

Registered Charity Number: 1136031 (Until Dec 18)  
Registered Charitable Incorporated Organisation: 1180955 (Dec 18 onwards)



Herts Inclusive Theatre Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31<sup>st</sup> August 2019

**Independent Examiner**

Selma Felton FCPFA  
Chartered Accountant  
61A Church Road  
WD17 4PY

Herts Inclusive Theatre  
Contents of the Financial Statements  
For the year ended 31st August 2019

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**The Greatest Showcase – May 2019**

## **Legal and Administrative Details**

Registered CIO Number: 1180955

Principal Address: The Holywell Community Centre, Chaffinch Lane, Watford, Herts, WD18 9QD

## **Trustees**

The trustees who served during the year and those appointed since the end of the year are as follows:

Christine Armstrong	
Neil Ben	Appointed 04/03/2020
Gayle Bryans (Chair)	
Stephen Cavinder	
David Duncan (Treasurer)	
Helen Elliott	Resigned 07/02/2020
Lee Keogh (Young Trustee)	Appointed 04/06/2020
Amy Lazzerini	Appointed 13/02/2019
Mike Lewis (Vice Chair)	Appointed 15/05/2019
Sheryl Norman	Appointed 04/03/2020
Aniela Perriam	

## **Senior Management**

Director: Caroline Stevens

## **Independent Examiner**

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The trustees present their report with the financial statements of the charity for the year ended 31st August 2019.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its Constitution (Charitable Incorporated Organisation Foundation Model)

### **Risk Management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure the appropriate controls are in place to provide reasonable assurance against fraud and error. A Risk Management schedule was created during the year and is reviewed and updated at every Trustee Meeting.

## **OBJECTIVES AND AIMS**

- A) To advance education by the provision of arts activities to the public, in particular but not exclusively to i) children and young people ii) disabled people, in Hertfordshire and neighbouring areas
- B) To relieve those in need by reason of disability and other disadvantage by using the arts and well-being therapies as a tool to help those in need and their families in Hertfordshire and neighbouring areas

## **OVERVIEW OF THE YEAR**

Herts Inclusive Theatre thrived in 2018/19 delivering our Children's and Youth Theatre groups in Borehamwood, Hemel Hempstead and Watford, working with 376 children and young people. We also continued to run 'Acting Up', our adult theatre group based in Stanmore, working with 44 participants throughout the year. We maintained our relationship with the following organisations, delivering a variety of workshops for them: Woodfield School in Hemel Hempstead; Three Rivers Council, Hertsmere Mencap; Watford Mencap and building a new relationship with Dacorum Council.

Highlights of the year included HIT's Greatest Showcase in May, Acting Up's production of Grease, winning a High Sheriff award, a BBC Three Counties Award and becoming a Charitable Incorporated Organisation.

Thank you to everyone involved with the organisation this year especially the volunteers and staff, a big thank you to funders and those who have supported the organisation and helped towards another fantastic year of achievements.

### **Activities & Achievements**

#### ***Term time Children and Youth Theatres***

During the autumn 2018 term the children's and youth theatre groups in Watford and Borehamwood worked on creating short acts, and pieces for talent shows, which they

performed as joint pieces at the end of the term. The children's and youth theatre groups in Hemel Hempstead joined forces for a pantomime version of Cinderella which they performed in February 2019.

For the spring and summer terms all groups worked on creating scenes from previous HIT productions spanning the last 10 years for a Showcase event at Elstree Studios in May 2019.

### **Adult Theatre**

From September 2018 we took over the running of Get Set Perform from Three Rivers Council, so with Acting Up continuing we are now delivering two weekly adult sessions. Both groups worked on each half of a sing off piece which they came together to perform at Harrow Disability Arts Festival. Acting Up and Get Set Perform also worked on pieces for the May Showcase.

### **Project work**

We continued to provide after school drama workshops for children with severe learning disabilities at Woodfield School. We also continued our daytime adult project 'Act It Out' with Hertsmere Mencap.

Following on from the success of the two, eight week projects, Watford Mencap commissioned us for a twelve week project between September and December working in the evenings with adults with learning disabilities.

We started two new commissioned projects in September, Get Set Yoga, delivering yoga, wellbeing and relaxation to adults with learning disabilities through Three Rivers Council. We also were commissioned by Dacorum Council for 'Colourful Minds' a 12 week programme delivering art therapy to adults with mental health problems. We were commissioned for three, 12 week programmes over the year.

Following on from the success of the Colourful Minds project, Dacorum commissioned us in for another art therapy project 'Cherished' this time working with a group of woman who had experience or were experiencing domestic abuse. This started in March 2019, and ran every other week for 12 weeks to begin with.

We continued our relationship with Watford FC Sports and Community Trust and delivered teambuilding and confidence workshops to teenagers as part of their NCS (National Citizen Service) programme throughout the year. For the second year running we hosted two groups of NCS young people as volunteers during our summer holiday activities. We also ran a one off Theatre Masterclass as part of their Young Culture Maker's project

### **Performances & Special Events**

Autumn 2018 started off with Acting Up performing Grease the musical at Aldenham School.

We only produced one other large scale production during the 18/19 year which was the largest production HIT has ever created. The production was a showcase of pieces from the last 10 years, all of our participants from our children's, youth and adult groups took part, each having their moment and then coming together at the end for a singing and signing version of 'This is Me' from the Greatest Showman. The production was a sell-out event with

over 200 audience members attending.

We held the fifth annual Heart of HIT Awards, in which we celebrated the achievements of HIT participants, volunteers and staff throughout the past year.

We performed as one of the acts at the Harrow Disability Arts Festival for the eighth year running. Acting Up also performed at the first ever Watford Enrich Festival, a festival celebrating the abilities of disabled performers. We ran mask workshops as part of the festival for people of all abilities to take part in.

We ran storytelling sessions as part of a number of festivals and events throughout the year, the largest being the Herts County Show. We also took part in Hemel Hempstead's Fun Palace at the Old Town Hall for the second year in a row. We joined in with the Watford Celebration, a multicultural, multi-faith festival and ran drama workshops for children during the event.

HIT representatives attended the BBC Three Counties Radio People's Awards, and were awarded with Silver in the Diversity and Equality Category, HIT participant Shannon Armstrong was also awarded the Silver award in the Outstanding Fundraiser Category.

HIT was delighted to be nominated for and win a High Sheriff of Hertfordshire award.

### **Holiday Activities**

Throughout the year we continued to provide a programme of holiday activities.

We built on our HITBE programme, which combines yoga, drama and wellbeing into two hour workshops for children. We created a new partnership with Feel Hot Yoga Studios in Watford to deliver these workshops. We delivered a series of the workshops over all school holidays throughout the year.

We continued our long running relationship with John Lewis in Watford, and they invited us in several times during the holidays to run arts and crafts for their customers, and promote the work of HIT.

The Marlowes shopping centre in Hemel brought us in for storytelling and promotion during most school holidays.

We ran the first of our HIT Skills workshops, aimed at young people, during February half term. This workshop sold out, so further workshops were created for the Easter and summer holidays.

We also ran a three day workshop for children during the Easter holidays at Aldenham School, themed around space.

### **Fundraising Activity**

HIT's chair, Gayle Bryans, kicked off the fundraising year by organising a fundraising Cabaret evening with St Albans Musical Theatre Company. The event was a near sell out and ticket sales were split between both theatre companies.

We held the seventh annual Countdown to Christmas alongside Watford Mencap. Our usual venue of Watford Colosseum was not available this year, so we held the event at the Holywell Centre where HIT has its base. This led to a slightly smaller event than in previous

years.

We held a similar event at the Marlowes Shopping Centre in Hemel Hempstead which included a tombola, storytelling, a Christmas pudding obstacle race and we followed the day with a bucket collection at the Christmas light switch on that evening.

We were involved again with the Christmas Wrapping fundraising organised by the INTU Shopping Centre in Watford. Bushey Academy supported HIT by singing Carol's at Bushey station again this year.

A local Ukelele band held a couple of concerts at the Marlowes for us throughout the year, one event leading to very large donation from a couple of local residents. We also caught the eye of the Hemel Lions who went on to make a donation at the Hemel production of Cinderella.

We were supported by smaller events and activities throughout the year including Athena raffle collections, Easter Eggs & 100's boards in local pubs, being part of the Dragon's Apprentice Scheme and continuing to provide volunteers for the Watford Football Kiosk.

Amongst others we received grants from St James's Place Charitable Foundation, The Neighbourly Trust, The Lawton Trust, Hertsmere, Watford and Dacorum borough Council's; and a one year development grant from Garfield Weston Foundation.

### **Organisational Development**

HIT officially became a Charitable Incorporated Organisation (CIO) 2nd December 2018, and transferred from charity number 1136031 to 1180955.

We undertook a three month programme through Hertfordshire Community Foundation, 'Developing your fundraising strategy' and started to implement the work that had come out of this.

A number of changes were made to the freelance support HIT uses to run its activities throughout the year, which included contracting new freelancers for workshop delivery and administrative support.

We accessed workforce development grants and provided in house training including Basic Sign Language and Managing Challenging Behaviour for our workshop leaders and volunteers.

### **FINANCIAL REVIEW**

The policy on reserves is part of the Finance and Reserves Policy. These can be summarised as follows:

- To meet contractual liabilities should the organisation fail
- To meet unexpected costs and equipment replacement
- To ensure the continuity of the organisation
- Charities act and IT, C&E requirements

Funding is not provided on a regular basis and is dependent annually on a variety of grant

giving organisations. The long-term aim of the organisation is to establish an Unrestricted Fund Reserve equivalent to six month's overheads.

## **Funding**

Principal funding sources are made up of:

- Participant's fees
- Grants
- Commissioned projects
- Donations and sponsored activities where HIT is the beneficiary

The expenditure provides professional services, materials relating to activities provided.

## **STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Charity law requires the trustees to prepare financial statements for each year. Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity to enable them to ensure that the financial statements comply with the Charities Act 1993. 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.

On Behalf of the Trustees



Date: 09/06/2020



**Independent Examiners Report to the Trustees of Herts Inclusive Theatre**

I report on the accounts for the year ending August 31<sup>st</sup> 2019 set out on pages 10 to 13.

**Respective responsibilities of Trustees and Examiner**

As the charity's trustees, 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 Trust'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 Act.

**Basis of the independent examiners 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 trustees concerning 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.

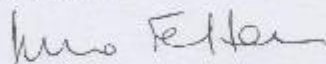
**Independent examiner's statement**

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed



Date

09<sup>th</sup> June 2020

Selma Felton FCPFA  
Chartered Accountant  
61A Church Road  
WD17 4PY

Herts Inclusive Theatre  
 Receipts and Payments  
 For the year ended 31st August 2019

	2019 £	2018 £
<b>INCOMING RESOURCES</b>		
Income from Charitable Activities	150,825	112,649
Investment Income (note 2)	0	0
	150,825	112,649
<b>RESOURCES EXPENDED</b>		
Charitable Activity & Admin Costs	146,747	108,728
<b>NET INCOMING (OUTGOING) RESOURCES</b>	4,078	3,921
TOTAL Funds brought forward	9,900	5,979
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>£13,978</u> =====	<u>£9,900</u> =====

Herts Inclusive Theatre  
Statement of Assets and Liabilities  
For the year ended 31st August 2019

	2019	2018
<b>FIXED ASSETS</b>		
Fixed Assets	1,522	251
<b>CURRENT ASSETS</b>		
Debtors & Prepayments	1,052	2,772
Cash at Bank	14,945	6,876
<b>CREDITORS</b>		
Amounts falling due within one year	3,541	-
<b>NET ASSETS</b>	<b>£13,978</b>	<b>£9,900</b>
<b>FUNDS</b>		
<b>Unrestricted Funds</b>	<b>£13,978</b>	<b>£9,900</b>

The financial statements were approved by the Board of Trustees on and were signed on its behalf by



Chair

Date: 09/06/2020

## **1. ACCOUNTING POLICIES**

### **Receipts and payments basis**

The trustees have taken advantage of the option available to charities who aren't a limited company and whose income for the year does not exceed £250,000 to prepare the accounts on the receipts and payments basis with incoming resources and expenditure included as and when they are received and paid.

### **Depreciation**

Fixed Assets are depreciation over the life of the asset on a straight-line basis at 25% per annum.

### **Taxation**

The charity is exempt from tax on its charitable activities

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable activities at the discretion of the trustees

## **2. INVESTMENT INCOME**

### **Bank account interest**

There was no bank interest received in the year to 31st August 2019

## **3. TRUSTEES' REMUNERATION AND BENEFITS**

There was no trustees' remuneration or other benefits paid in the year ended 31st August 2019

### **Trustees' Expenses**

There were no trustee's expenses paid in the year ended 31st August 2019, other than expenses reimbursed in relation to the charity.

For the year ended 31st August 2019

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>INCOMING RESOURCES</b>		
Group Sessions	19,195	17,320
Commissioned Projects	18,798	11,777
Donations	22,542	6,569
Corporate Sponsorship	1,808	2,448
Fundraising Events	10,311	5,675
Grants	68,497	62,667
Holiday Activities	4,620	2,000
Productions	5,054	4,193
Total Incoming Resources	150,825	112,649
<b>CHARITABLE ACTIVITY &amp; ADMIN COSTS</b>		
Project Costs	2,045	2,073
Staff Costs (freelance workshop leaders & office staff)	117,014	87,027
Venue Hire	16,322	6,520
Fundraising	2,883	1,050
Theatre Trip Costs	875	2,725
Office & Admin Costs	7,608	9,333
Total Charitable Activity & Administration Costs	146,747	108,728
<b>NET INCOMING (OUTGOING) RESOURCES</b>	4,078	3,921
TOTAL Funds brought forward	9,900	5,979
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b><u>£13,978</u></b>	<b><u>£9,900</u></b>