
ACTORS WORKSHOP YOUTH THEATRE

Registered Charity Number 519685

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**

ACTOR'S WORKSHOP YOUTH THEATRE

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ACTOR'S WORKSHOP YOUTH THEATRE

CHARITY INFORMATION

Chairman	R Lassey
Executive Directors	M Ward
Charity Number	519685
Address	7-9 St James Street Halifax West Yorkshire HX1 5SU
Accountants	YTB Limited The Courtyard 42C Low Street Sherburn-in-Elmet Leeds LS25 6BA
Bankers	Yorkshire Bank PLC 7 Waterhouse Street Halifax HX1 1XZ

ACTOR'S WORKSHOP YOUTH THEATRE

TRUSTEES ANNUAL REPORT

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 August 2020.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity No. 519685

Registered Office

7-9 St James Street
Halifax
West Yorkshire
HX1 5SU

Director and Trustee

The Directors of the charitable company are its Trustee for the purposes of charity law.

Accountants

YTB Limited
The Courtyard
42C Low Street
Sherburn-in-Elmet
Leeds
LS25 6BA

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

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board



R. Lassey
Chairman (Trustee)

14/06/2021

Date

Annual Report 2019/2020

Actors' Workshop Youth Theatre. Charity 519685

Herewith the Annual Report of the Actors' Workshop Youth Theatre (The Workshop) for the period September 1st 2019 to August 31st 2020.

Trustees

Robert E. Lassey

Chairman

Brenda Hodgson

Secretary

Allan P. Naylor

Treasurer

Lydia M. Clarke¹

Tony Gartland

Passed Away June 2020

Mark R. Haigh

Edward Henderson¹

Robert E. Lassey

Megan L. Masters

Harry G. Myers

Paul Opacic

Thomas C.A. Vickery

Lottie Ward

Lee Whitton

James F. Wilson

The Workshop continued with its objectives to advance the education of the public, and in particular young persons, in the Arts and to further the development of public appreciation and taste in the said Arts. This was primarily achieved through both the holding of twice weekly classes in the various elements which make up the Performing Arts together with week-long performances of our work. We also continued with our secondary objectives to use the Arts as a means with which to build confidence in young people and to instil a sense of self-worth and self-belief.

Due to the outbreak of the Covid-19 pandemic in March 2020, we were only able to complete two of our four proposed Youth Theatre productions during the 2019/20 Season

The two public performances held during the period of this Annual Report were:

17 th – 21 st September 2019	–	'Bullets Over Broadway' by Woody Allen
10 th – 14 th December 2019	–	'The London Cuckolds' by Edward Ravenscroft, Gent.

¹ Co-opted Student Representative

The criteria when choosing a production for the Youth Theatre is twofold; firstly, it is important that there are enough opportunities to involve as many of our members in the production as wish to be a part of it. Secondly, there must be a degree of challenge for each member as the intended outcome of a production is that the members involved have in some way grown as a result of their participation, as an actor and as an individual.

We opened our 2019/20 Season with a production of "Bullets Over Broadway", based on the film by Woody Allen. The Play follows the trials and tribulations of a struggling playwright as his latest production leads to him becoming entangled with the Mob. The script provides ample opportunity for the cast to get to grips with performing comedy, often much more difficult than "playing straight" as you can never be totally sure how successful the performance is until it is played in front of a live audience and their reactions become apparent. Also, given that it is a play rather than a panto style performance, it provides a lesson in timing as the actors may need to pause for laughs without dropping the realism of the performance. Two of the leading parts were played by two of our youngest members, which was made possible by the size of the cast which allowed several older, former members to participate and help guide the younger, more inexperienced members.

This was followed in December by a production of "The London Cuckolds" by Edward Ravenscroft, Gent. This was another large cast production, which enabled us to again include some former members from whom the younger cast members could learn from as well as boosting their confidence. Several members played more than one role, providing the challenge of differentiating their performances to ensure it is apparent that these are different characters. As the play was written in the late 1600's much of the language and humour was of a style unfamiliar to many of our younger members and so was a challenge to get to grips with, however this will be a good lesson as understanding this style is important for many theatrical performances such as the works of Shakespeare.

In late February we started work on a production of "Arsenic and Old Lace" by Joseph Kesselring, however the rehearsal period was cut short in March due to the outbreak of the Covid-19 pandemic. Since this time we have been unable to move ahead with any work with our young members. Prior to the pandemic we had been experiencing a highly successful Season, with audience attendance and production income roughly 50% higher than the previous year.

In addition to appearing on-stage, each production also provides opportunities for involvement for those who either don't wish to appear in front of an audience or, for whatever reason, weren't able to commit to the rehearsal period. This ranges from being a part of the Backstage Crew (including Wardrobe and make-up), the Technical Department (including the operation of Sound and Lighting) or as a member of the Front-of-House team, with duties ranging from selling programmes and raffle tickets, to

working on the Bar (for those who are old enough). These elements allow us to raise the awareness amongst our members of the inner workings of the Theatre, and that each production is only possible when everyone works together as a team. The Front-of-House duties also give the members the chance to interact with our supporters.

As well as the Youth Theatre productions, we continued to run twice weekly drama classes for 11-19 year olds throughout the local school term times. These were also brought to a halt by the pandemic.

Alongside our core work with the Youth Theatre, we also mount regular productions by our resident fundraising arm, The Studio Group. These productions include volunteers of all ages from the local community. Due to the pandemic, The Studio Group were only able to mount one production during the period of this report, which was "Bouncers" by John Godber in November. The opening night of this production was a benefit performance, with proceeds donated to the Naomi Cheri Gough Foundation, a road safety charity set up in memory of the sister of a former Workshop member.

The final production we were able to mount during this period was our annual "New Year Revels" fundraising show, held over three nights including New Years Eve and performed by former members of the Youth Theatre. This popular comedy revue is not only a fundraising staple of our calendar but is also a way of saying 'thank you' to our regular supporters.

During the period of this report we continued with our endeavours of in-house fundraising in order to decrease the reliance on Trusts and Foundations. The major area of success in this regard continues to be the growth of "AFK", our resident Role Playing Group, who meet weekly and raise money via subs and a soft drinks "tuck shop". In addition they also hold an annual "24 hour fundraising game" in October, raising further funds for The Workshop. The RPG evenings continue to help in our secondary objectives of promoting social inclusion, as many of the participants may be insular in nature and uncomfortable in social situations. These weekly meetings enable us to offer support to individuals who would otherwise be unlikely to access our services as they do not wish to be involved in the artistic element of our work. Unfortunately this group was also brought to a halt due to the Covid-19 pandemic.

Previously successful fundraising endeavours continued to be explored during this period, such as live music performances, "New to You" fundraising sales and a proposed return to the local "Long March" fundraising walk which had been a great success for us the previous year. However these fundraising schemes had to be abandoned due the pandemic.

Another important stream of fundraising continues to be through our "Angels" fundraising scheme which encourages donations from mainly local private benefactors.

This scheme saw a slight increase in donations as many of our supporters pledged extra donations in order to help us through the enforced closure of the national lockdowns. We were also fortunate to receive funding through the Government's Covid support funds as well as from the Arts Council.

Finally, in July a long standing supporter and benefactor of The Workshop, Tony Gartland, sadly passed away. Mr Gartland had sponsored the salary of our Artistic Director for over 20 years and will be greatly missed.

ACTOR'S WORKSHOP YOUTH THEATRE

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES ON THE UNAUDITED ACCOUNTS

We report to the charity trustees on our examination of the accounts of Actor's Workshop Youth Theatre for the year ended 31 August 2020 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet, the Statement of Cash Flows and the related notes.

Responsibilities and basis of report

As the trustees (and also directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the seeking of explanations 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, we do not express an audit opinion on the view given by the accounts.

Having satisfied ourselves that the accounts of the charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, we report in respect of our examination of your charity's accounts as carried out under section 145 of the Charities Act 2011. In carrying out our examination we have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.


Independent examiner's statement

These accounts have been prepared from the accounting records, information and explanations provided to us. We have completed our examination and can confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102).

We 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.

YTB Limited


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The Courtyard
42C Low Street
Sherburn-in-Elmet
Leeds
LS25 6BA

ACTOR'S WORKSHOP YOUTH THEATRE

BALANCE SHEET AS AT 31 AUGUST 2020

	Notes	2020		2019	
		£	£	£	£
Fixed Assets					
Tangible Assets	2		263,115		270,227
Current Assets					
Cash at Bank and in Hand	3	244		333	
Stock	4	250		240	
Debtors and Pre-payments	5	<u>2,584</u>		<u>-</u>	
		3,078		573	
Creditors: Amounts falling due within one year	6	<u>(12,118)</u>		<u>(31,864)</u>	
Net Current Assets / (Liabilities)			<u>(9,040)</u>		<u>(31,291)</u>
Total Assets less Current Liabilities			254,075		238,936
Creditors: Amounts falling due after more than one year	7		<u>(200,000)</u>		<u>(200,000)</u>
Net Assets			<u><u>54,075</u></u>		<u><u>38,936</u></u>
Funds					
General Purpose Fund			<u>54,075</u>		<u>38,936</u>
			<u><u>54,075</u></u>		<u><u>38,936</u></u>


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

For the year ended 31 August 2020 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board and signed on its behalf by:


 R. Lassey
 Chairman (Trustee)

14/06/2020.
 Date

ACTOR'S WORKSHOP YOUTH THEATRE

STATEMENT OF FINANCIAL ACTIVITIES AS AT 31 AUGUST 2020

	2020		2019	
	£	£	£	£
Income				
Production Income	4,132		5,479	
Covenants and Gift Aid	11,077		9,557	
General Donations	17,788		19,858	
Studio Group Income	600		2,200	
Fees	1,110		1,915	
Finderman Grant	10,000		10,000	
Metis Trust Grant	500		500	
Government Covid Grant	10,000		-	
Arts Council Covid Grants	10,000		-	
Nestle Grant	300		-	
Skinners Grant	400		-	
AFK Donation	1,435		2,440	
Sponsorship	370		610	
Premises Rental	1,100		860	
Other Sales and Fund Raising	5,081		8,965	
Total Income		73,893		62,384
Expenditure				
Directorial Services	15,000		15,000	
Production Costs	1,214		2,535	
Stock Movement	- 10		-	
Other Sales Costs	2,808		4,644	
Administrative & Development Services	8,280		8,280	
Rates, Light, Heat and Water	9,668		9,718	
Insurance	7,425		7,115	
Repairs, Renewals and Maintenance	3,599		2,558	
Printing, Postage and Stationery	1,645		2,366	
Telephone	1,937		2,160	
Subscriptions	-		180	
Marketing and Publicity	1,053		994	
Travelling Expenses	5		2	
General Administration	2,518		3,217	
Legal and Professional Fees	1,950		2,160	
Halifax BID	226		221	
Depreciation on IT Equipment	-		-	
Bank Charges and Interest	1,436		925	
Total Expenditure		58,754		62,075
Net Income/(Expenditure) for the Year		15,139		309
Fund Balances Brought Forward		38,936		38,627
Fund Balances Carried Forward		54,075		38,936

ACTOR'S WORKSHOP YOUTH THEATRE

NOTES TO THE ACCOUNTS AS AT 31 AUGUST 2020

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules & method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds - These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

Designated funds - These are unrestricted funds earmarked by the trustees for particular purposes.

Revaluation funds - These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.

Restricted funds - These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of Income - Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.

Income with related expenditure - Where income has related expenditure the income and related expenditure is reported gross in the SoFA.

Donations and legacies - Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.

Tax reclaims on donations and gifts - Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.

Donated Services and Facilities - These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

Volunteer help - The value of any volunteer help received is not included in the accounts.

Investment income - This is included in the accounts when receivable.

Gain/(losses) on revaluation of fixed assets - This includes any gain or loss resulting from revaluing investments to market value at the end of the year.

Gains/(losses) on investment assets - This includes any gain/loss on the sale of investments.

Expenditure

Recognition of expenditure - Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Expenditure on raising funds - These comprise the costs associated with attracting voluntary income, fundraising, trading costs and investment management costs.

Expenditure on charitable activities - These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.

Grants payable - All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.

Governance costs - These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administrative costs.

Other expenditure - These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

IT Equipment

25% Straight line

Freehold investment property

Investment properties are measured initially at cost and subsequently at fair value at each balance sheet date and are not depreciated. All gains or losses are taken to the Statement of Financial Activities as they arise.

Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Research and development

Expenditure on research and development is written off in the year in which it is incurred.

Foreign currencies

Monetary assets and liabilities denominated in currencies other than the functional currency of the charity are translated at the rates of exchange prevailing at the end of the reporting period. Transactions in currencies other than the functional currency of the charity are recorded at the rate of exchange on the date that the transaction occurred. All exchange differences are taken into account in arriving at net income/expenditure.

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation.

Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term. In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

2 Tangible fixed assets

	Property £	Wardrobe £	IT Equipment £	Total £
Cost				
At 1 September 2019	216,795	53,432	841	271,068
Additions	-	-	-	-
Disposals/Write-offs	-	(7,112)	-	(7,112)
At 31 August 2020	<u>216,795</u>	<u>46,320</u>	<u>841</u>	<u>263,956</u>
Depreciation				
At 1 September 2019	-	-	841	841
Charge for the year	-	-	-	-
At 31 August 2020	<u>-</u>	<u>-</u>	<u>841</u>	<u>841</u>
Net Book Value				
At 31 August 2020	<u>216,795</u>	<u>46,320</u>	<u>-</u>	<u>263,115</u>
At 1 September 2019	216,795	53,432	-	270,227

3 Cash at bank and in hand

	2020 £	2019 £
Cash in hand	50	70
Bank account no.2	194	263
	<u>244</u>	<u>333</u>