



THE LITTLE THEATRE DONNINGTON

TRUSTEES' ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

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 2024. 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 2024, the Little Theatre had

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

Achievements and Performance

Shows

This year we performed two plays, a musical and a Pantomime. These were

- **Waiting for god:** a play. Show dates 27th – 29th April 2023
A total of 381 individuals attended these performances
- **Habeus Corpus:** a Play. Show dates 21st – 23rd September 2023
A total of 285 individuals attended the performances
- **Hello Dolly:** a Musical. Show dates 26th – 28th October 2023

- A total of 400 individuals attended the performances
- **Robinson Crusoe:** a Pantomime. Show dates 20th – 27th January 2024
- A total of 940 individuals attended the performances

The Contribution towards running costs made for each performance is shown below.

	Receipts	Payments	Contribution
<u>SHOW</u>	£	£	£
Waiting for God	3,951	1,147	2,805
Habeus Corpus	2,827	867	1,960
Hello Dolly	6,767	4,917	1,850
Robinson Crusoe	10,054	4,453	5,602
	23,600	11,384	12,216

Social Events

In addition to the productions, 3 social events were held for members and their friends, a fish and chip supper, and 2 quiz nights.

The Theatre

Maintenance at the theatre continued, this included refurbishing the cage room to provide better storage, new shelving in the props hole and the replacement of the Emergency Exit signs for more efficient LED lit signs.

Plans for Future Periods

We have the following shows planned for the coming year:

- Billy Liar: A play. Show Dates: 25th – 27th April 2024
- A Bunch of Amateurs: A Play. Show Dates: 12th – 14th September 2024
- Wizard of Oz: A Musical. Show Dates: 31st October – 3rd November 2024
- Pantomime: TBC. Show Dates: January 2025

As the Society is celebrating its 70th anniversary this year we also have a couple of additional events to celebrate:

- A Ball on June 15th to bring together current and past members and supporters of the theatre
- A Showtime Serenade, a concert showcasing songs from Movies & Musicals on 13th & 14th July.

Financial Review

We started the financial year in a very healthy position, with an opening balance of £35,815. During the course of the year, our receipts totaled £30,337 and our payments £32,307. £2,917 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 £1,463 from lottery tickets purchased. We have also registered for Easy Fundraising and Amazon Smile, this year we have received £71 from Amazon Smile however Amazon Smile has now been disbanded therefore we will not be receiving anything

more going forward, this year has been the first year we have seen donations from easy Fundraising which have totaled £77.

The Theatre has been lucky enough in 2023/24 to have been able to qualify for a grant from Telford and Wrekin Council of £500 which along with the £1,000 received last year, shall shortly be using this to do improvements to the carpark.

In November 2022 we sold Calendars during the Calendar girls performances, it was advertised that 50% of the profit from these would be donated to a charity of our choice. As a result of these sales The Theatre have been able to make a charitable donation to Leukemia UK of £273.97 which was paid over in April 2023.

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 2024, the charity's total reserves were £33,546, £31,608 of which is unrestricted. Against the unrestricted spend of £31,948, the level of free reserves available to the charity is equivalent to just under 12 months running costs meaning this year we have dipped into our reserves by £334, this is the first time this has happened in recent years. This drop is due to increased costs electric being the main one and a reduction in ticket sales.

The following mitigations should prevent the society from dipping into reserves in 2024/25:

- Audience numbers are expected to increase for some shows and we have added 2 additional matinee performances to our Musical to encourage families & those not able to attend evening performances.
- Ticket sales for the Ball will cover the costs for planning the ball therefore it should be cost neutral however there is a raffle planned for the event to raise additional funds, local businesses are being approached to donate prizes.
- The concert in July will also bring additional income through both ticket and Bar sales.
- One theatre hire is booked in and the committee are working with Telford Theatre to see if the Little Theatre can accommodate any shows during their renovations, no dates have been agreed yet but this could be a useful additional source of income.
- Electricity costs should reduce due to moving on to a cheaper contract also the committee are starting to look at possible options for replacing the existing heating system with something more energy efficient and suitable to heat the theatre.

However the trustees cannot be complacent and need to monitor the spend closely over the next year to ensure reserves do not need to be used.

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, 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 28th June 2024 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 Mrs Carol Robertson
Miss Jessica May Bracken (Stepped down July 2023)
Miss Vicki Stevens
Miss Leigh Kendal
Miss Annika Dixon
Ms Joanne Petford (Stepped down July 2023)
Miss Kimberley Cassells (Appointed July 2023)
Mrs Deborah Ann Taylor (Appointed July 2023)

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 2024 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: 28th June 2024

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 2023 – 31st March 2024

	Notes	Unrestricted	Restricted	2024	2023
		£	£	£	£
RECEIPTS					
Grants & Donations	1	935	500	1,435	1,422
Membership	2	2,866	0	2,866	1,957
Charitable Activities	3	17,660	385	18,045	18,993
Generating Income	4	7,990	0	7,990	8,178
Investment Income	5	0	0	0	0
Other Income	6	0	0	0	50
		<u>29,452</u>	<u>885</u>	<u>30,337</u>	<u>30,549</u>
PAYMENTS					
Generating Income	7	2,791	0	2,791	2,786
Charity Running Costs	8	11,771	0	11,771	8,748
Charitable Activities	9	9,937	385	10,322	10,391
Maintenance	10	5,031	0	5,031	4,641
Governance	11	366	0	366	496
Other Expenditure	12	2	274	276	9
		<u>29,899</u>	<u>659</u>	<u>30,558</u>	<u>27,071</u>
ASSETS & INVESTMENTS					
Fixed Assets	13	2,049	0	2,049	3,347
Investments		0	0	0	0
		<u>2,049</u>	<u>0</u>	<u>2,049</u>	<u>3,347</u>
TOTAL PAYMENTS		<u>31,948</u>	<u>659</u>	<u>32,607</u>	<u>30,418</u>
Net incoming resources		<u>(2,496)</u>	<u>226</u>	<u>(2,269)</u>	<u>131</u>
Transfer between funds		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Funds from Last year		34,103	1,712	35,815	35,684
TOTAL CASH FUNDS		<u>31,608</u>	<u>1,938</u>	<u>33,546</u>	<u>35,815</u>

THE LITTLE THEATRE DONNINGTON

Statement of Assets and Liabilities as at 31st March 2024

ASSETS AND LIABILITIES	Unrestricted	Restricted	Total
CASH FUNDS			
Petty Cash (General)	421	0	421
Petty Cash (Bar)	180	0	180
Lloyds Bank	31,007	1,938	32,945
OTHER MONETARY ASSETS	0	0	0
INVESTMENT ASSETS	0	0	0
ASSETS RETAINED FOR THE CHARITIES OWN USE			
Fixtures, Fittings, Equipment	2,549	0	2,549
Sound System	2,678	0	2,678
Bar Stock	539	0	539
LIABILITIES			
Independent Examination	250	0	250
Subscribers Advanced tickets sales	772	0	772
Anniversary Ball Deposits	697	0	697

The financial statements were approved by the Board of Trustees on 28th June 2024 and were signed on their behalf by

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

.....
Mrs Sarah Bishop, Treasurer

Notes to the Accounts

	Unrestricted	Restricted	2024	2023
	£	£	£	£
1 Grants & Donations				
Grants	0	500	500	1,000
Donations	935	0	935	422
	935	500	1,435	1,422
2 Membership				
Membership	1,095	0	1,095	1,220
Subscribers	772	0	772	667
Socials	1,000	0	1,000	70
	2,866	0	2,866	1,957
3 Charitable Activities				
Box office	16,129	0	16,129	17,141
Programmes	950	0	950	642
Calendars	20	0	20	770
Pianist Fund	0	385	385	440
Branded clothing	562	0	562	0
	17,660	385	18,045	18,993
4 Generating Income				
Raffles	1,088	0	1,088	1,047
Refreshments & Bar Sales	4,942	0	4,942	5,516
Advertising	300	0	300	0
Sale of Scripts	0	0	0	0
Theatre Hire	50	0	50	50
Twincl Lottery	1,463	0	1,463	1,459
Amazon Smile	71	0	71	106
Give as you live	0	0	0	0
Easy Fundraising	77	0	77	0
	7,990	0	7,990	8,178
5 Investment Interest				
Building Society Interest	0	0	0	0
	0	0	0	0
6 Other Income				
Miscellaneous	0	0	0	0
	0	0	0	0
7 Cost of generating Funds				
Refreshments & Bar Stock	2,393	0	2,393	2,614
Raffles	93	0	93	171
Socials	305	0	305	0
	2,791	0	2,791	2,786

Notes to the Accounts continued

8 Charity Running costs

Insurance	2,697	0	2,697	2,378
Telephone	0	0	0	0
Postage, Stationery, Printing	236	0	236	327
Rent	3,000	0	3,000	3,000
Water Rates	267	0	267	192
Electricity	4,195	0	4,195	531
IT/Website	759	0	759	1,009
Electrical Equipment	385	0	385	374
Other Equipment	145	0	145	938
Publicity	87	0	87	0
	11,771	0	11,771	8,748

9 Charitable Activities

Programmes & Posters	910	0	910	1,000
Calendars	0	0	0	262
Scripts	1,046	0	1,046	434
Costumes, Props, Materials	2,137	0	2,137	1,504
Theatre & Bar Staff Hire	0	0	0	29
Licences & Rental Fees	2,666	0	2,666	3,634
Technical Fund	0	0	0	46
Musician Fees	1,458	385	1,843	2,040
Performing rights	379	0	379	370
Branded Clothing	388	0	388	0
Misc. Show Expenses	952	0	952	1,072
	9,937	385	10,322	10,391

10 Maintenance

Fire & Safety Inspection	1,327	0	1,327	1,210
General Maintenance	1,991	0	1,991	2,089
Cleaning & Hygiene	845	0	845	478
Refurbishment	868	0	868	863
	5,031	0	5,031	4,641

11 Governance

Independent Examination	250	0	250	250
Trustee Expenses	116	0	116	246
	366	0	366	250

12 Other

Miscellaneous	2	274	276	9
	2	274	276	9

13 Fixed Assets

Emergency Exit signs	2,049	0	2,049	3,347
	2,049	0	2,049	3,347