

Registered Charity (513391)

**Report of the Trustees and
Financial Statements For The Year Ended
31 May 2023
for
Retford Little Theatre**

KETTLEWELL & Co
Chartered Certified Accountants

Retford Little Theatre

Contents

Charity Information	1
Report of Trustees and Executive Committee	2-4
Independent Examiners report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8-13

Retford Little Theatre

Charity Information

Charity Number	513391	
Trustees	J Young D Cox V Evans	
Executive Committee	D Stamp J Young D Cox S Walker S Balmer S Eyre M Goldstone V Evans G G Satchell C McGinty E Couclough	- Chairperson - Vice Chairperson - Co opted
Address of the Charity	Wharf Road Retford Nottinghamshire DN22 6EN	
Solicitors	Jones & Co 5 Churchgate Retford Nottinghamshire DN22 6PB	
Bankers	Virgin Money 26 Westgate Mansfield Nottinghamshire NG18 1HS	
Independent Examiner	Adam Kettlewell FCCA Kettlewell&Co Limited Chartered Certified Accountants Retford Enterprise Centre Randall Way Retford Nottinghamshire DN22 7GR	

**Retford Little Theatre
Report of the Trustees and Executive Committee
For the year ended 31 May 2023**

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.

Contributions 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 undertaken a number of productions this year, all of which were a success with the attending public.

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.

**Retford Little Theatre
Trustees Report
For the year ended 31 May 2023**

Financial Review

The net assets of the theatre at 31 May 2023 were £120,119 (£122,665 at 31 May 2022) calculated as follows:

	2023		2022	
	£	£	£	£
Fixed assets		23,314		26,046
Current assets				
Cash and bank balances	92,296		95,342	
Other current assets	<u>5,900</u>		<u>4,938</u>	
		98,196		100,280
Current liabilities		<u>(1,481)</u>		<u>(3,661)</u>
Net Assets		<u>120,029</u>		<u>122,665</u>

More detailed information is available in the statutory financial statements.

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

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.

**Retford Little Theatre
Trustees Report
For the year ended 31 May 2023**

Trustees Responsibility

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 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 Charitable Trust 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 14 July 2023 and signed on their behalf by:



Mr D Cox
Trustee



Mrs J Young
Trustee

**Independent Examiner's Report to the trustees of
Retford Little Theatre
For the year ended 31 May 2023**

I report to the trustees on my examination of the accounts of Retford Little Theatre for the year ended 31st May 2023, which are set out on pages 6 to 13.

Responsibilities and basis of report

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

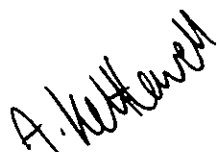
I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do 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.



A Kettlewell FCCA
Kettlewell & Co Limited
Chartered Certified Accountants
Retford Enterprise Centre
Randall Way
Retford
Nottinghamshire
DN22 7GR

14 July 2023

Retford Little Theatre

**Statement of Financial Activities for
the year ended 31 May 2023**

	Note	2023 Total Funds	2022 Total Funds
Incoming resources	2		
Incoming resources from generated funds:			
Donations and Grants		402	3,054
Income from principle activities		54,137	43,935
Investment Income		682	35
Total Incoming resources		<u>55,221</u>	<u>47,024</u>
Resources expended	3		
Charitable expenditure		-	-
Costs of principle activities		14,637	11,129
Management and administration costs		43,220	40,426
Total resources expended		<u>57,857</u>	<u>51,555</u>
Net income/(expenditure)		(2,636)	(4,531)
Net movement in funds		(2,636)	(4,531)
Total funds brought forward		122,665	127,196
Total funds carried forward		<u>120,029</u>	<u>122,665</u>

All the above figures relate to unrestricted funds.

Retford Little Theatre

Balance Sheet
as at 31 May 2023

			2022	
	Note	£	£	£
Fixed assets				
Tangible assets	4		23,314	26,046
			<u>23,314</u>	<u>26,046</u>
Current assets				
Stocks	5	639		1,003
Debtors	6	5,261		3,935
Investments	7	29,630		28,947
Cash at bank and in hand	8	62,667		66,395
		<u>98,196</u>	<u>100,280</u>	
Creditors				
Amounts falling due within one year	9	1,481		3,661
		<u>1,481</u>	<u>3,661</u>	
Net current assets			96,715	96,619
Total assets less current liabilities			<u>120,029</u>	<u>122,665</u>
Net assets			<u>120,029</u>	<u>122,665</u>
Capital funds				
Unrestricted funds			120,029	122,665
Total funds			<u>120,029</u>	<u>122,665</u>


Audit Exemption

For the year ended 31 May 2023, the theatre was entitled to exemption from the requirement to have an audit under the provisions of section 144(2) of Charities Act 2011.

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 14 July 2023 and signed on its behalf by:


Mr D Cox
Trustee


Mrs J Young
Trustee

Retford Little Theatre

**Notes to the financial statements
for the year ended 31 May 2023**

1. Accounting policies

1.1. Accounting convention

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 Charities Act 2011. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

1.2. Going Concern

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the Charity.

1.3. Accumulated Funds

All funds are unrestricted and can be used in accordance with the charitable objectives at the discretion of the trustees.

1.4. Fixed Assets

Fixed assets are capitalised if they can be used for more than one year, and cost at least £500. They are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

1.5. Depreciation

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful economic lives.

1.6. Stocks and Work in Progress

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

Retford Little Theatre

**Notes to the financial statements
for the year ended 31 May 2023**

1.7. Incoming Resources

Investment income is accounted for as follows:

- (i) Listed - amounts receivable during the year.
- (ii) Short Term Deposits - amounts receivable during the year.
- (iii) Rents - amounts receivable during the year.

1.8. Expenditure

All expenditure is recognised once there is a legal or constructive obligations to that expenditure, it is probable settlement is required and the amount can be measured reliably.

1.9. Donations and Grants

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

1.10. Volunteer Help

The value of any voluntary help received is not included in the accounts but is acknowledged in

1.11. Value Added Tax

The Charity is registered for Value Added Tax and is therefore able to reclaim Value Added Tax on its expenses. Expenditure in these financial statements is therefore shown exclusive of Value Added Tax.

Retford Little Theatre

Notes to the financial statements
for the year ended 31 May 2023

2. Incoming Resources	Total 2023 £	Total 2022 £
<i><u>Donations and Grants</u></i>		
Grant aid from Bassetlaw District Council	0	2,667
Other Donations	402	387
	<u>402</u>	<u>3,054</u>
<i><u>Income from Principle Activities</u></i>		
Theatre Productions	46,927	40,100
Other activities within the Theatre	7,210	3,835
	<u>54,137</u>	<u>43,935</u>
<i><u>Investment Income</u></i>		
Bank Interest	0	0
Interest on deposit with COIF	682	35
	<u>682</u>	<u>35</u>
Total Incoming Resources	<u><u>55,221</u></u>	<u><u>47,024</u></u>
3. Resources Expended	Total 2023 £	Total 2022 £
<i><u>Charitable expenditure</u></i>		
Local Charities	0	0
	<u>0</u>	<u>0</u>
<i><u>Costs of Principle Activities</u></i>		
Theatre Productions	13,267	10,290
Other activities within the Theatre	1,370	839
	<u>14,637</u>	<u>11,129</u>
<i><u>Management and Administration costs</u></i>		
Establishment costs	34,160	31,197
General administration costs	5,428	5,546
Independent examiners fees	900	600
Depreciation charges	2,732	3,083
	<u>43,220</u>	<u>40,426</u>
Total Resources Expended	<u><u>57,857</u></u>	<u><u>51,555</u></u>

Retford Little Theatre

Notes to the financial statements
for the year ended 31 May 2023

4. Tangible fixed assets	Building Refurb	Furnishings & Equipment	Lighting & Screen Equipment	Total
<u>Cost</u>				
At 1 June 2021	19,656	123,879	15,230	158,765
At 31 May 2022	19,656	123,879	15,230	158,765
<u>Depreciation</u>				
At 1 June 2021	15,649	102,692	14,378	132,719
Charge	400	2,119	213	2,732
At 31 May 2022	16,049	104,811	14,591	135,451
<u>Net book value</u>				
At 1 June 2021	4,007	21,187	852	26,046
At 31 May 2022	3,607	19,068	639	23,314

5. Stock

	2023 £	2022 £
Stock	639	1,003
	639	1,003

6. Debtors and prepayments

Amounts falling due within one year:

	2023 £	2022 £
VAT refund due	261	478
Prepayments	5,000	3,457
	5,261	3,935

Retford Little Theatre

**Notes to the financial statements
for the year ended 31 May 2023**

7. Investments

Current Asset Investments	2023 £	2022 £
COIF - Charities deposit fund	29,630	28,947
	<u>29,630</u>	<u>28,947</u>

8. Cash at bank and in hand

	2023 £	2022 £
Virgin Money current account	62,108	65,808
Cash in hand	559	587
	<u>62,667</u>	<u>66,395</u>

9. Creditors

	2023 £	2022 £
Amounts falling due within one year:		
Accruals	1,481	3,661
COVID-19 related amounts owed	-	-
	<u>1,481</u>	<u>3,661</u>

Retford Little Theatre

**Notes to the financial statements
for the year ended 31 May 2023**

10. Movement in funds

	As at 01/06/22	Incoming resources	Outgoing resources	Transfers	As at 31/05/23
<u>Unrestricted Funds</u>					
General Fund	116,597	55,221	57,857	0	113,961
Total Funds	<u>116,597</u>	<u>55,221</u>	<u>57,857</u>	<u>-</u>	<u>113,961</u>

11. Capital Commitments

No capital expenditure was committed at the year end.

12. Other Financial Commitments

As at 31 May 2023 the theatre was committed to making a payment of £15,500 under a non-cancellable operating lease during the year to 31 May 2024 (£15,500 in 2022)

13. Contingent Liabilities

There were no known contingent liabilities as at 31 May 2023

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 2022).

15. Employees

The charity has paid £1,290 in wages to part-time employees (£1,272 in 2022). 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 £900 (£600 in 2022)



Trustees' Annual Report for the period

From 01/06/2022 **To** 31/05/2023

Charity name: Retford Little Theatre

Charity registration number: 513391

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To foster all forms of dramatic art especially live performance
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	To produce suitable original theatre work for live performances and 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
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	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.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	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.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The theatre has undertaken a number of productions this year, all of which were a success with the attending public.

Additional Information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The net assets of the theatre at 31 May 2023 were £120,029 (£122,665 at 31 May 2022), please see the attached accounts for full details.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	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.
Amount of reserves held	Para 1.22	£120029
Reasons for holding zero reserves	Para 1.22	Na
Details of fund materially in deficit	Para 1.24	Na
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Na

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Trust Deed
How is the charity constituted?	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees appointed by members

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Retford Little Theatre
Other name the charity uses	
Registered charity number	513391
Charity's principal address	Wharf Road Retford Nottinghamshire DN22 6EN

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bankers	Virgin Money	26 Westgate, Mansfield, NG18 1HS
Solicitors	Jones & Co	5 Churchgate, Retford, DN22 6PB
Accountants	Kettlewell & Co	Retford Enterprise Centre, Retford, DN22 7GR

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--



Other optional information

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Declarations

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)	Committee member	Vice Chairman
Date	14 July 23.	