



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

REGISTERED CHARITY NUMBER: 518484

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

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REPORT OF THE TRUSTEES OF THE LITTLE THEATRE

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

Objectives and Activities

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

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

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

Public Benefit

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

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

Membership

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

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

Achievements and Performance

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

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

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

Plans for Future Periods

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

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

Covid-19

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

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

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

Financial Review

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

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

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

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

Reserves Policy

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

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

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

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

Investment Policy

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

Structure, Governance and Management

The Structure of the Little Theatre

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

Governing Document

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

Organisational Structure

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

Appointment of Trustees

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

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

Recruitment and Trustee Induction and Training

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

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

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

Trustee training is provided as and when required.

Risk Management

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

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

Responsibilities of the Trustees

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

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

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

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

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

Acknowledgements

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

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

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

.....

 Mr Stephen Oliver-Davies, Chair
 Treasurer

Miss Sarah Taylor,

LEGAL AND ADMINISTRATIVE INFORMATION

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

Charity Trustees:

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

President: Mr Cyril Cox

Independent Examiner:

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

Bank:

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

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

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

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 ('the 2011 Act') and that an independent examination is required.

It is my responsibility to:

- Examine the accounts under Section 145 of the 2011 Act 2011
- To follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- To state whether any particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be

required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

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

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

have not been met; or

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

Bev Richardson M.A.A.T.

Date: 29th June 2021

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

THE LITTLE THEATRE DONNINGTON

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

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

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

THE LITTLE THEATRE DONNINGTON

Statement of Assets and Liabilities as at 31st March 2021

ASSETS AND LIABILITIES

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

tickets sales

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

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

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

Miss Sarah Taylor,

Notes to the Accounts

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

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

Notes to the Accounts continued

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

Licences & Rental Fees	347	0	347	1,483
Technical Fund	0	0	0	51
Musician Fees	0	0	0	2,730
Performing Rights	117	0	117	985
Misc. Show Expenses	0	0	0	15
	464	0	464	7,578

**1
0 Maintenance**

Fire & Safety Inspection	1,143	0	1,143	957
General Maintenance	348	0	348	1,640
Cleaning & Hygiene	19	0	19	162
Refurbishment	403	0	403	2,700
	1,913	0	1,913	5,459

**1
1 Governance**

Independent Examination	300	0	300	50
Trustee Expenses	16	0	16	42
	316	0	316	92

**1
2 Other Expenditure**

Miscellaneous	2	0	2	423
	2	0	2	423