



**THE LITTLE THEATRE DONNINGTON**

**TRUSTEES' ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2025**

**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 2025. 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 2025, the Little Theatre had

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

### **Achievements and Performance**

#### **Shows**

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

- **Billy Liar:** a play. Show dates 25<sup>th</sup> – 27<sup>th</sup> April 2024  
A total of 383 individuals attended these performances
- **Showtime Serenade:** a concert. Show date 13<sup>th</sup> July 2024  
A total of 58 individuals attended these performances

- **A bunch of Amateurs:** a Play. Show dates 12<sup>th</sup> – 14<sup>th</sup> September 2024  
A total of 247 individuals attended the performances
- **Wizard of Oz:** a Musical. Show dates 31<sup>st</sup> October – 2<sup>nd</sup> November 2024  
A total of 854 individuals attended the performances
- **Rapunzel:** a Pantomime. Show dates 25<sup>th</sup>, 26<sup>th</sup> January & 1<sup>st</sup> February 2025  
A total of 960 individuals attended the performances

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

	Receipts	Payments	Contribution
<b>SHOW</b>	£	£	£
Billy Liar	3,745	996	2,749
Showtime Serenade	703	355	348
A Bunch of Amateurs	2,521	950	1,571
Wizard of Oz	14,207	8,672	5,535
Rapunzel	9,735	3,207	6,528
	<b>30,912</b>	<b>14,180</b>	<b>16,732</b>

### Social Events

In addition to the productions, 5 social events were held for members their friends and Family; this included a ball to celebrate our 70<sup>th</sup> Anniversary that raised £670 through a raffle, a fish and chip supper, a society Photo, a baby shower and a Christmas Fair.

### The Theatre

Maintenance at the theatre continued, this included installing a new drink making area in the makeup room, the carpark in front of the theatre has been redone and new lights have been purchased for the Auditorium.

### Plans for Future Periods

We have the following shows planned for the coming year:

- Ladies Day: A play. Show Dates: 24<sup>th</sup> – 26<sup>th</sup> April 2025
- Lest we forget an 80th VE day celebration: Variety show. Show Date: 10<sup>th</sup> May 2025
- Agatha Crusty and the Village Hall Murders: A Play. Show Dates: 19<sup>th</sup> – 21<sup>st</sup> June 2025
- All Shook Up: A Musical. Show Dates: 2<sup>nd</sup> – 4<sup>th</sup> October 2025
- Pantomime: TBC. Show Dates: January 2026

### Financial Review

We started the financial year in a very healthy position, with an opening balance of £33,546. During the course of the year, our receipts totaled £39,806 and our payments £36,833. £564 of these payments was spend on the maintenance mentioned above and £2,250 related to the 70 Anniversary Ball.

The Theatre continues to be a recipient for the Twincl Lottery run by Telford and Wrekin Council and received £1,255 from lottery tickets purchased. We have also registered for Easy Fundraising and this year we have seen donations from them of £184.

The Theatre has been lucky enough in 2024/25 to have received a donation of £500 from Gaming rules!, a YouTube channel who provide how to play videos and reviews for board games as well as put on board game conventions. The owner receives add money on the YouTube channel monthly and always donates this to a charity. We were lucky enough to receive that money in December 2024

## **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 2025, the charity's total reserves were £36,518, £34,394 of which is unrestricted. Against the unrestricted spend of £35,755, the level of free reserves available to the charity is equivalent to just over 11.5 months running costs (excluding restricted funds) meaning this year our reserves are £1,361 lower than they should be. This is mainly due to increase show license fees compared to the previous year and increased spend on Social events mainly the 70<sup>th</sup> anniversary ball which will be a one off.

The following mitigations should prevent the society from dipping further into reserves in 2025/26:

- Three theatre hires are booked in.
- New heaters being installed in the Bar should reduce electricity costs, the committee are also starting to look at possible options for replacing the existing heating system in the Auditorium 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 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 and is currently being reviewed again by the committee.

## **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 6<sup>th</sup> June 2025 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 Vicki Stevens  
Miss Leigh Kendal  
Miss Annika Dixon  
Mrs Kimberley Roberts (was Cassells)  
Mrs Amanda Nicolle (Co-opted by the committee in February 2025)

**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 2025 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: 6<sup>th</sup> June 2025

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 2024 – 31<sup>st</sup> March 2025

	Notes	Unrestricted	Restricted	2025	2024
		£	£	£	£
<b>RECEIPTS</b>					
Grants & Donations	1	461	526	987	1,435
Membership	2	4,349	0	4,349	2,866
Charitable Activities	3	22,988	740	23,728	18,045
Generating Income	4	10,743	0	10,743	7,990
Investment Income	5	0	0	0	0
Other Income	6	0	0	0	0
		<u>38,541</u>	<u>1,266</u>	<u>39,807</u>	<u>30,337</u>
<b>PAYMENTS</b>					
Generating Income	7	5,241	0	5,241	2,791
Charity Running Costs	8	11,847	0	11,847	11,771
Charitable Activities	9	12,245	897	13,142	10,322
Maintenance	10	5,737	183	5,920	5,031
Governance	11	200	0	200	366
Other Expenditure	12	485	0	485	276
		<u>35,755</u>	<u>1,080</u>	<u>36,835</u>	<u>30,558</u>
<b>ASSETS &amp; INVESTMENTS</b>					
Fixed Assets	13	0	0	0	2,049
Investments		0	0	0	0
		<u>0</u>	<u>0</u>	<u>0</u>	<u>2,049</u>
<b>TOTAL PAYMENTS</b>		<u>35,755</u>	<u>1,080</u>	<u>36,835</u>	<u>32,607</u>
Net incoming resources		<u>2,786</u>	<u>186</u>	<u>2,972</u>	<u>(2,269)</u>
Transfer between funds		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Funds from Last year		31,608	1,938	33,546	35,815
<b>TOTAL CASH FUNDS</b>		<u>34,394</u>	<u>2,124</u>	<u>36,518</u>	<u>33,564</u>

## THE LITTLE THEATRE DONNINGTON

### Statement of Assets and Liabilities as at 31<sup>st</sup> March 2025

<b>ASSETS AND LIABILITIES</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
<b>CASH FUNDS</b>			
Petty Cash (General)	400	0	400
Petty Cash (Bar)	100	0	100
Lloyds Bank	33,894	2,124	36,018
<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	1,639	0	1,639
Sound System	2,008	0	2,008
Bar Stock	440	0	440
<b>LIABILITIES</b>			
Independent Examination	200	0	200
Subscribers Advanced tickets sales	819	0	819

The financial statements were approved by the Board of Trustees on 6<sup>th</sup> June 2025 and were signed on their behalf by

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

.....  
Mrs Sarah Bishop, Treasurer

## Notes to the Accounts

	Unrestricted	Restricted	2025	2024
	£	£	£	£
<b>1 Grants &amp; Donations</b>				
Grants	0		0	500
Donations	461	526	987	935
	<b>461</b>	<b>526</b>	<b>987</b>	<b>1,435</b>
<b>2 Membership</b>				
Membership	1,795	0	1,795	1,095
Subscribers	819	0	819	772
Socials	1,735	0	1,735	1,000
	<b>4,349</b>	<b>0</b>	<b>4,349</b>	<b>2,866</b>
<b>3 Charitable Activities</b>				
Box office	21,709	0	21,709	16,129
Programmes	810	0	810	950
Calendars	0	0	0	20
Pianist Fund	0	740	740	385
Branded clothing	469	0	469	562
	<b>22,988</b>	<b>740</b>	<b>23,728</b>	<b>18,045</b>
<b>4 Generating Income</b>				
Raffles	1,944	0	1,944	1,088
Refreshments & Bar Sales	6,465	0	6,465	4,942
Advertising	310	0	310	300
Sale of Scripts	5	0	5	0
Theatre Hire	580	0	580	50
Twincl Lottery	1,255	0	1,255	1,463
Amazon Smile	0	0	0	71
Give as you live	0	0	0	0
Easy Fundraising	184	0	184	77
	<b>10,743</b>	<b>0</b>	<b>10,743</b>	<b>7,990</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	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>7 Cost of generating Funds</b>				
Refreshments & Bar Stock	2,939	0	2,939	2,393
Raffles	51	0	51	93
Socials	2,251	0	2,251	305
	<b>5,241</b>	<b>0</b>	<b>5,241</b>	<b>2,791</b>

## Notes to the Accounts continued

### 8 Charity Running costs

Insurance	2,741	0	2,741	2,697
Telephone	0	0	0	0
Postage, Stationery, Printing	244	0	244	236
Rent	3,000	0	3,000	3,000
Water Rates	871	0	871	267
Electricity	3,675	0	3,675	4,195
IT/Website	903	0	903	759
Electrical Equipment	56	0	56	385
Other Equipment	83	0	83	145
Publicity	274	0	274	87
	<b>11,847</b>	<b>0</b>	<b>11,847</b>	<b>11,771</b>

### 9 Charitable Activities

Programmes & Posters	584	0	584	910
Calendars	0	0	0	0
Scripts	1,200	0	1,200	1,046
Costumes, Props, Materials	1,559	0	1,559	2,137
Theatre & Bar Staff Hire	225	0	225	0
Licences & Rental Fees	4,265	0	4,265	2,666
Technical Fund	362	157	519	0
Musician Fees	1,885	740	2,625	1,843
Performing rights	205	0	205	379
Branded Clothing	570	0	570	388
Misc. Show Expenses	1,390	0	1,390	952
	<b>12,245</b>	<b>897</b>	<b>13,142</b>	<b>10,322</b>

### 10 Maintenance

Fire & Safety Inspection	1,964	0	1,964	1,327
General Maintenance	2,417	67	2,484	1,991
Cleaning & Hygiene	909	0	909	845
Refurbishment	447	116	563	868
	<b>5,737</b>	<b>183</b>	<b>5,920</b>	<b>5,031</b>

### 11 Governance

Independent Examination	200	0	200	250
Trustee Expenses	0	0	0	116
	<b>200</b>	<b>0</b>	<b>200</b>	<b>366</b>

### 12 Other

Miscellaneous	485	0	485	276
	<b>485</b>	<b>0</b>	<b>485</b>	<b>276</b>

### 13 Fixed Assets

Emergency Exit signs	0	0	0	2,049
	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,049</b>