



**THE LITTLE THEATRE DONNINGTON**

**TRUSTEES' ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

**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 2023. 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 31<sup>st</sup> March 2023, the Little Theatre had

- 1 President
- 5 Life members
- 70 Adult members
- 2 Volunteers

### Achievements and Performance

#### Shows

This has been our first full year of shows since we reopened after Covid, we performed two plays, a musical and a Pantomime. These were

- **Deadly Nightcap:** a play. Show dates 7<sup>th</sup> – 9<sup>th</sup> April 2022  
A total of 240 individuals attended these performances
- **The Cripple of Inishmaan:** a Play. Show dates 22<sup>nd</sup> – 24<sup>th</sup> September 2022  
A total of 191 individuals attended the performances

- **Calendar Girls the Musical:** a Musical. Show dates 3<sup>rd</sup> – 5<sup>th</sup> November 2022  
A total of 701 individuals attended the performances
- **Peter Pan:** a Pantomime. Show dates 21<sup>st</sup> – 29<sup>th</sup> January 2022  
A total of 1163 individuals attended the performances

The Surplus/deficit made for each performance is shown below.

	<b>Receipts</b>	<b>Payments</b>	<b>Surplus</b>
<b><u>SHOW</u></b>	<b>£</b>	<b>£</b>	<b>£</b>
Deadly nightcap	2,230	454	1,777
The Cripple of Innishmaan	1,806	948	859
Calendar Girls the musical*	10,462	4,826	5,636
Peter Pan	10,716	4,188	6,528
	<b>25,215</b>	<b>10,416</b>	<b>14,800</b>

\*During Calendar Girls the cast and crew kindly posed for some calendars, the profit made from the sale of these calendars was £547.94, £273.97 (50%) has been kept by ourselves and £273.97 (50%) is to be donated to Leukaemia UK, the whole of the £547.94 is included in the above figures.

### **Social Events**

In addition to the productions, 4 social events were held for members and their friends, a Karaoke night, a fish and chip supper, a curry and quiz night and a Christmas party.

### **The Theatre**

Maintenance at the theatre continued, this included a new alarm system a new sound system, work to fix the water to allow for hot water in the toilets, repairs to pipework in the stage/makeup room area after some frozen pipes burst and roof repairs.

### **Plans for Future Periods**

We have the following shows planned for the coming year:

- Waiting for God: A play. Show Dates: 27<sup>th</sup> – 29<sup>th</sup> April 2023
- Habeas Corpus: A Play. Show Dates: 21<sup>st</sup> – 23<sup>rd</sup> September 2023
- Hello Dolly: A Musical. Show Dates: 26<sup>th</sup> – 28<sup>th</sup> October 2023
- Pantomime: TBC. Show Dates: January 2024

Due to the increased cost of license fees and the increased ticket prices for the 2023/24 performances, some work has been done this year to look at and revise budgets for shows going forward to ensure we are able to put on the standard of performances we strive to achieve, as well as being able to cover the theatre running costs and allow for improvements to be made.

## **Financial Review**

We started the financial year in a very healthy position, with an opening balance of £35,684. During the course of the year, our receipts totaled £30,549 and our payments £30,418. £4,210 of these payments was spend on the maintenance mentioned above.

The Theatre continues to be a recipient for the Twincl Lottery run by Telford and Wrekin Council and received £1,459 from lottery tickets purchased. We have also registered for Give as you live, Easy Fundraising and Amazon Smile, this year we have received £106 from Amazon Smile however we have been informed Amazon Smile has been closed therefore we will not be receiving anything more going forward.

The Theatre has been lucky enough in 2022/23 to have been able to qualify for a grant from Telford and Wrekin Council of £1,000 earmarked to help with works we plan to do to the carpark.

## **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 2023, the total charity's reserves were £35,815, £34,103 of which is unrestricted. Although the level of free reserves available to the charity is equivalent to 14 months running costs based on this year's expenditure, the Trustees cannot be complacent.

As the Theatre is now back open to the public and audience number have been at a similar level to before the pandemic started, it is expected that we will not need to use our reserves to get us through this next financial year.

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 21<sup>st</sup> October 1986 and was entered

on the Register of Charities by the Charity Commission of England and Wales on 17<sup>th</sup> February 1987. The constitution was amended on 24<sup>th</sup> February 1988 and 23<sup>rd</sup> 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, 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 16<sup>th</sup> June 2023 and were signed on their behalf by**

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

.....  
Mrs Sarah Bishop, Treasurer

## 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: 07971993802  
Email Address: thelittletheatredonnington@gmail.com  
Website: www.thelittletheatredonnington.co.uk

### Charity Trustees:

Chair Mr Stephen Oliver-Davies  
Secretary Mr Dale Pritchard  
Treasurer Mrs Sarah Bishop  
Trustees Miss Nina Aver (Stepped down July 2022)  
Mrs Carol Robertson  
Miss Kimberley Cassells (Stepped down July 2022)  
Miss Claire Anne Hall (Stepped down July 2022)  
Miss Jessica May Bracken  
Miss Vicki Stevens (Appointed July 2022)  
Miss Leigh Kendal (Appointed July 2022)  
Miss Annika Dixon (Appointed July 2022)  
Ms Joanne Petford (Appointed July 2022)

**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 2023 which are set out on pages 8 to 11.

### **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: 16<sup>th</sup> June 2023

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 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023

	Notes	Unrestricted	Restricted	2023	2022
		£	£	£	£
<b>RECEIPTS</b>					
Grants & Donations	1	422	1,000	1,422	8,548
Membership	2	1,956	0	1,956	855
Charitable Activities	3	18,278	714	18,992	9,308
Generating Income	4	8,179	0	8,179	4,523
Investment Income	5	0	0	0	0
Other Income	6	0	0	0	50
		<u>28,835</u>	<u>1,714</u>	<u>30,549</u>	<u>23,285</u>
<b>PAYMENTS</b>					
Generating Income	7	2,785	0	2,785	1,689
Charity Running Costs	8	8,749	0	8,749	8,652
Charitable Activities	9	9,951	440	10,391	3,976
Maintenance	10	4,641	0	4,641	16,607
Governance	11	496	0	496	250
Other Expenditure	12	9	0	9	82
		<u>26,631</u>	<u>440</u>	<u>27,071</u>	<u>31,255</u>
<b>ASSETS &amp; INVESTMENTS</b>					
Fixed Assets	13	3,347	0	3,347	0
Investments		0	0	0	0
		<u>3,347</u>	<u>0</u>	<u>3,347</u>	<u>0</u>
<b>TOTAL PAYMENTS</b>		<u>29,978</u>	<u>440</u>	<u>30,418</u>	<u>31,255</u>
Net incoming resources		<u>(1,143)</u>	<u>1,274</u>	<u>131</u>	<u>(7,971)</u>
Transfer between funds		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Funds from Last year		35,246	438	35,684	43,655
<b>TOTAL CASH FUNDS</b>		<u>34,103</u>	<u>1,712</u>	<u>35,815</u>	<u>35,684</u>

## THE LITTLE THEATRE DONNINGTON

### Statement of Assets and Liabilities as at 31<sup>st</sup> March 2023

<b>ASSETS AND LIABILITIES</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
<b>CASH FUNDS</b>			
Petty Cash (General)	302	0	302
Petty Cash (Bar)	100	0	100
Lloyds Bank	33,701	1,712	35,413
<b>OTHER MONETARY ASSETS</b>	0	0	0
<b>INVESTMENT ASSETS</b>	0	0	0
<b>ASSETS RETAINED FOR THE CHARITIES OWN USE</b>			
Fixtures, Fittings, Equipment	1,000	0	1,000
Sound System	3,347	0	3,347
Bar Stock	530	0	530
<b>LIABILITIES</b>			
Independent Examination	250	0	250
Subscribers Advanced tickets sales	667	0	667
Donation to Leukemia UK	0	274	274

**The financial statements were approved by the Board of Trustees on 16<sup>th</sup> June 2023 and were signed on their behalf by**

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

.....  
Mrs Sarah Bishop, Treasurer

## Notes to the Accounts

	Unrestricted	Restricted	2023	2022
	£	£	£	£
<b>1 Grants &amp; Donations</b>				
Grants	0	1,000	1,000	8,280
Donations	422	0	422	268
	<b>422</b>	<b>1,000</b>	<b>1,422</b>	<b>8,548</b>
<b>2 Membership</b>				
Membership	1,220	0	1,220	590
Subscribers	667	0	667	265
Socials	69	0	69	0
	<b>1,956</b>	<b>0</b>	<b>1,956</b>	<b>855</b>
<b>3 Charitable Activities</b>				
Box office	17,140	0	17,140	8,923
Programmes	642	0	642	145
Calendars	496	274	770	0
Pianist Fund	0	440	440	240
	<b>18,278</b>	<b>714</b>	<b>18,992</b>	<b>9,308</b>
<b>4 Generating Income</b>				
Raffles	1,047	0	1,047	496
Refreshments & Bar Sales	5,516	0	5,516	2,508
Advertising	0	0	0	0
Sale of Scripts	1	0	1	0
Theatre Hire	50	0	50	0
Twincl Lottery	1,459	0	1,459	1,445
Amazon Smile	106	0	106	75
Give as you live	0	0	0	0
Easy Fundraising	0	0	0	0
	<b>8,179</b>	<b>0</b>	<b>8,179</b>	<b>4,523</b>
<b>5 Investment Interest</b>				
Building Society Interest	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>6 Other Income</b>				
Miscellaneous	0	0	0	50
	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>
<b>7 Cost of generating Funds</b>				
Refreshments & Bar Stock	2,614	0	2,614	1,650
Raffles	171	0	171	40
Socials	0	0	0	0
	<b>2,785</b>	<b>0</b>	<b>2,785</b>	<b>1,689</b>

## Notes to the Accounts continued

### 8 Charity Running costs

Insurance	2,378	0	2,378	2,378
Telephone	0	0	0	0
Postage, Stationery, Printing	327	0	327	203
Rent	3,000	0	3,000	3,000
Water Rates	192	0	192	202
Electricity	531	0	531	2,598
IT/Website	1,009	0	1,009	89
Electrical Equipment	374	0	374	99
Other Equipment	938	0	938	83
Publicity	0	0	0	0
	<b>8,749</b>	<b>0</b>	<b>8,749</b>	<b>8,652</b>

### 9 Charitable Activities

Programmes & Posters	1,000	0	1,000	241
Calendars	262	0	262	0
Scripts	433	0	433	40
Costumes, Props, Materials	1,504	0	1,504	789
Theatre & Bar Staff Hire	29	0	29	0
Licences & Rental Fees	3,634	0	3,634	1,091
Technical Fund	47	0	47	10
Musician Fees	1,600	440	2,040	540
Performing rights	370	0	370	1,061
Misc. Show Expenses	1,072	0	1,072	204
	<b>9,951</b>	<b>440</b>	<b>10,391</b>	<b>3,976</b>

### 10 Maintenance

Fire & Safety Inspection	1,210	0	1,210	1,261
General Maintenance	2,089	0	2,089	2,285
Cleaning & Hygiene	478	0	478	84
Refurbishment	864	0	864	12,977
	<b>4,641</b>	<b>0</b>	<b>4,641</b>	<b>16,607</b>

### 11 Governance

Independent Examination	250	0	250	250
Trustee Expenses	246	0	246	0
	<b>496</b>	<b>0</b>	<b>496</b>	<b>250</b>

### 12 Other

Miscellaneous	9	0	9	82
	<b>9</b>	<b>0</b>	<b>9</b>	<b>82</b>

### 13 Fixed Assets

Sound System	3,347	0	3,347	0
	<b>3,347</b>	<b>0</b>	<b>3,347</b>	<b>0</b>