
Advertising	300	0	300	0
Sale of Scripts	0	0	0	0
Theatre Hire	50	0	50	50
Twincl Lottery	1,463	0	1,463	1,459
Amazon Smile	71	0	71	106
Give as you live	0	0	0	0
Easy Fundraising	77	0	77	0
	7,990	0	7,990	8,178
5 Investment Interest				
Building Society Interest	0	0	0	0
	0	0	0	0
6 Other Income				
Miscellaneous	0	0	0	0
	0	0	0	0
7 Cost of generating Funds				
Refreshments & Bar Stock	2,393	0	2,393	2,614
Raffles	93	0	93	171
Socials	305	0	305	0
	2,791	0	2,791	2,786

Notes to the Accounts continued

8 Charity Running costs

Insurance	2,697	0	2,697	2,378
Telephone	0	0	0	0
Postage, Stationery, Printing	236	0	236	327
Rent	3,000	0	3,000	3,000
Water Rates	267	0	267	192
Electricity	4,195	0	4,195	531
IT/Website	759	0	759	1,009
Electrical Equipment	385	0	385	374
Other Equipment	145	0	145	938
Publicity	87	0	87	0
	11,771	0	11,771	8,748

9 Charitable Activities

Programmes & Posters	910	0	910	1,000
Calendars	0	0	0	262
Scripts	1,046	0	1,046	434
Costumes, Props, Materials	2,137	0	2,137	1,504
Theatre & Bar Staff Hire	0	0	0	29
Licences & Rental Fees	2,666	0	2,666	3,634
Technical Fund	0	0	0	46
Musician Fees	1,458	385	1,843	2,040
Performing rights	379	0	379	370
Branded Clothing	388	0	388	0
Misc. Show Expenses	952	0	952	1,072
	9,937	385	10,322	10,391

10 Maintenance

Fire & Safety Inspection	1,327	0	1,327	1,210
General Maintenance	1,991	0	1,991	2,089
Cleaning & Hygiene	845	0	845	478
Refurbishment	868	0	868	863
	5,031	0	5,031	4,641

11 Governance

Independent Examination	250	0	250	250
Trustee Expenses	116	0	116	246
	366	0	366	250

12 Other

Miscellaneous	2	274	276	9
	2	274	276	9

13 Fixed Assets

Emergency Exit signs	2,049	0	2,049	3,347
	2,049	0	2,049	3,347

THE LITTLE THEATRE DONNINGTON SOCIETY

England & Wales - Charity number 518484

Accounts



THE LITTLE THEATRE DONNINGTON

TRUSTEES' ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

REGISTERED CHARITY NUMBER: 518484

The Little Theatre Donnington Society (hereafter known as the Little Theatre) is a registered charity. The object of the charity is to promote the education of the public in the arts and in particular in music and drama.

<u>Contents</u>	<u>Page</u>
Report of the Trustees	1-5
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Report of the Independent Examiner	7
Receipts and Payments Account	8
Statement of Assets and Liabilities	9
Notes to the Accounts	10-11

REPORT OF THE TRUSTEES OF THE LITTLE THEATRE

The Charity Trustees present their report together with the financial statements of the charity for the year ended 31st March 2023. The financial statements comply with both the Charity's Constitution and the Charities Act 2011.

Objectives and Activities

The objects of the Society shall be to promote the education of the public in the arts and in particular in music and drama.

In furtherance of the above, but not further or otherwise the Society shall have power:

(1) to present, promote, organise, provide, manage and produce plays, drama, comedies, operettas, concerts, ballets, pantomimes, and other public performances on premises occupied by the Society or elsewhere

(2) to rent or lease property for use by the Society for the above object

(3) to do all such lawful things as shall further the above object

Public Benefit

The trustees continue to give regard to the Charity Commission's general guidance on public benefit (Charities and Public Benefit) in the relation to the charitable purpose of the charity. In the opinion of the trustees, the objectives of the charity as detailed above fall within the remit of 'for public benefit'.

In addition to a facility open to all who wish to benefit from being involved in the arts and theatre, we continued to offer a cost effective, varied programme of performances for the local population.

Membership

Membership of the Little Theatre is open to any member of the public, aged 10 and above, who wishes to join and who is prepared to pay an agreed membership fee and abide by the rules of the Society. As at 31st March 2023, the Little Theatre had

- 1 President
- 5 Life members
- 70 Adult members
- 2 Volunteers

Achievements and Performance

Shows

This has been our first full year of shows since we reopened after Covid, we performed two plays, a musical and a Pantomime. These were

- **Deadly Nightcap:** a play. Show dates 7th – 9th April 2022
A total of 240 individuals attended these performances
- **The Cripple of Inishmaan:** a Play. Show dates 22nd – 24th September 2022
A total of 191 individuals attended the performances

- **Calendar Girls the Musical:** a Musical. Show dates 3rd – 5th November 2022
A total of 701 individuals attended the performances
- **Peter Pan:** a Pantomime. Show dates 21st – 29th January 2022
A total of 1163 individuals attended the performances

The Surplus/deficit made for each performance is shown below.

	Receipts	Payments	Surplus
<u>SHOW</u>	£	£	£
Deadly nightcap	2,230	454	1,777
The Cripple of Innishmaan	1,806	948	859
Calendar Girls the musical*	10,462	4,826	5,636
Peter Pan	10,716	4,188	6,528
	25,215	10,416	14,800

*During Calendar Girls the cast and crew kindly posed for some calendars, the profit made from the sale of these calendars was £547.94, £273.97 (50%) has been kept by ourselves and £273.97 (50%) is to be donated to Leukaemia UK, the whole of the £547.94 is included in the above figures.

Social Events

In addition to the productions, 4 social events were held for members and their friends, a Karaoke night, a fish and chip supper, a curry and quiz night and a Christmas party.

The Theatre

Maintenance at the theatre continued, this included a new alarm system a new sound system, work to fix the water to allow for hot water in the toilets, repairs to pipework in the stage/makeup room area after some frozen pipes burst and roof repairs.

Plans for Future Periods

We have the following shows planned for the coming year:

- Waiting for God: A play. Show Dates: 27th – 29th April 2023
- Habeas Corpus: A Play. Show Dates: 21st – 23rd September 2023
- Hello Dolly: A Musical. Show Dates: 26th – 28th October 2023
- Pantomime: TBC. Show Dates: January 2024

Due to the increased cost of license fees and the increased ticket prices for the 2023/24 performances, some work has been done this year to look at and revise budgets for shows going forward to ensure we are able to put on the standard of performances we strive to achieve, as well as being able to cover the theatre running costs and allow for improvements to be made.

Financial Review

We started the financial year in a very healthy position, with an opening balance of £35,684. During the course of the year, our receipts totaled £30,549 and our payments £30,418. £4,210 of these payments was spend on the maintenance mentioned above.

The Theatre continues to be a recipient for the Twincl Lottery run by Telford and Wrekin Council and received £1,459 from lottery tickets purchased. We have also registered for Give as you live, Easy Fundraising and Amazon Smile, this year we have received £106 from Amazon Smile however we have been informed Amazon Smile has been closed therefore we will not be receiving anything more going forward.

The Theatre has been lucky enough in 2022/23 to have been able to qualify for a grant from Telford and Wrekin Council of £1,000 earmarked to help with works we plan to do to the carpark.

Reserves Policy

With regard to reserves, we aim to maintain a level commensurate with the running of the Theatre for 12 months including enhancement expenditure and maintenance.

The trustees continue to review the charity's requirements for reserves in light of the main risk to the organisation, a reduction of income. At the end of March 2023, the total charity's reserves were £35,815, £34,103 of which is unrestricted. Although the level of free reserves available to the charity is equivalent to 14 months running costs based on this year's expenditure, the Trustees cannot be complacent.

As the Theatre is now back open to the public and audience number have been at a similar level to before the pandemic started, it is expected that we will not need to use our reserves to get us through this next financial year.

The financial strategy is to maintain the level of the reserves by continually reviewing overheads and ensuring an adequate level of income is maintained through membership, charitable donations, show and bar revenue and fundraising activities.

Investment Policy

The Trustees and Management Committee have taken a low risk approach to investment, and maintain all the Society's liquid assets in a bank account.

Structure, Governance and Management

The Structure of the Little Theatre

The Trustees delegate the running of the Little Theatre to a committee which runs the affairs of the charity. The committee meet on a monthly basis to discuss all aspects of the Little Theatre, including its finances, its productions, its maintenance, its fundraising and its membership. Committee members are nominated from within the membership and appointed at the AGM.

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- Select suitable accounting policies and apply them consistently;
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- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
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Acknowledgements

Little Theatre Donnington would like to thank all of their members, volunteers and supporters for the skills, commitment and time that they have contributed throughout the year. Without your support we simply would not be able to do the work we do.

The Trustee Annual Report was approved by the Board of Trustees on the 16th June 2023 and were signed on their behalf by

.....
Mr Stephen Oliver-Davies, Chair

.....
Mrs Sarah Bishop, Treasurer

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Name: The Little Theatre Donnington

Charity Status: Unincorporated

Registered Charity Number: 518484

Registered Office and Operational Address: The Little Theatre
Wellington Road
Donnington
Shropshire
TF2 8AW

Telephone Number: 07971993802

Email Address: thelittletheatredonnington@gmail.com

Website: www.thelittletheatredonnington.co.uk

Charity Trustees:

Chair Mr Stephen Oliver-Davies

Secretary Mr Dale Pritchard

Treasurer Mrs Sarah Bishop

Trustees Miss Nina Aver (Stepped down July 2022)
Mrs Carol Robertson
Miss Kimberley Cassells (Stepped down July 2022)
Miss Claire Anne Hall (Stepped down July 2022)
Miss Jessica May Bracken
Miss Vicki Stevens (Appointed July 2022)
Miss Leigh Kendal (Appointed July 2022)
Miss Annika Dixon (Appointed July 2022)
Ms Joanne Petford (Appointed July 2022)

President: Mr Cyril Cox

Independent Examiner: Bev Richardson M.A.A.T
Charity AID Accountancy Services
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It is my responsibility to:

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- 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 any 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 explanations from you as the 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 statement below.

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- To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Bev Richardson M.A.A.T.

Date: 16th June 2023

On Behalf of
Charity AID Accountancy Services
Woodland Lodge
Dunston Business Village
Stafford Road, Dunston
Staffordshire
ST18 9AB

THE LITTLE THEATRE DONNINGTON

Receipts and Payments Account for the period 1st April 2022 – 31st March 2023

	Notes	Unrestricted	Restricted	2023	2022
		£	£	£	£
RECEIPTS					
Grants & Donations	1	422	1,000	1,422	8,548
Membership	2	1,956	0	1,956	855
Charitable Activities	3	18,278	714	18,992	9,308
Generating Income	4	8,179	0	8,179	4,523
Investment Income	5	0	0	0	0
Other Income	6	0	0	0	50
		<u>28,835</u>	<u>1,714</u>	<u>30,549</u>	<u>23,285</u>
PAYMENTS					
Generating Income	7	2,785	0	2,785	1,689
Charity Running Costs	8	8,749	0	8,749	8,652
Charitable Activities	9	9,951	440	10,391	3,976
Maintenance	10	4,641	0	4,641	16,607
Governance	11	496	0	496	250
Other Expenditure	12	9	0	9	82
		<u>26,631</u>	<u>440</u>	<u>27,071</u>	<u>31,255</u>
ASSETS & INVESTMENTS					
Fixed Assets	13	3,347	0	3,347	0
Investments		0	0	0	0
		<u>3,347</u>	<u>0</u>	<u>3,347</u>	<u>0</u>
TOTAL PAYMENTS		<u>29,978</u>	<u>440</u>	<u>30,418</u>	<u>31,255</u>
Net incoming resources					
		<u>(1,143)</u>	<u>1,274</u>	<u>131</u>	<u>(7,971)</u>
Transfer between funds					
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Funds from Last year		35,246	438	35,684	43,655
TOTAL CASH FUNDS		<u>34,103</u>	<u>1,712</u>	<u>35,815</u>	<u>35,684</u>

THE LITTLE THEATRE DONNINGTON

Statement of Assets and Liabilities as at 31st March 2023

ASSETS AND LIABILITIES	Unrestricted	Restricted	Total
CASH FUNDS			
Petty Cash (General)	302	0	302
Petty Cash (Bar)	100	0	100
Lloyds Bank	33,701	1,712	35,413
OTHER MONETARY ASSETS	0	0	0
INVESTMENT ASSETS	0	0	0
ASSETS RETAINED FOR THE CHARITIES OWN USE			
Fixtures, Fittings, Equipment	1,000	0	1,000
Sound System	3,347	0	3,347
Bar Stock	530	0	530
LIABILITIES			
Independent Examination	250	0	250
Subscribers Advanced tickets sales	667	0	667
Donation to Leukemia UK	0	274	274

The financial statements were approved by the Board of Trustees on 16th June 2023 and were signed on their behalf by

.....
Mr Stephen Oliver-Davies, Chair

.....
Mrs Sarah Bishop, Treasurer

Notes to the Accounts

	Unrestricted	Restricted	2023	2022
	£	£	£	£
1 Grants & Donations				
Grants	0	1,000	1,000	8,280
Donations	422	0	422	268
	422	1,000	1,422	8,548
2 Membership				
Membership	1,220	0	1,220	590
Subscribers	667	0	667	265
Socials	69	0	69	0
	1,956	0	1,956	855
3 Charitable Activities				
Box office	17,140	0	17,140	8,923
Programmes	642	0	642	145
Calendars	496	274	770	0
Pianist Fund	0	440	440	240
	18,278	714	18,992	9,308
4 Generating Income				
Raffles	1,047	0	1,047	496
Refreshments & Bar Sales	5,516	0	5,516	2,508
Advertising	0	0	0	0
Sale of Scripts	1	0	1	0
Theatre Hire	50	0	50	0
Twincl Lottery	1,459	0	1,459	1,445
Amazon Smile	106	0	106	75
Give as you live	0	0	0	0
Easy Fundraising	0	0	0	0
	8,179	0	8,179	4,523
5 Investment Interest				
Building Society Interest	0	0	0	0
	0	0	0	0
6 Other Income				
Miscellaneous	0	0	0	50
	0	0	0	50
7 Cost of generating Funds				
Refreshments & Bar Stock	2,614	0	2,614	1,650
Raffles	171	0	171	40
Socials	0	0	0	0
	2,785	0	2,785	1,689

Notes to the Accounts continued

8 Charity Running costs

Insurance	2,378	0	2,378	2,378
Telephone	0	0	0	0
Postage, Stationery, Printing	327	0	327	203
Rent	3,000	0	3,000	3,000
Water Rates	192	0	192	202
Electricity	531	0	531	2,598
IT/Website	1,009	0	1,009	89
Electrical Equipment	374	0	374	99
Other Equipment	938	0	938	83
Publicity	0	0	0	0
	8,749	0	8,749	8,652

9 Charitable Activities

Programmes & Posters	1,000	0	1,000	241
Calendars	262	0	262	0
Scripts	433	0	433	40
Costumes, Props, Materials	1,504	0	1,504	789
Theatre & Bar Staff Hire	29	0	29	0
Licences & Rental Fees	3,634	0	3,634	1,091
Technical Fund	47	0	47	10
Musician Fees	1,600	440	2,040	540
Performing rights	370	0	370	1,061
Misc. Show Expenses	1,072	0	1,072	204
	9,951	440	10,391	3,976

10 Maintenance

Fire & Safety Inspection	1,210	0	1,210	1,261
General Maintenance	2,089	0	2,089	2,285
Cleaning & Hygiene	478	0	478	84
Refurbishment	864	0	864	12,977
	4,641	0	4,641	16,607

11 Governance

Independent Examination	250	0	250	250
Trustee Expenses	246	0	246	0
	496	0	496	250

12 Other

Miscellaneous	9	0	9	82
	9	0	9	82

13 Fixed Assets

Sound System	3,347	0	3,347	0
	3,347	0	3,347	0

Accounts



THE LITTLE THEATRE DONNINGTON
TRUSTEES' ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

REGISTERED CHARITY NUMBER: 518484

The Little Theatre Donnington Society (hereafter known as the Little Theatre) is a registered charity. The object of the charity is to promote the education of the public in the arts and in particular in music and drama.

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REPORT OF THE TRUSTEES OF THE LITTLE THEATRE

The Charity Trustees present their report together with the financial statements of the charity for the year ended 31st March 2021. The financial statements comply with both the Charity's Constitution and the Charities Act 2011.

Objectives and Activities

The objects of the Society shall be to promote the education of the public in the arts and in particular in music and drama.

In furtherance of the above, but not further or otherwise the Society shall have power:

- (1) to present, promote, organise, provide, manage and produce plays, drama, comedies, operettas, concerts, ballets, pantomimes, and other public performances on premises occupied by the Society or elsewhere
- (2) to rent or lease property for use by the Society for the above object
- (3) to do all such lawful things as shall further the above object

Public Benefit

The trustees continue to give regard to the Charity Commission's general guidance on public benefit (Charities and Public Benefit) in the relation to the charitable purpose of the charity. In the opinion of the trustees, the objectives of the charity as detailed above fall within the remit of 'for public benefit'.

In addition to a facility open to all who wish to benefit from being involved in the arts and theatre, we continued to offer a cost effective, varied programme of performances for the local population.

Membership

Membership of the Little Theatre is open to any member of the public, aged 10 and above, who wishes to join and who is prepared to pay an agreed membership fee and abide by the rules of the Society. As at 31st March 2021, the Little Theatre had

- 1 President
- 4 Life members
- 56 Adult members
- 2 Volunteers

Achievements and Performance

Due to Covid restrictions there have been no performances this year.

We have managed to hold a few virtual social events for members, their friends and family, these included: 2 quizzes during the first lockdown and a Christmas quiz.

Maintenance at the theatre continued within covid restriction, recarpeting and redecorating the dressing rooms, sorting through all the costumes held at the theatre with many being thrown, donated or sold on and the rest being put into new storage boxes.

Plans for Future Periods

Subject to change following government advice regarding the restrictions on social distancing relating to the ongoing Covid-19 pandemic, we currently have the following shows planned for the coming year:

- Begin Again: A Concert. Show Dates: 16th – 18th September 2021 – to include an extra show on 15th FoC for frontline staff
- Jack and the Beanstalk: A Pantomime. Show Dates: 22nd, 23rd & 29th January 2021
- Looking forward to 2022/23 we have also been lucky enough to obtain the rights to perform Calendar Girls the musical 26th – 28th May 2022

Covid-19

As a result of the Covid-19 pandemic, The Little Theatre temporarily closed its door on 16th March 2020 and has remained closed for the whole of the financial year 2020/2021.

This has meant that all show that were planned had to be cancelled therefore our normal sources of revenue dried up, however we have been extremely fortunate to have had support from Telford and Wrekin council and our members which has seen us come through this pandemic relatively unscathed.

Since the end of the financial year we have also received another Covid-19 grant from Telford and Wrekin council for £8,000 and we have received a nomination from Cllr James Lavery for a £280 from the Councillors Pride Fund 2020 towards redecorating the theatre.

Financial Review

We started the financial year in a very healthy position, with an opening balance of £24,508. During the course of the year, our receipts totaled £31,457 and our payments £12,310.

The Theatre continues to be a recipient for the Twincl Lottery run by Telford and Wrekin Council and received £1,480 from lottery tickets purchased. We have also registered for Give as you live and Amazon Smile, this year we have received £46 from Amazon Smile.

The Theatre has been lucky enough in 2020/21 to have been able to qualify for grants of £24,803.35 from Telford and Wrekin Council under the Retail, Hospitality and Leisure business Grant Fund set up to help businesses through the Covid-19 pandemic.

Due to the theatre being closed for the full 12 months of 2020/21, the stock behind the bar reached or was nearing the expiry dates. We were able to donate some items that were still in date to the local food bank to help local families during the covid pandemic. Most of the rest of the stock had to be disposed of as it was past its expiry date.

Reserves Policy

With regard to reserves, we aim to maintain a level commensurate with the running of the Theatre for 12 months including enhancement expenditure and maintenance.

The trustees continue to review the charity's requirements for reserves in light of the main risk to the organisation, a reduction of income. At the end of March 2021, the total charity's reserves were £43,655, £43,277 of which is unrestricted. Although the level of free reserves available to the charity is equivalent to 46 months running costs based on this year's expenditure or 21 year at 2019/20 expenditure, the Trustees cannot be complacent.

The levels of reserves needed in 2021/22 is very unpredictable, the theatre will not be able to open its doors to the public until June 2021 at the earliest. We also face the possibility of lower than normal audience numbers due to possible restrictions that may be imposed along with customers feeling safe in returning to theatres we cannot estimate what level of reserves we will need to use.

The financial strategy is to maintain the level of the reserves by continually reviewing overheads and ensuring an adequate level of income is maintained through membership, charitable donations, show and bar revenue and fundraising activities.

Investment Policy

The Trustees and Management Committee have taken a low risk approach to investment, and maintain all the Society's liquid assets in a bank account.

Structure, Governance and Management

The Structure of the Little Theatre

The Trustees delegate the running of the Little Theatre to a committee which runs the affairs of the charity. The committee meet on a monthly basis to discuss all aspects of the Little Theatre, including its finances, its productions, its maintenance, its fundraising and its membership. Committee members are nominated from within the membership and appointed at the AGM.

Governing Document

The Little Theatre is an unincorporated registered charity based in Donnington in Shropshire. It is governed by a Constitution adopted on 21st October 1986 and was entered on the Register of Charities by the Charity Commission of England and Wales on 17th February 1987. The constitution was amended on 24th February 1988 and 23rd May 2017

Organisational Structure

The charity has a Board of Trustees consisting of at least 4 but no more than 10 individuals. The board consists of a president, a chair, a treasurer, a secretary and up to 6 elected trustees. The charity trustees are responsible for the strategic direction and policy of the charity.

Appointment of Trustees

All Trustees are required to be members of the Theatre prior to being recruited as a charity trustee. At the AGM in July 2019, it was agreed that all trustees would be made up of members of the Little theatre

committee. All Committee members are appointed or reelected at the AGM by the current membership in attendance and are then appointed as Trustees.

Recruitment and Trustee Induction and Training

Whilst there is no formal induction process in place, trustees for The Little Theatre upon appointment are encouraged to read through the literature available on the Charity commission website to ensure they know their responsibilities. Existing trustee will discuss the following aspects of the organisation with potential new trustees and answer any questions arising.

- The role, responsibility and obligations of the charity trustees
- The main documents which set out the operational framework for the charity
- The current financial position as set out in the latest published accounts
- Future plans and objectives of the charity

In addition to the above, a copy of the latest Annual Report is given to all new trustees along with a charity trustee role description, a copy of the constitution, the Charity Commission's Trustee Handbook, the organisation's main policy documents and the latest financial statement.

Trustee training is provided as and when required.

Risk Management

The trustees review its key risks during the course of the year and established a risk register of the major risks to which the charity may be exposed and systems have been established to mitigate any identified risks. The risk of not being able to adequately fund the charity is the biggest risk which is why the trustees try to maintain a minimum level of unrestricted equivalent to 12 months expenditure as a contingency for emergencies

Procedures are in place to ensure compliance with Health and Safety for all visitors whilst visiting the theatre. Disclosure and Barring checks are made on all potential new volunteers where appropriate. General Data Protection Regulations, Vulnerable Adults and Child Protection policies are adhered to.

Responsibilities of the Trustees

The trustees must hold a minimum of nine meetings a year, there must be a quorum of two elected Officers and 3 elected Executive Committee members present at each (all of which are Trustees for the Theatre).

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its financial position at the end of that year. In preparing these financial statements the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgments and estimates that are reasonable and prudent

- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will not continue in existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charity (Accounts Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Acknowledgements

Little Theatre Donnington would like to thank all of their members for their continual support throughout this financial year especially in the midst of a global Pandemic.

Also, many thanks go to our volunteers and supporters for the skills, commitment and time that they have contributed throughout the year. Without your support we simply would not be able to do the work we do.

The Trustee Annual Report was approved by the Board of Trustees on the 29th June 2021 and were signed on their behalf by

.....

 Mr Stephen Oliver-Davies, Chair
 Treasurer

Miss Sarah Taylor,

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Name:	The Little Theatre Donnington
Charity Status:	Unincorporated
Registered Charity Number:	518484
Registered Office and Operational Address:	The Little Theatre Wellington Road Donnington Shropshire TF2 8AW
Telephone Number:	01952 242847
Email Address:	boxoffice@little-theatre.org.uk
Website:	www.thelittletheatredonnington.co.uk

Charity Trustees:

Chair	Mr Stephen Oliver-Davies
Secretary	Mrs Vikki Lee
Treasurer	Miss Sarah Taylor
Trustees	Mr Thomas Oliver-Davies (Stepped down July 2020)
	Ms Zoe Hailey (Stepped down July 2020)
	Miss Nina Aver
	Mrs Carol Robertson
	Mr Dale Pritchard (appointed July 2020)
	Miss Kimberley Cassells (appointed July 2020)
	Mrs Claire Anne Hall (appointed July 2020)

President: Mr Cyril Cox

Independent Examiner:

Bev Richardson M.A.A.T., Charity AID Accountancy Services, Woodland Lodge, Dunston Business Village, Stafford Road, Dunston, Staffordshire, ST18 9AB

Bank:

Lloyds Bank , 113 The Border, Telford Shopping Centre, Telford, Shropshire, TF3 4AE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LITTLE THEATRE, DONNINGTON

I report on the financial statements of The Little Theatre, Donnington for the year ended 31 March 2021 which are set out on pages 7 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. 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.

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 any 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 explanations from you as the 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 statement below.

Independent examiner's statement

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

(1) Which gives me reasonable cause to believe that, in any material respect, the requirements

- To keep accounting records in accordance with Section 130 of the 2011 Act; and
- To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Bev Richardson M.A.A.T.

Date: 29th June 2021

On Behalf of
Charity AID Accountancy Services
Woodland Lodge
Dunston Business Village
Stafford Road, Dunston
Staffordshire
ST18 9AB

THE LITTLE THEATRE DONNINGTON

Receipts and Payments Account for the period 1st April 2020 - 31st March 2021

	Notes	Unrestricted £	Restricted £	2021 £	2020 £
<u>RECEIPTS</u>					
Grants & Donations	1	27,784	189	27,973	1,421
Membership	2	760	0	760	1,932
Charitable Activities	3	0	0	0	14,136
Generating Income	4	1,598	0	1,598	9,785
Investment Income	5	6	0	6	9
Other Income	6	1,120	0	1,120	164
		31,268	189	31,457	27,447
<u>PAYMENTS</u>					
Generating Income	7	0	0	0	2,285
Charity Running Costs	8	9,615	0	9,615	8,464
Charitable Activities	9	464	0	464	7,578
Maintenance	10	1,913	0	1,914	5,459
Governance	11	316	0	316	92

Other Expenditure	12	2	0	2	423
		12,310	0	12,310	24,301
<u>ASSETS & INVESTMENTS</u>					
Fixed Assets		0	0	0	0
Investment		0	0	0	0
		0	0	0	0
TOTAL PAYMENTS		12,310	0	12,310	24,301
Net incoming resources		18,958	189	19,147	3,146
Transfer between funds		0	0	0	0
Cash funds from last year		24,319	189	24,508	21,362
TOTAL CASH FUNDS		43,277	378	43,655	24,508

THE LITTLE THEATRE DONNINGTON

Statement of Assets and Liabilities as at 31st March 2021

ASSETS AND LIABILITIES

	Unrestric ted	Restrict ed	Total
CASH FUNDS			
Petty Cash (General)	358	0	358
Petty Cash (Bar)	41	0	41
Lloyds Bank	42,878	378	43,256
Nationwide	0	0	0
OTHER MONETARY ASSETS	0	0	0
INVESTMENT ASSETS	0	0	0
ASSETS RETAINED FOR THE CHARITY'S OWN USE			
Fixtures, Fittings, Equipment	4,903	0	4,903
Bar Stock	113	0	113
LIABILITIES			
Independent Examination	250	0	250
Subscribers advanced	857	0	857

tickets sales

Note subscribers of £1,127 paid in advance 2019/20 for the 2020/21 season were given the option of refunds or carry forward to 2021/22. Some donated, some carried forward therefore liability if £857 plus adjustments in 2020/21 accounts.

The financial statements were approved by the Board of Trustees on 29th June 2021 and were signed on their behalf by

.....
.....
Mr Stephen Oliver-Davies, Chair
Treasurer

Miss Sarah Taylor,

Notes to the Accounts

	Unrestric ted £	Restricte d £	2021 £	2020 £
1 Grants & Donations				
Grants	26,803	0	26,803	0
Donations	981	189	1,170	1,421
	27,784	189	27,973	1,421
2 Membership				
Membership	760	0	760	805
Subscribers	0	0	0	1,127
Socials	0	0	0	0
	760	0	760	1,932
3 Charitable Activities				
Box Office	0	0	0	13,544
Programmes	0	0	0	427
Pianist Fund	0	0	0	165
	0	0	0	14,136
4 Generating Income				
Raffles	0	0	0	1,167
Refreshment & Bar Sales	72	0	72	5,651

Advertising	0	0	0	335
Sale of Scripts	0	0	0	0
Theatre Hire	0	0	0	1,135
Twincl Lottery	1,480	0	1,480	1,483
Amazon Smile	46	0	46	14
	1,598	0	1,598	9,785
5 Investment Interest				
Building Society Interest	6	0	6	9
	6	0	6	9
6 Other Income				
Miscellaneous	1,120	0	1,120	164
	1,120	0	1,120	164
7 Cost of Generating Funds				
Refreshments & Bar Stock	0	0	0	2,273
Raffles	0	0	0	0
Socials	0	0	0	12
	0	0	0	2,285

Notes to the Accounts continued

	Unrestricted	Restricted	2021	2020
8 Charity Running Costs				
Insurance	2,378	0	2,378	2,883
Telephone	315	0	315	406
Postage, Stationery, Printing	33	0	33	127
Rent	3,000	0	3,000	2,793
Water Rates	178	0	178	116
Electricity	3,599	0	3,599	1,768
IT / Website	74	0	74	111
Electrical Equipment	0	0	0	260
Other Equipment	38	0	38	0
Publicity	0	0	0	0
	9,615	0	9,615	8,464
9 Charitable Activities				
Programmes & Posters	0	0	0	841
Scripts	0	0	0	151
Costumes, Props, Materials	0	0	0	900
Theatre & Bar Staff Hire	0	0	0	422

	Licences & Rental Fees	347	0	347	1,483
	Technical Fund	0	0	0	51
	Musician Fees	0	0	0	2,730
	Performing Rights	117	0	117	985
	Misc. Show Expenses	0	0	0	15
		464	0	464	7,578
1	Maintenance				
0	Fire & Safety Inspection	1,143	0	1,143	957
	General Maintenance	348	0	348	1,640
	Cleaning & Hygiene	19	0	19	162
	Refurbishment	403	0	403	2,700
		1,913	0	1,913	5,459
1	Governance				
1	Independent Examination	300	0	300	50
	Trustee Expenses	16	0	16	42
		316	0	316	92
1	Other Expenditure				
2	Miscellaneous	2	0	2	423
		2	0	2	423