



# Trustees' Annual Report for the period

Period start date			Period end date				
From	1	June	2020	To	31	May	2021

## Section A Reference and administration details

**Charity name** Retford Little Theatre

**Other names charity is known by**

**Registered charity number (if any)** 513391

**Charity's principal address**

Wharf Road  
Retford  
Notts  
**Postcode** DN22 6EN

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

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	J Young			
2	D Cox			
3	V Evans			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

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

Type of adviser	Name	Address
Bankers	Yorkshire Bank	26 Westgate, Mansfield. NG18 1HS
Solicitors	Jones and Co	Retford
Accountants	C Doherty	4 Lime Tree Ave Retford

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

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document <small>(eg. trust deed, constitution)</small>	Trust Deed
How the charity is constituted <small>(eg. trust, association, company)</small>	Trust
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Trustees appointed by the members

**Additional governance issues (Optional information)**

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

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

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**Section C Objectives and activities**

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

- to foster all forms of dramatic art especially live performance
- to produce suitable original theatre work for live performances
- to carry on and promote such other objectives as may be deemed by law to be charitable or educational and within the regulations of the theatre

The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charities Commission in exercising their powers and duties.

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

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

The executive committee are grateful to all the volunteers who contribute to the success of the theatre's activities and to the theatre members and general public who support it at all performances.

Subject to Covid-19 restrictions, the executive committee will continue to provide the theatre facilities to enable the Retford Little Theatre to continue to produce plays and other theatrical performances during the forthcoming year. It will continue to run The Screen cinema and support a Youth Theatre group.

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

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

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

The theatre has been unable to produce any shows during the year due to Covid 19 restrictions.  
The vast majority of the members have waived their rights to any refunds of subscriptions due to non-production of shows.  
This accounts for the Income from Principle Activities amount in the Financial Statements.  
Bassetlaw District Council have been supportive with grants during this period (£29004)

## Section E

## Financial review

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

The surplus cash of the theatre is held in short term or immediate access bank accounts providing some interest on the funds deposited. The theatre will use its reserves to continue to achieve its main objectives and carry on its main theatrical activities. It is the policy of the trustees to retain sufficient reserves to provide activities for at least the future year.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

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

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

## Section F

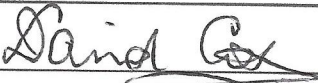

## Other optional information

## Section G

## Declaration

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

### Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	David Cox	Joan Young
Position (eg Secretary, Chair, etc)		CHAIR
Date	25th November 2021	

**RETFORD LITTLE THEATRE**

**STATUTORY FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31<sup>ST</sup> MAY 2021**

**RETFORD LITTLE THEATRE**

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## **RETFORD LITTLE THEATRE**

### **REPORT OF THE TRUSTEES AND EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 MAY 2021**

#### **CHARITABLE STATUS**

The charity is created by a trust deed.  
The full name of the charity is Retford Little Theatre ("the theatre").  
The registered number of the charity is 513391.

#### **ADDRESS OF THE CHARITY**

The address of the principal office of the charity is:-

Wharf Road  
RETFORD  
Nottinghamshire  
DN22 6EN

#### **TRUSTEES**

Under the constitution of the theatre not less than two members and not more than four members shall be appointed, induced and trained to act as trustees of all the theatre assets. Trustees are appointed by the members of the Retford Little Theatre. As at the 31 May 2021 and on the date this report was approved the following persons were acting as trustees:

J Young  
D Cox  
V Evans

#### **EXECUTIVE COMMITTEE OF MANAGEMENT**

The following persons were, unless otherwise stated, on the executive committee as at 31 May 2020 and on the date this report was approved

J Young (Chairperson)	
S Walker (Vice Chairperson)	
D Cox	S Eyre
D Stamp	M Goldstone
S D Green	V Evans
S Woodward	G G Satchell
S Balmer (Co opted)	

Neither the trustees nor members of the executive committee have any beneficial financial interest in the Retford Little Theatre.  
The executive committee members are elected by the members of the Retford Little Theatre.

The theatre has the following advisors:

#### **BANKERS**

Yorkshire Bank  
26 Westgate  
Mansfield  
Nottinghamshire  
NG18 1HS

#### **SOLICITORS**

Jones & Co  
5 Churchgate  
RETFORD  
Nottinghamshire  
DN22 6PB

#### **INDEPENDENT EXAMINER**

CF Doherty MA FMAAT  
4 Lime Tree Ave  
RETFORD  
Nottinghamshire  
DN22 7BA

## RETFORD LITTLE THEATRE

### REPORT OF THE TRUSTEES AND EXECUTIVE COMMITTEE (continued)

#### ORGANISATION AND OPERATION

The theatre is operated by the executive committee who meet regularly to carry on any relevant business. Day to day management is dealt with by the trustees who are the main officers of the theatre.

Theatre productions are proposed by the executive committee and are organised individually under the control of a producer.

The executive committee have carried out relevant risk assessments and reviews and consider that their systems and policies are adequate to mitigate any known risks to the charity, its workers and the general public who are visiting the theatre.

The committee are aware of the implications of the Coronavirus outbreak on the charity's operations and activities and have reacted in line with medical guidelines.

#### OBJECTIVES AND ACTIVITIES

The objectives for which the Retford Little Theatre was formed were:-

- To foster all forms of dramatic art with special reference to live performing
- To produce suitable original theatre work for live performances
- To carry on and promote such other objectives as may be deemed by law to be charitable or educational and within the regulations of the theatre.

The executive committee of the theatre have carried out these activities, within the resources available to them so as to enable them to meet the theatre's objectives.

It is the policy of the trustees to retain sufficient reserves to provide activities for at least the future year. Surplus funds are invested in short-term investments.

#### CONTRIBUTION MADE BY VOLUNTEERS

The executive committee are grateful to all the volunteers who contribute to the success of the theatres' activities and to the theatre members and general public who support it at all performances.

#### ACHIEVEMENTS AND PERFORMANCE

The theatre has suffered a pandemic-reduced programme with no productions of plays or Film Nights.

The theatre is not a profit making organisation and has no other purpose than to fulfil its objectives and provide funds to continue to maintain and repair its assets, all of which are essential to the production of its plays.

#### FINANCIAL REVIEW

The net assets of the theatre at 31 May 2021 were £127196 (£125659 at 31 May 2020) calculated as follows:

	2021		2020	
	£	£	£	£
Book values of fixed assets		29129		32618
<b>Current assets</b>				
Cash and bank balances	98647		98542	
Other current assets	6991		8264	
		<u>105638</u>		<u>106806</u>
Current liabilities		(7571)		(13765)
<b>NET ASSETS</b>		<u>127196</u>		<u>125659</u>

More detailed information is available in the statutory financial statements.

**RETFORD LITTLE THEATRE**

**REPORT OF THE TRUSTEES AND EXECUTIVE COMMITTEE (continued)**

**POLICY ON RESERVES**

The surplus cash of the theatre is held on short-term or immediate access banking accounts providing some interest on the funds deposited. The theatre will use its reserves to continue to achieve its main objectives and carry on its main theatrical activities.

**PUBLIC BENEFIT STATEMENT**

The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charities Commission in exercising their powers and duties.

**PLANS FOR FUTURE PERIODS**

Subject to Covid-19 restrictions, the executive committee will continue to provide the theatre facilities to enable the Retford Little Theatre to continue to produce plays and other theatrical performances during the forthcoming year. It will continue to run The Screen cinema and support a Youth Theatre group.

The theatre has a 21 year lease of its premises to ensure continuity of performances from the theatre. The lease expires in 2027.

**STATEMENT OF TRUSTEES AND EXECUTIVE COMMITTEE RESPONSIBILITIES**

The trustees and executive committee are required to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the theatre and of the excess of income over expenditure, or otherwise, of the theatre for that period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the theatre will continue in business.

The trustees and executive committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the theatre and to enable them to ensure that the financial statements comply with the Charities Act 2011 and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**INDEPENDENT EXAMINATION**

The theatre does not require an audit of its financial statements and has requested an independent examiner's report which is included in these financial statements.

The trustees and executive committee have prepared this report in accordance with the provisions of the Charities Act 2011.

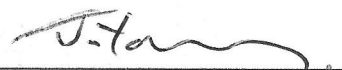
Approved by the trustees and executive committee on

and signed on their behalf by:

MR D COX  
TRUSTEE



MRS J YOUNG  
TRUSTEE



**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES AND EXECUTIVE COMMITTEE OF THE RETFORD LITTLE THEATRE**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> May 2021, which are set out on pages 6 to 13.

**Responsibilities and basis of report**

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

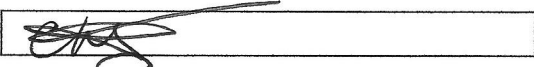
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

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

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

<b>Signed:</b>		<b>Date:</b>	25/11/21
<b>Name:</b>	CF DOHERTY MA FMAAT		
<b>Relevant professional qualification(s) or body (if any):</b>	Fellow Member Association of Accounting Technicians		
<b>Address:</b>	4 Lime Tree Avenue		
	Retford		
	Nottinghamshire		

**RETFORD LITTLE THEATRE****STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MAY 2021**

	Notes	2021 £	2020 £
<b>Incoming resources</b>			
Donations and grants	3.1	29219	1238
Income from principal activities	3.2	11242	42044
Investment income	3.3	36	143
<b>Total incoming resources</b>		<b>40497</b>	<b>43425</b>
<b>Resources expended</b>			
Charitable expenditure	4.1	0	0
Costs of principal activities	4.2	3298	17506
Management and administration costs	4.3	35663	38178
<b>Total resources expended</b>		<b>38961</b>	<b>55684</b>
Net incoming/(outgoing) resources for the year		1538	(12259)
Total funds brought forward		125658	137917
<b>Total funds carried forward</b>		<b>127196</b>	<b>125658</b>

All the above figures relate to unrestricted funds.

**RETFORD LITTLE THEATRE**

**BALANCE SHEET AS AT 31 MAY 2021**

	Notes	2021		2020	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible fixed assets	5		<b>29129</b>		32618
<b>CURRENT ASSETS</b>					
Stocks		817		1428	
Debtors	7	6174		6836	
Investments	6	28912		28877	
Cash at bank and in hand		69735		69665	
<b>Total current assets</b>		<u>105638</u>		<u>106886</u>	
<b>CREDITORS: Amounts due within one year</b>	8	<u>7571</u>		<u>13765</u>	
<b>TOTAL CURRENT ASSETS LESS CURRENT LIABILITIES</b>			<b>98067</b>		93041
<b>NET ASSETS</b>			<u>127196</u>		<u>125659</u>
<b>FUNDS</b>					
Unrestricted funds	9		<b>125659</b>		125659
<b>TOTAL FUNDS</b>			<u>125659</u>		<u>125659</u>

**AUDIT EXEMPTION**

For the year ended 31 May 2021, the theatre was entitled to exemption from the requirement to have an audit under the provisions of section 144(2) of Charities Act 2011.

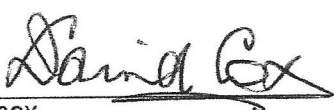
The trustees and executive committee acknowledge their responsibility for:

- (a) ensuring the theatre keeps accounting records in accordance with section 130 Charities Act 2011; and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the theatre as at the end of its financial year and of its net incoming resources for that financial year in accordance with the requirements of section 132 Charities Act 2011 and which otherwise comply with the accounting requirements of that Act relating to accounts so far as they are applicable to the theatre.

These accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) relating to small entities and the Statement of Recommended Practice (SORP 2005) issued by the Charity Commission.


Approved by the trustees and executive committee on

and signed on its behalf by:



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MR D COX  
TRUSTEE



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MRS J YOUNG  
TRUSTEE

## RETTFORD LITTLE THEATRE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2021

#### 1. BASIS OF PREPARATION

##### 1.1 Basis of accounting

These accounts have been prepared on the basis of historical cost and in accordance with Accounting and Reporting by Charities (Statement of Recommended Practice – SORP 2005) and with the Financial Reporting Standard for Smaller Entities (effective April 2008) and with the Charities Act 1993.

##### 1.2 Change in basis of accounting

There have been no changes in the basis of accounting

##### 1.3 Changes of previous accounts

No changes have been made to the accounts for previous years.

#### 2. ACCOUNTING POLICIES

##### 2.1 Incoming resources

###### *Recognition of incoming resources*

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

###### *Incoming resources with related expenditure*

Where incoming resources have related expenditure (as with fundraising and the Theatre's principle activities) the incoming resources and related expenditure are reported gross in the SoFA.

###### *Grants and donations*

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

###### *Volunteer help*

The value of any voluntary help received is not included in the accounts but is acknowledged in the trustees' and executive committees' annual report.

##### 2.2 Expenditure and liabilities

###### *Liability recognition*

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

## RETFORD LITTLE THEATRE

### NOTES (continued)

#### 2.3 Assets

##### *Tangible fixed assets for use by charity*

These are capitalised if they can be used for more than one year, and cost at least £500. They are stated in the accounts at cost less accumulated depreciation to date.

Depreciation is calculated to write off the cost, less estimated residual value of fixed assets over their estimated useful lives

##### *Stocks and work in progress*

These are valued at the lower of cost or market value.

#### 2.4 Funds

All funds are unrestricted funds.

### 3. ANALYSIS OF INCOMING RESOURCES

#### 3.1 Donations and grants

	2021 £	2020 £
Grant aid from Bassetlaw District Council	29004	0
Other donations	215	1238
	<u>29219</u>	<u>2196</u>

#### 3.2 Income from principal activities

Theatre productions	10415	23571
Other activities within the Theatre	827	18473
	<u>11242</u>	<u>42044</u>

#### 3.3 Investment income

Bank interest	0	0
Interest on deposit with COIF	36	143
	<u>36</u>	<u>143</u>

### 4. ANALYSIS OF RESOURCES EXPENDED

#### 4.1 Charitable expenditure

Local Charities	0	0
	<u>0</u>	<u>0</u>

**RETFORD LITTLE THEATRE**
**NOTES (continued)**

4.2	<b>Costs of principal activities</b>	<b>2021</b> £	<b>2020</b> £	
	Theatre productions	1979	11766	
	Other activities within the Theatre	1319	5740	
		<b>3298</b>	<b>17506</b>	
4.3	<b>Management and administration costs</b>			
	Establishment costs	29291	31295	
	General administration costs	2183	2922	
	Independent examiners fees	700	700	
	Depreciation charges	3489	3961	
		<b>35663</b>	<b>38178</b>	
5.	<b>TANGIBLE FIXED ASSETS</b>		<b>2021</b>	<b>2020</b>
	<b>Refurbishment of building at cost to 1 June 2020</b>	<b>19,656</b>		19,656
	Additions during the year	<b>0</b>		0
	Cost to 31st May 2021	<b>19,656</b>		19,656
	Accumulated depreciation to 1 June 2020	<b>14709</b>		14159
	Depreciation for the year	<b>495</b>		550
	Accumulated depreciation as at 31 May 2021	<b>15204</b>		14709
	<b>NET BOOK VALUE AS AT 31 MAY 2021</b>		<b>4452</b>	4947
	<b>Furnishings and equipment at cost to 1 June 2020</b>	<b>123,879</b>		123,879
	Additions during the year	<b>0</b>		0
	Cost to 31st May 2021	<b>123,879</b>		123,879
	Accumulated depreciation to 1 June 2020	<b>97722</b>		94816
	Depreciation for the year	<b>2616</b>		2906
	Accumulated depreciation as at 31 May 2021	<b>100338</b>		97722
	<b>NET BOOK VALUE AS AT 31 MAY 2021</b>		<b>23541</b>	26157
	<b>Stage lighting at cost to 1 June 2020</b>	<b>10,865</b>		10,865
	Additions during the year	<b>0</b>		0
	Cost to 31st May 2021	<b>10,865</b>		10,865
	Accumulated depreciation to 1 June 2020	<b>10387</b>		10228
	Depreciation for the year	<b>119</b>		159
	Accumulated depreciation as at 31 May 2021	<b>10506</b>		10387
	<b>NET BOOK VALUE AS AT 31 MAY 2021</b>		<b>359</b>	478

<b>The Screen Equipment. Cost to 1<sup>st</sup> June 2020</b>	<b>4365</b>		<b>4365</b>
Additions in the year	<u>0</u>		<u>0</u>
Cost to 31 <sup>st</sup> May 2021	<b>4365</b>		<b>4365</b>
Accumulated depreciation to 1 June 2020	<u>3329</u>		<u>2984</u>
Depreciation for the year	<b>259</b>		<b>345</b>
Accumulated depreciation at 31 <sup>st</sup> May 2021	<u>3588</u>		<u>3329</u>
<b>NET BOOK VALUE AS AT 31 MAY 2021</b>		<b>777</b>	<b>1036</b>
<b>TOTAL BOOK VALUES</b>		<u><b>29129</b></u>	<u><b>32618</b></u>

6. **CURRENT ASSET INVESTMENT**

COIF – Charities deposit fund	<u>28912</u>	<u>28733</u>
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This is a short term deposit, repayable on demand.

7. **DEBTORS AND PREPAYMENTS**

Amounts due within one year

	2021	2020
	£	£
Customs and Excise	102	333
Prepayments	6072	6503
	<u>6174</u>	<u>6836</u>

8. **CREDITORS AND ACCRUALS:**

Amounts due within one year

Trade and accruals and grant in advance	5666	807
COVID -19 related amounts owed	1905	12958
	<u>7571</u>	<u>13765</u>

## RETFORD LITTLE THEATRE

### NOTES (continued)

#### 9. FUNDS

All funds are unrestricted funds.

	2021 £	2020 £
At 1 June 2020	125659	137917
Net incoming/(outgoing) resources for the year	1536	(12259)
At 31 May 2021	<u>127196</u>	<u>125659</u>

#### 10. CAPITAL COMMITMENTS

No Capital Expenditure was committed at the year end.

#### 11. OTHER FINANCIAL COMMITMENTS

As at 31 May 2021 the theatre was committed to making a payment of £15,500 under a non-cancellable operating lease during the year to 31 May 2022 (£15,500 in 2020).

The payment is in respect of a lease which will expire in 2027.

#### 12. CONTINGENT LIABILITIES

There were no known contingent liabilities as at 31 May 2021.

#### 13. TRUSTEES AND EXECUTIVE COMMITTEE INDEMNITY

The theatre pays an indemnity insurance premium to cover the actions of the trustees and executive committee. The amount of the premium for the twelve months included in the accounts is £900 (£900 in 2020)

#### 14. TRUSTEES FEES AND EXPENSES

One Member was paid a total of £1,500 to cover out of pocket expenses and honorarium for the year (£1,500 in 2020).

#### 15. EMPLOYEES

The charity has paid £700 in wages to part-time employees (£1132 in 2020). All other work is carried out by volunteer workers.

#### 16. FEES FOR EXAMINATION OF THE ACCOUNTS

The amount included in the accounts this year was £700 (£750 in 2020).



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Retford Little Theatre

On accounts for the year  
ended

31<sup>st</sup> May 2021

Charity no  
(if any)

513391

Set out on pages

6-13 of Statutory Accounts

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> May 2021.

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

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

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

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

Signed:

Date:

25/11/21

Name:

Cornelius Doherty MA FMAAT

Relevant professional  
qualification(s) or body  
(if any):

Association of Accounting Technicians

Address:

4 Lime Tree Avenue, Retford, Nottinghamshire

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

