

Charity Registration No. 508435

Company Registration No. 01411764 (England and Wales)

BLACKBURN EMPIRE THEATRE LTD
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

PM+M Solutions for Business LLP
Chartered Accountants
New Century House
Greenbank Technology Park
Challenge Way
Blackburn
BB1 5QB

BLACKBURN EMPIRE THEATRE LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M Berry M Doherty J Haddow J Jackson L M Berry H Jones J Anson A Warburton Mrs JL Stonham	(Appointed 18 August 2021)
Secretary	L M Berry	
Chief executive officer	M Berry	
Charity number	508435	
Company number	01411764	
Registered office	Aqueduct Road Ewood Blackburn Lancashire BB2 4HT	
Accountants	PM+M Solutions for Business LLP New Century House Greenbank Technology Park Challenge Way Blackburn BB1 5QB	

BLACKBURN EMPIRE THEATRE LTD

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BLACKBURN EMPIRE THEATRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2020

The Trustees present their report and financial statements for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016).

Objectives and activities

a) Policies and objectives

The theatre relies on grants, donations and income from fees to cover its operating costs. In setting the level of fees, charges and concessions, the trustees give careful consideration to the accessibility of the theatre for those on low incomes in the local community.

Blackburn Empire Theatre Limited is a company limited by guarantee and registered under the Companies Act 2006. Its governing document is its Memorandum and Articles of Association. The company is a registered Charity.

The principal objective of the charity is to promote, maintain, improve, assist and advance public education, appreciation and understanding of the arts including the arts of design, drama, mime, dance, singing and music to formulate, prepare and establish schemes thereof.

The theatre has the general aim of contributing to the quality of life of our participants and audiences by expanding their horizons through the provision of exciting, challenging and accessible professional and community arts events.

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

- Welcome new and existing audiences by presenting a programme that will inspire and entertain through its artistic and cultural diversity;
- Concentrate on involving young people in the arts to help encourage a culture in which different age ranges play a complementary part;
- Provide placements for volunteers to work with the charity to gain a greater understanding of how a theatre operates and guide them in future employment.

The remainder of the Trustees' Report sets out the aims and objectives and explains how the charity has considered the guidance.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

b) Volunteers

Volunteers are an essential and extremely important resource in our Theatre. They are involved in most of our activities ranging from the box office, cleaning, front of house, stage management, technical support and manning the bar. All our Trustees also give of their time freely. All those volunteers working with projects involving children or other groups are DBS checked.

BLACKBURN EMPIRE THEATRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Achievements and performance

a) CHAIRMAN'S REVIEW OF ACTIVITIES

The review of the trading year for 2020 is remarkable in as much as trading came to a sudden halt in the month of March, due to Covid-19 and the country being placed in lockdown, which escalated to a pandemic. For the remainder of the year, the business, as with many others in the country, closed its doors.

Our business made use of the governments furlough scheme and the Culture Recovery Fund, together with a further government loan. Together with some of our reserves and also our efforts with appeals via Just Giving etc, this enabled us to keep the five permanent employees paid throughout the year.

The general thought of most of the county's businesses was that lockdown would be for a short period only but how wrong we were.

We followed government guidelines and ensured the whole complex was Covid-19 safe. We introduced new signage and PPE items and changed our risk assessment literature to suit the new conditions, reviewing all health and safety issues at the same time.

In retrospect, the closure did give us the opportunity to make some much needed repairs and renewals to the buildings. We decorated and replaced blinds in both of the dressing rooms and we replaced the false ceilings alongside decorating and replacing the false ceiling in the large rehearsal room. Before the pandemic, we had contracted to have the whole auditorium newly carpeted and some decorating done where needed.

We kept in touch with all of our volunteers via email and our social network.

We also kept in touch with our board of directors who showed us great, support, encouragement and advice.

We also had so much help from our Marketing Partners "Square Cactus", who worked so hard for us.

On a sad note we lost four of our members, all of whom sadly passed away in the year. Mr Jim Kendal, a past donor; a great long time volunteer in Joan Brown and Michael Perkins, another reliable, hard working volunteer. We also lost one of our much loved volunteers, who ran our bar and always had a smile on her face, Sheila Wilkinson.

Nevertheless, at the end of the year we had lost none of our enthusiasm and we look forward to having a more "normal" time next year.

Financial review

a) Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

b) Reserves policy

The reserves policy of the trustees is to ensure that the company safely commits as much as possible to furthering its objectives whilst retaining financial stability and it's potential to identify and exploit opportunities.

The trustees have examined the charity's requirement for reserves in the light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 1 and 3 months of the expenditure of approximately £18,000. The reserves are needed to meet the working capital requirements of the charity and the trustees are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in funding.

BLACKBURN EMPIRE THEATRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees will aim to ensure the continuation of current activities in the event of a significant drop in income. In this event it would be necessary to consider how the funding would be replaced or the activities changed.

The Trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

a) Constitution

The company is constituted under a Memorandum of Association dated 26 January 1979 and is registered as a charitable company limited by guarantee (charity number 508435).

There have been no changes to the objectives since the last annual report.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were as noted below.

M Berry

M Doherty

J Haddow

J Jackson

L M Berry

H Jones

J Anson

A Warburton

Mrs JL Stonham

(Appointed 18 August 2021)

b) Method of appointment or election of trustees

The management of the company is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association.

The company's existing board of trustees were individually appointed on the strength of their respective background, the network of contacts of the relevant trustee and an obvious enthusiasm and commitment to support the company on an ongoing basis.

The board may from time to time, and at any time, appoint any member of the company as a member of the board of trustees. The decision to elect new trustees to the board is based upon the availability of suitable candidates with a requisite skills base together with an acknowledgement by the board that additional support would be beneficial in order to assist in the company's development.

When considering new trustees, the board has regard to the requirement for any specialist skills needed, for example to enhance the potential pool of trustees.

BLACKBURN EMPIRE THEATRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

c) Organisational structure and decision making

The affairs of the company are administered by the board of directors, who are also the trustees and must comprise not less than five members. The board may from time to time register an increase, subject to the number of members not exceeding fifty.

The board meets every 6 weeks and there are working groups which meet, as required, at other times to address specific governance/operational issues such as development, finance, risk management, fundraising etc.

A Chief Executive is appointed by the trustees to manage the day to day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority, within terms of delegation approved by the trustees, for operational matters including matters relating to finance, employment and artistic programme.

d) Policies adopted for the induction and training of Trustees

New trustees are provided with information on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, the business plan and recent financial performance of the company.

During this induction they meet the key employees and other trustees. Trustees are encouraged to view the work delivered by the theatre and its employees and volunteers.

Trustees are also encouraged to attend all productions and appropriate training events.

e) Risk management

The trustees periodically review the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

In particular insurance cover is in place and the finances of the charity are reviewed regularly. Appropriate DBS checks are made for all those who work with children or other vulnerable groups within the theatre and performing arts centre.

Particular attention has been focused on PAT testing, health and safety of artists and audience, and management of performing rights.


A key element in the management of financial risk is the setting of a reserves policy and its regular review by trustees.

Plans for future periods

a) Future developments

To build on the success of the past few years, to maintain the enthusiasm of all concerned with the theatre workings and to keep the wonderful reputation with the public that we have created for this unique community hub.

The Trustees' report was approved by the Board of Trustees.



M Berry
Trustee

Dated: 7 September 2021

BLACKBURN EMPIRE THEATRE LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

The Trustees, who are also the directors of Blackburn Empire Theatre Ltd for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company 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 the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that 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 Companies Act 2006. 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.

BLACKBURN EMPIRE THEATRE LTD

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BLACKBURN EMPIRE THEATRE LTD

I report to the Trustees on my examination of the financial statements of Blackburn Empire Theatre Ltd (the charity) for the year ended 31 December 2020.

Responsibilities and basis of report

As the Trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



Helen Clayton BSc FCA
PM+M Solutions for Business LLP
New Century House
Greenbank Technology Park
Challenge Way
Blackburn
Lancashire
BB1 5QB

Dated: 7 September 2021

BLACKBURN EMPIRE THEATRE LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
<u>Income and endowments from:</u>					
Donations and legacies	3	20,834	93,311	114,145	12,085
Charitable activities	4	50,588	-	50,588	229,247
Other trading activities	5	18,964	-	18,964	94,320
Other income	6	-	45,678	45,678	-
Total income		90,386	138,989	229,375	335,652
<u>Expenditure on:</u>					
Raising funds	7	10,113	-	10,113	32,556
Charitable activities	8	100,368	92,334	192,702	301,454
Total resources expended		110,481	92,334	202,815	334,010
Net (outgoing)/incoming resources before transfers		(20,095)	46,655	26,560	1,642
Gross transfers between funds		8,185	(8,185)	-	-
Net (expenditure)/income for the year/ Net movement in funds		(11,910)	38,470	26,560	1,642
Fund balances at 1 January 2020		296,521	8,185	304,706	303,064
Fund balances at 31 December 2020		284,611	46,655	331,266	304,706

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BLACKBURN EMPIRE THEATRE LTD

BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	13		291,364		301,185
Current assets					
Stocks	14	2,815		3,437	
Debtors	15	765		9,356	
Cash at bank and in hand		144,121		124,903	
		<u>147,701</u>		<u>137,696</u>	
Creditors: amounts falling due within one year	16	<u>(70,011)</u>		<u>(127,112)</u>	
Net current assets			<u>77,690</u>		<u>10,584</u>
Total assets less current liabilities			<u>369,054</u>		<u>311,769</u>
Creditors: amounts falling due after more than one year	17		<u>(37,788)</u>		<u>(7,063)</u>
Net assets			<u><u>331,266</u></u>		<u><u>304,706</u></u>
Income funds					
Restricted funds	19		46,655		8,185
<u>Unrestricted funds</u>					
Designated funds	20	-		64,080	
General unrestricted funds		<u>284,611</u>		<u>232,441</u>	
			<u>284,611</u>		<u>296,521</u>
			<u><u>331,266</u></u>		<u><u>304,706</u></u>

BLACKBURN EMPIRE THEATRE LTD

BALANCE SHEET (CONTINUED)

AS AT 31 DECEMBER 2020

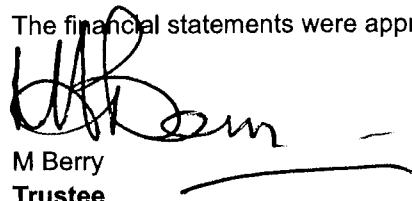
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2020.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 7 September 2021



M Berry
Trustee

Company Registration No. 01411764

BLACKBURN EMPIRE THEATRE LTD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

Charity information

Blackburn Empire Theatre Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is Aqueduct Road, Ewood, Blackburn, Lancashire, BB2 4HT.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.3 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related to taxes.

BLACKBURN EMPIRE THEATRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

1.4 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	2% Straight line
Plant and equipment	6.7% Straight line
Fixtures and fittings	10% reducing balance
Computers	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.5 Stocks

Stocks are stated at the lower of cost and estimated selling price.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

BLACKBURN EMPIRE THEATRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Taxation

The company meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains to the extent that such income or gains are applied exclusively to charitable purposes.

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods. These judgements include stock provision, the provision for bad debts, accruals, prepayments and depreciation.

BLACKBURN EMPIRE THEATRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
	£	£	£	£
Donations and gifts	4,964	-	4,964	12,085
Grants	15,870	93,311	109,181	-
	<u>20,834</u>	<u>93,311</u>	<u>114,145</u>	<u>12,085</u>
For the year ended 31 December 2019	<u>12,085</u>	<u>-</u>		<u>12,085</u>

4 Charitable activities

	2020 £	2019 £
Theatre ticket sales	26,517	170,371
Raffles	1,205	3,848
Room hire	21,694	46,333
Sponsorship and advertising	-	2,643
Hire of equipment	-	400
Utilities recharged	1,172	4,594
West end workshop	-	1,058
	<u>50,588</u>	<u>229,247</u>
Analysis by fund:		
Unrestricted funds	<u>50,588</u>	<u>229,247</u>

5 Other trading activities

	2020 £	2019 £
Bar, refreshments and merchandise sales	<u>18,964</u>	<u>94,320</u>
Unrestricted funds	<u>18,964</u>	
For the year ended 31 December 2019		
Unrestricted funds		<u>94,320</u>

BLACKBURN EMPIRE THEATRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

6 Other income

	Restricted funds	Total
	2020 £	2019 £
Furlough income	<u>45,678</u>	<u>-</u>

BLACKBURN EMPIRE THEATRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

7 Raising funds

	2020	2019
	£	£
<u>Trading costs</u>		
Bar cost of sales	10,113	32,556
	<u>10,113</u>	<u>32,556</u>
Unrestricted funds	<u>10,113</u>	
For the year ended 31 December 2019		
Unrestricted funds		<u>32,556</u>

8 Charitable activities

	2020	2019
	£	£
Share of support costs (see note 9)	192,302	301,054
Share of governance costs (see note 9)	400	400
	<u>192,702</u>	<u>301,454</u>
Analysis by fund		
Unrestricted funds	100,368	301,054
Restricted funds	92,334	400
	<u>192,702</u>	<u>301,454</u>

BLACKBURN EMPIRE THEATRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

9 Support costs

	Support costs £	Governance costs £	2020 £	2019 £
Staff costs	87,938	-	87,938	74,984
Depreciation	9,821	-	9,821	21,314
Theatre costs and artist fees	3,440	-	3,440	86,011
Advertising and marketing	13,101	-	13,101	20,460
Water and general rates	4,821	-	4,821	4,585
Light and heat	12,680	-	12,680	12,088
Insurance	10,656	-	10,656	16,396
Telephone and fax	4,120	-	4,120	3,794
Professional fees	6,339	-	6,339	2,310
Stationery, postage and printing	1,703	-	1,703	3,848
Accountancy fees	4,866	-	4,866	4,886
Computer and website costs	580	-	580	444
Repairs and maintenance	18,238	-	18,238	18,219
Credit card and online sales commissions paid	7,766	-	7,766	18,989
Subscriptions	3,228	-	3,228	6,970
Cleaning and waste disposal	1,414	-	1,414	4,705
Bank charges	625	-	625	643
Sundry	966	-	966	408
Independent Examination fee	-	400	400	400
	<u>192,302</u>	<u>400</u>	<u>192,702</u>	<u>301,454</u>
Analysed between				
Charitable activities	<u>192,302</u>	<u>400</u>	<u>192,702</u>	<u>301,454</u>

Governance costs includes payments to the Independent Examiner of £400 (2019 - £400) for Independent examination fees.

10 Net movement in funds

	2020 £	2019 £
Net movement in funds is stated after charging/(crediting)		
Independent examiner fees	400	400
Depreciation of owned tangible fixed assets	9,821	21,314
	<u>10,221</u>	<u>21,714</u>

11 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

BLACKBURN EMPIRE THEATRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

12 Employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Employees	<u>5</u>	<u>5</u>
Employment costs	2020	2019
	£	£
Wages and salaries	86,077	73,717
Other pension costs	1,861	1,267
	<u>87,938</u>	<u>74,984</u>

There were no employees whose annual remuneration was £60,000 or more.

13 Tangible fixed assets

	Freehold land and buildings £	Fixtures and fittings £	Total £
Cost			
At 1 January 2020	<u>440,728</u>	<u>262,544</u>	<u>703,272</u>
At 31 December 2020	<u>440,728</u>	<u>262,544</u>	<u>703,272</u>
Depreciation and impairment			
At 1 January 2020	148,259	253,828	402,087
Depreciation charged in the year	8,815	1,006	9,821
At 31 December 2020	<u>157,074</u>	<u>254,834</u>	<u>411,908</u>
Carrying amount			
At 31 December 2020	<u>283,654</u>	<u>7,710</u>	<u>291,364</u>
At 31 December 2019	<u>292,469</u>	<u>8,716</u>	<u>301,185</u>

14 Stocks

	2020 £	2019 £
Finished goods and goods for resale	<u>2,815</u>	<u>3,437</u>

BLACKBURN EMPIRE THEATRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

15 Debtors	2020	2019
	£	£
Amounts falling due within one year:		
Trade debtors	765	3,775
Other debtors	-	3,920
Prepayments and accrued income	-	1,661
	<u>765</u>	<u>9,356</u>

16 Creditors: amounts falling due within one year	2020	2019
	£	£
Other loans	3,000	3,725
Other taxation and social security	1,730	14,599
Trade creditors	4,497	49,689
Other creditors	58,053	55,070
Accruals and deferred income	2,731	4,029
	<u>70,011</u>	<u>127,112</u>

The amount included in other loans relates to a bounce bank loan. The loan is repayable in equal instalments of £500, starting on 29/06/2021. Interest will be payable monthly in arrears on the first business day of each month and be charged at 2.5% per annum. The loan can be repaid in full or in part without premium or penalty at any time.

17 Creditors: amounts falling due after more than one year	2020	2019
	£	£
Other loans	<u>37,788</u>	<u>7,063</u>

An amount of £27,000 included in other loans relates to the bounce back loan, as described in note 16.

The remainder of the amount included in other loans is a loan provided by Marston's Brewery. The loan is repayable by an advanced discount at a rate of £25 per barrel of beer purchased, however given the current circumstances relating to Covid-19 payments have been frozen. The loan is secured on the freehold property and on a fixed and floating charge over the assets of the charity.

BLACKBURN EMPIRE THEATRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

18 Loans and overdrafts

	2020 £	2019 £
Other loans	<u>40,788</u>	<u>10,788</u>
Payable within one year	<u>3,000</u>	<u>3,725</u>
Payable after one year	<u>37,788</u>	<u>7,063</u>

19 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Balance at 31 December 2020 £
	Balance at 1 January 2020 £	Income £	Expenditure £	Transfers £	
Restricted funds	<u>8,185</u>	<u>93,311</u>	<u>(46,656)</u>	<u>(8,185)</u>	<u>46,655</u>

	Movement in funds				Balance at 1 January 2020 £
	Balance at 1 January 2019 £	Income £	Expenditure £	Transfers £	
Restricted funds	<u>8,585</u>	<u>-</u>	<u>(400)</u>	<u>-</u>	<u>8,185</u>

Restricted funds represents a grant received from Arts Council England to assist with the ongoing costs and recovery of the charity following the challenges faced resulting from Covid-19.

BLACKBURN EMPIRE THEATRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

20 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				
	Balance at 1 January 2019	Income	Balance at 1 January 2020	Transfers	Balance at 31 December 2020
	£	£	£	£	£
Designated funds	64,080	-	64,080	(64,080)	-
	<u>64,080</u>	<u>-</u>	<u>64,080</u>	<u>(64,080)</u>	<u>-</u>

Designated funds reflect the net book value of fixed assets funded by grants.

21 Analysis of net assets between funds

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Fund balances at 31 December 2020 are represented by:						
Tangible assets	291,364	-	291,364	301,185	-	301,185
Current assets/ (liabilities)	31,035	46,655	77,690	2,399	8,185	10,584
Long term liabilities	(37,788)	-	(37,788)	(7,063)	-	(7,063)
	<u>284,611</u>	<u>46,655</u>	<u>331,266</u>	<u>296,521</u>	<u>8,185</u>	<u>304,706</u>

22 Related party transactions

During the year expenses totalling £Nil (2019 - £3,600) were incurred with High Level Maintenance Limited, a company in which Mr C A Warburton, a trustee, is a director.

During the year expenses totalling £325 (2019 - £1,533) were incurred with Pennine Fire and Safety Limited, a company in which Mr J Jackson, a trustee, is a director.

During the year expenses totalling £1,769 (2019 - £850) were incurred with Unified World Communications Limited, a company in which Mr H A Jones, a trustee, is a director.