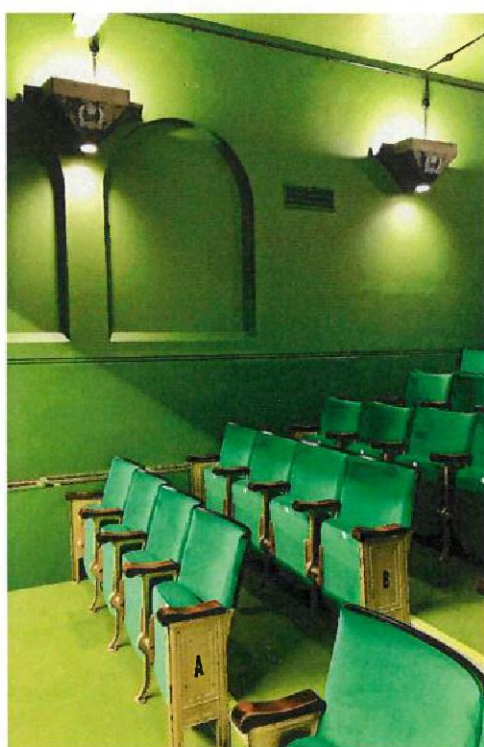




The Phoenix Theatre & Arts Centre

**Trustees' Annual Report
& Statement of Accounts**

1 April 2019 to 31 March 2020



The Phoenix Theatre & Arts Centre

**Station Road, Bordon
Hampshire, GU35 0LR**

CIO Registered Charity No. 1166858

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Administrative Information:

The Phoenix Theatre & Arts Centre is a Registered CIO Charity (Number 1166858). The primary objectives, management and operation of the Charity are laid down in its Constitution which is based on the model Constitution recommended by the National Federation of Community Organisations (Community Matters).

Trustees for the period 1/4/19 – 31/3/20

Davina Hudson	President
Eric Clifford	Chair
Beverley Edwards	Vice-Chair
Brent Sigley	Treasurer
Paul Edwards	Secretary
Jim Miles	Trustee
Elaine Miles	Trustee
Liz Eves	Representative of The Phoenix Players
Grant Dawkins	Representative of the Deadwater Valley Trust
Cllr. Adam Carew	Representative of Hampshire County Council
Cllr. Trevor Maroney	Representative of East Hants District Council
Cllr. Bisi Kennard	Representative of Whitehill Town Council
Cllr James Fryer	Representative of Whitehill Town Council

Bankers:

Lloyds TSB plc, 75 Castle Street, Farnham, Surrey. GU9 7LT

Independent Examiner:

Mrs Nicky Cole
Mad About Book-keeping

Arts for All Ages and Abilities

Primary Aims:

The Objectives laid down in the Constitution are:

- (a) providing facilities to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation
- (b) to establish or to secure the establishment of a Community Arts Centre and to maintain and manage or to co-operate with any local authority in the maintenance and management of such a centre for the activities promoted by the Association and its constituent bodies, without distinction of sex or of political, religious, or other opinions.

The principal activities of the charity reflect its objectives in that they provide opportunities for the wider public to have access to a variety of arts based activities and provide educational programmes and learning through the arts to all ages and abilities. To achieve this The Phoenix:

- offers a broad programme of drama, music and theatre performances, both professional and amateur, at the theatre venue
- provides a programme of art and drama activities for children and young people at the centre
- delivers a programme of learning opportunities in the visual and performing arts for adults with learning disabilities
- delivers an Adult Learning Programme in the creative arts in Bordon
- provides workshops in the arts to schools and community groups as one-off or longer term projects
- offers artists studio space available for rent
- offers conference/meetings rooms
- provides rooms available to hire for band practices and other rehearsals
- is home to an amateur drama group, The Phoenix Players, in which members of the community participate to perform plays at The Phoenix Theatre

Management:

In accordance with the Constitution, the policy and affairs of the Association are determined by the Council which meets monthly. The members of the Council are also the Charity Management Trustees.

The Council consists of:-

- the Officers of the Association
- the representatives appointed by the constituent bodies/sections
- representatives of the full members
- one representative of the junior members
- up to four co-opted members
- representatives from funding bodies

Members of the Association are invited to nominate new Trustees when the notice of the AGM is issued.

A Director is appointed by the Trustees to manage the day to day operations of the charity. To facilitate effective operations the Director has delegated authority for operational matters such as artistic and performance related activity policy, finance and staffing. The parameter of the authority is laid out by the trustees who review this as appropriate.

Reserves Policy:

A charity has an obligation to disburse money raised for its charitable objectives, without delay. However, all organisations need a certain level of cash reserves to ensure their smooth day-to-day running. The Trustees feel that it would be appropriate to build up a cash reserve of 20 - 25% of the annual running costs, to cover operational requirements, but are prepared to run the Association with a lower level of reserves in pursuance of our charitable objectives.

Public Benefit:

The Trustees understand the Charity Commission's guidance on public benefit, and in accordance with the objectives of the organisation recognise that the charity operates primarily to provide public benefit in advancement of the arts and also through the advancement of education and community development. To facilitate this work the charity maintains the fabric of a community arts centre in addition to providing arts related activities within the community.

Health & Safety:

The Health & Safety policies of the Association were thoroughly overhauled during the course of the year with the assistance of a specialist in the field who was co-opted onto the Council and the Vice-Chairman took on the role of Lead Trustee for this key area of work.

Staffing:

The staff for the year comprised the following:

- 1 x full-time Director
- 1 x full-time Administrator
- 1 x part-time Marketing Officer
- 1 x part-time Cleaner
- Arts Practitioners to run Creative Classes and Workshops (Freelance)
- Part-time Bar Staff (Volunteers)
- Part-time Front of House Stewards (Volunteers)
- Part-time Distributors (Volunteers)
- Part-time Theatre Technicians (Volunteers)

Funding Bodies:

Revenue funding has been received from:

- Whitehill Town Council
- Hampshire County Council
- Lindford Parish Council
- Headley Parish Council

Project funding has been received from:

- East Hampshire District Council S106 Funding
- East Hampshire District Councillor Community Grant Scheme

Review of the Year 2019-20

Chairman's Report:

At the start of 2021, I look back over what has been a very unsettling and strange year for us all, with the measures brought in to deal with the Covid crisis resulting in restrictions that have affected all our lives and are likely to continue for some time.

One result of these restrictions has been the near total shutdown of the provision of arts and culture in this country, with the closure of museums, galleries, libraries and, of course, cinemas and theatres. These are places which enhance people's quality of life, where they can get together to enjoy themselves and share the experience offered by performances, exhibitions, and festivals. The Phoenix, like many venues, plays a vital role in this, acting as a hub bringing the local community together with a variety of activities for both young and old, demonstrating that the arts have an ever increasing role to play in helping us all to live happily and well. As a venue, we normally present over 100 performances a year in our intimate 102 seat theatre. We also provide a wide range of creative workshops and classes in our three large workshop spaces for children, adults, and special needs groups. These are run with a particular emphasis on encouraging community participation, developing local talent and supporting under-served groups to express their creativity.

A year ago, I reported that our ability to continue our work at The Phoenix was under serious threat due to the continuing deterioration of our building, a former Army school built over 100 years ago. This had become a serious concern to the Board of Trustees, and we collectively felt that the problem seriously threatened our continued existence. Given the uncertainty over whether there would be sufficient funding to provide the proposed new purpose-built theatre and arts centre in Bordon town centre to replace the current building, the Phoenix's Trustees put together a refurbishment scheme to provide for the ongoing operation of our building for the foreseeable future. To fund this, the Trustees made an application for £619,171 to East Hampshire District Council's S106 grant fund. This fund is made up of financial contributions from the developers working on the regeneration of Whitehill & Bordon. The Council's response was that Councillors were so certain that they would be able to provide the proposed replacement arts venue (to be run by The Phoenix Theatre & Arts Centre) that they only considered it necessary to provide sufficient funding to enable the Centre to continue to operate for the three or four years until the replacement venue came on stream. Thus, rather than the £619,171 we had applied for, they initially provided £50,000 to initiate the reduced project, followed by a further sum of £200,000 to achieve it. The project would be managed by the Whitehill & Bordon Regeneration Company.

Whilst the Board of Trustees were grateful for the sums awarded by EHDC for the project, it left us with no option but to radically revise our plans to meet the significant reduction in the original application. From the originally proposed programme of works, we had to remove plans for the conversion of our two ground floor rooms into three, to create a new café and bar area and, importantly, to install a lift to the first floor to provide disabled access. Also lost was the cost of the internal decoration of the majority of the building. The remaining plans were looked at in fine detail to reduce costs wherever possible. The fact that we were able to do this and achieve the rest of our original ambitions for the refurbishment is a tribute to all those involved. It would have been impossible to do this without the knowledge, experience and patient understanding of our Architect, Richard Witcher and his team, and the excellent work of our Project Contractor, Mark Cutriss of PAH, whose company has also worked on the refurbishment of ex-MOD homes locally in the last couple of years.

The refurbishment began on Monday 3 August 2020 with a proposed completion date of the end of September 2020. The fact that Covid restrictions closed the building to the public at that time meant that the work could be done without interruption.

All would have been well, but when the project began it was discovered that the building's electrical system needed to be totally rewired, for which there was no allocation in the budget. This additional work was costed at £36,957, bringing the total for electrical work to £54,336. Since EHDC was not in a position to provide additional funding, the only source of monies initially open to the Trustees was the complete depletion of the Centre's £20,000 reserves, a fund that is held should the venue ever have to permanently close, enabling our final bills and staffing obligations to be met. After much discussion, although generally considered to be a last measure practice, the Trustees agreed the use of these reserves in the very short term. This was because we would not have been able to reopen the building if we did not have an Electrical Safety Certificate issued. I am pleased to be able to advise you that we have been able to replace most of the reserves funds we had to use from outside sources.

The contracted work was eventually completed at the end of November 2020, leaving us to raise funds for the internal decoration of the building, but put on hold the refurbishment of the Bar area. We were fortunate to receive a very generous donation of £10,000 from Annington Management Ltd, which we have used to offset much of the cost of decorating the interior of the building. We would like to express our thanks to them and to those supporters of The Phoenix who volunteered to paint the rest of the small rooms downstairs e.g. the ladies from our Dance Picnic classes, and Paul Burgess and his partner Lindsay Vychodil. We were also able to pay to have the seats in the Auditorium refurbished from the generous donations made to our *Just Giving* campaign, which raised over £12,000. We would like to thank everybody who contributed to that campaign, run very successfully by our Marketing Officer, Jenny Clarke. Special mention must also be made to the fundraising efforts of Janet Hays, who raised £800 through a sponsored abseil down the Spinnaker Tower in Portsmouth, and to Heather Ford for her very generous support. To complete the refurbishment work we still have to decorate the internal stairwell and refurbish the Bar area and we will be shortly starting a new *Just Giving* campaign to fund the cost of this work.

The closure of The Phoenix with its consequent loss of income put us in a perilous financial situation and it would have been a tragedy for the local community to permanently close our doors after the work everyone has done to refurbish the building. This has only been avoided by the outstanding work of our Theatre Director, Rob Allerston, who secured funds from Round 1 of the Arts Council England Cultural Recovery Fund. This was a total lifesaver for the Centre and the Board would like to express its overwhelming gratitude to Rob. We would also sincerely thank both Kate Hillerby, Strategic Funding and Programme Manager, and Harriet Coombs, Regeneration Project Officer (both from EHDC), for their invaluable assistance and support, which resulted in two successful applications, one initially for £35,000 and then a second grant of £50,000. As part of these funding awards from Arts Council England we were commissioned to produce two digital projects in response to the pandemic. The No.5 project was delivered by Elizabeth Blake and focused on the provision of creative opportunities for isolated vulnerable groups. The second, the 35 from GU35, was delivered by Rob Allerston and selected 35 members of the community, all living and or working within the GU35 postcode to record their Covid-19 experiences creatively. As a charity, we are very conscious of the cumulative effects of the many years in which the economic climate of austerity and public spending cutbacks nationally have prevailed. This has inevitably resulted in the reduction of council budgets and we are extremely grateful to Whitehill Town Council for their continued, financial support for The Phoenix. Sadly, the financial support given to us by Hampshire County Council has ended, but we are grateful for their past support and fully acknowledge the financial pressure that they themselves have been under in the last few

years. It will be extremely hard to offset this losses and remain financially viable, so it is more important than ever that we secure other sources of funding. As a result of our refurbishment we should be able to generate additional income to continue our work and offset this loss of grant income. We will, of course, explore all possible areas of potential funding, including sponsorship, but it will be difficult to undertake the range of work we do, particularly in the areas of Domestic Abuse and Disability Arts, unless we can replace that loss of grant income. This is work for which we have earned a very good reputation, so it is important that we continue to provide this for the local community. Let's be clear, we will keep a very firm grip of our finances to secure the future financial viability of The Phoenix, whilst still aiming to operate at an even higher level than we already do.

The continued support given to us by the outside representatives on our Board is greatly appreciated. Councillor's Bisi Kennard and James Fry (Whitehill Town Council), Councillor Trevor Maroney (EHDC), Councillor Adam Carew (Hampshire County Council) all continue to offer their support and we were extremely grateful to Adam Carew for his generous donation from his Devolved Councillor Funds to enable us to replace the floor in our Dance Studio. We must also again express our huge appreciation to James Child and his staff at the Whitehill & Bordon Regeneration Company for their tremendous ongoing support and advice. We must also give a big vote of thanks to Ross Hammond, Thalita Ferizolla and Kade Dillon from WBRC, as well as Danielle Friedman-Brown (EHDC) and Grant Dawkins (Deadwater Valley Trust) for their time and valuable assistance they have given whilst serving on the Project Board for the refurbishment works.

Looking back over recent months, it is very sad that we have been closed for such a long period. Before the closure, it is worth recalling two of last season's highlights: Rob's, rude, raunchy, and highly successful Adult Panto, *Cinder-a-fella*, which was hugely enjoyed by all who saw it. It is our ability to attract well known performers who relish the friendly atmosphere and lively, appreciative audiences that attracted Alan Carr back to the Phoenix for four nights in the Spring, having first appeared here in 2014. From Alan's comments and the feedback form his agent to Rob, he was extremely happy with his reception from his audiences, who experienced what I can only describe as classic Phoenix nights!

Let us hope that the refurbished Phoenix will open again soon so that we can provide our renowned, warm welcome to our audiences and performers alike and provide them with a great range of entertainment, as we have done for so many years.

Elizabeth Blake, our Dance Officer, has worked hard during the lockdown to continue her classes, in particular Dance Picnic. This has a very loyal following, with classes outdoors on our performance area during the summer and then continuing on Zoom when the weather deteriorated.

Our in-house amateur drama company, The Phoenix Players, now under the leadership of Liz Eves, had another successful Panto last January, with its production of *The Wizard of Oz*.

The Board recognises, and is sincerely grateful for, the tremendous contribution that Rob Allerston, our Theatre Director, provides through his leadership and personal dedication that makes such a success of The Phoenix. He has had a very stressful year, bearing the brunt of our financial crisis on his shoulders, and experiencing the day to day frustration of bringing the refurbishment project to fruition. It hasn't helped him either, that for the third year running we have had serious problems with our Gas Boiler. Despite five Engineer visits (with conflicting views of what was causing the problem) the problem was not finally solved (we hope!) until the eleventh hour on Christmas Eve. The Gas Boiler is over 20 years old, and although it has had a large number of its components replaced, it will eventually need replacing at a cost of many thousands of pounds.

In the not too distant future, I hope that the Cultural Plan for the new Town Centre, with its inclusion of a 250-seat theatre being under serious discussion, will enable us finally to move into a

new purpose-built facility. This, however, will require substantial capital and revenue funding and the sources for this are far from certain. Our staffing structure needs to increase to provide proper technical support to free up Rob, giving him the time to develop and expand the cultural and entertainment events offered both in our Theatre and also in the new Town Centre.

We would like to thank Keri Smith, our Administrator, and Jenny Clarke, our Marketing Officer, for their ongoing contribution to the continued success of The Phoenix.

On a personal note I would like to thank the other members of the Board for their continued support to both Rob and I during the past year. I should mention the invaluable work carried out by our Treasurer, Brent Sigley, Minutes Secretary Paul Edwards, and the work undertaken by Jim Miles, who has assisted me in various organisational and management matters. Jim, together with Davina Hudson and myself, work as small team helping Rob and Keri keep on top of Health & Safety matters at the venue. We must also give a big thank you to Beverly Edwards who stepped down this year as Vice-Chairman and left the Board after many years' service. We very much hope that she will maintain her connection with The Phoenix. I am extremely grateful to Jim Miles for accepting the role of Vice-Chair for the foreseeable future and to his solicitor wife, Elaine Miles for agreeing to join the Board. She will be able to offer invaluable advice on legal matters.

Finally, I would like to thank all those who work in The Phoenix and outside the building in any capacity on our behalf. And last, but very far from least, I thank all our volunteers, who between them steward, sell programmes, staff the Bar and undertake anything else we ask of them at the many events we hold each year. The difficult task of coordinating and organising our volunteers has been done by Paul and Beverley Edwards, assisted by Nikki White, and our thanks go to them. Our volunteers continue to provide a very warm welcome to all our patrons, and it is that which fully justifies our reputation as "Hampshire's friendliest little Theatre".

Let's all hope that we can secure the necessary financial support for The Phoenix, as the only full-time professional arts organisation in the East Hampshire. We must continue to guarantee its future and continue its invaluable work for the community, providing the rapidly developing town of Whitehill & Bordon and the surrounding area, with arts, culture, educational and exercise opportunities, as well as entertainment and, of course, fun! The Phoenix is the driving force in the area for the arts and culture and on behalf of the Board I pledge to continue our commitment to make the arts accessible to all - as we have done successfully for so many years.

Eric Clifford
Chairman

Treasurers Report: (for the year ended 31 March 2020)

In our minds the activities of the 2019-20 year have been very much overshadowed by the COVID-19 pandemic. Except for the very last days of March 2020 the unfolding pandemic had very little impact on the activities of the theatre and arts centre with only a very small number of shows and other activities having to be cancelled.

As with the previous two financial years the results for the year continued to be disappointing. A loss of £9,200 was recorded against a loss of £10,129 the previous year. I think that it is important to re-emphasize that the Phoenix cannot continue to sustain losses going forward as like any organisation funds are not unlimited. We therefore need to seriously examine the mix of activities and focus on those which are going to ensure our survival. It is particularly important to focus on the activity mix, as notwithstanding this past financial year in which we have suffered from the COVID-19 crisis, the availability of grants may well continue to decline.

The most obvious source of the poor results is the theatre company and productions, and whilst the theatre itself continues to show a positive contribution this result has suffered by negative

returns on Comedy nights in particular. This result does stress what I mentioned earlier that the mix of activities has to be considered a priority.

Whilst the collection of outstanding debts has improved dramatically from £68,476 in 2019 to £18,613 in 2020 and what The Phoenix owes the outside world has also dropped from £76,612 in 2019 to £39,556 with even a small increase in cash to £37,019 from £32,265 the financial position is continuing to decline due to the incurred losses.

So, what should we do next? Well firstly the Director with the critical oversight of the Trustees must review what activities should be promoted as much as possible to augment other charitable activities for which The Phoenix relies on grants to continue to uphold its social responsibilities. Any increase in costs must be justified on the basis of the revenue that can be generated to support its social responsibilities. These benefits need to be realised in the short term as The Phoenix only has limited recourse to outside support.

The real test will come in the next few months as the support from the Government and from other generous grants which have sustained us throughout this tragic COVID period start to seriously run down and the funds from normal activities start to take place of all that support. It is, however, an opportunity for The Phoenix to make the most of pent-up demand by providing entertainment that as many people as possible want to see.

I am sure that the refurbishment of the building over the last year will prove to be very attractive to patrons and supporters of The Phoenix and enhance the chances of success going forward. The costs of the refurbishment have been substantially covered by grants but not all of it. There is therefore some pressure to replenish the costs of refurbishment not offset by the refurbishment grants.

The financial position of the 2020-21 year will of course be covered in a separate report in more detail.

My thanks go to the staff and Trustees of The Phoenix over the 2019-2020 year and through the period since then.

Brent Sigley
Treasurer

Health & Safety Task Force Report:

The Task Force has met on four occasions since the last Annual General Meeting of the Association. Each meeting has been well attended by the Trustee volunteers and supported by Phoenix Staff. Minutes are recorded, and actions are assigned and followed up.

We have concentrated on making sure the comprehensive checklists created some years ago are being followed on the appropriate daily, weekly, monthly, quarterly and annual bases. It is pleasing to report that the number of corrective actions needing to be addressed has progressively fallen since this mechanistic approach has been followed. There are a very small number of low-level issues that can only be properly addressed once the building is refurbished (to be completed May 2021). The infractions are minor, and they do not constitute a danger.

We have made no progress unfortunately on trying to create quantified risk assessments for two areas of concern. This remains an objective for next year, although the very fact that we know what they are has helped focus attention on them, such that dynamic risk assessment carried out before the tasks are undertaken has so far been effective. The two areas are lone working and working at height.

Rob Allerston
On Behalf of the H&S Task Force

Appendix A

**Independently examined Accounts
for the Year Ended 31 March 2020**

Independent examiner's report to the Trustees of

BARBADOS HOUSE ASSOCIATION / THE PHOENIX THEATRE & ARTS CENTRE

I report on the accounts of the Association for the year ended 31 March 2020, which are set out on pages 12 to 20.

Respective responsibilities of the trustees and the examiner

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

It is my responsibility to:

- Examine the accounts under section 145 of the Act:
- To follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act; and
- To state whether 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 Commissioners. 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 any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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 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.

Mrs Nicky Cole
Mad About Book-keeping
Wolfe Mead
Farnham Road
Bordon GU35 0NH
www.madaboutbookkeeping.co.uk

19 March 2021



Statement of Financial Activities

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Incoming Resources (Note 2)				
Incoming resources from generated funds	-	-	-	-
Voluntary income	1,344	-	1,344	1,123
Activities for generating funds	18,386	-	18,386	18,457
Investment income	138	-	138	117
Incoming resources from other charitable activities	205,779	-	205,779	186,990
Other incoming resources	-	-	-	-
Total Incoming Resources	225,648	-	225,648	206,687
Resources Expended (Notes 3 - 5)				
Costs of generating funds				
Costs of Generating Voluntary Income	-	-	-	-
Fundraising Trading Costs	7,964	-	7,964	8,427
Charitable activities	226,784	-	226,784	208,289
Governance costs	100	-	100	100
Total Resources Expended	234,848	-	234,848	216,816
Net incoming/(outgoing) resources	(9,200)	-	(9,200)	(10,129)
Total funds brought forward	28,631	-	28,631	38,760
Total funds transferred in	0	-	0	-
Total Funds Carried Forward	19,431	-	19,431	28,631

The notes on pages 14-20 also form an integral part of these accounts

Phoenix Theatre & Arts Centre
Registered CIO Charity No. 1166858
Annual Accounts for the year ended 31st March 2020



Balance Sheet

As At 31st March 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Fixed Assets					
Computer equipment	6	2,768	-	2,768	3,913
		<u>2,768</u>	<u>-</u>	<u>2,768</u>	<u>3,913</u>
Current Assets					
Stock and work in progress		589	-	589	589
Debtors	7	18,613	-	18,613	68,476
Cash at bank & in hand		37,019	-	37,019	32,265
Total Current Assets		<u>56,220</u>	<u>-</u>	<u>56,220</u>	<u>101,330</u>
Creditors: amounts falling due within one year	8	39,556	-	39,556	76,612
Net current assets/(liabilities)		<u>16,663</u>	<u>-</u>	<u>16,663</u>	<u>24,718</u>
Total assets less current liabilities		<u>19,431</u>	<u>-</u>	<u>19,431</u>	<u>28,631</u>
Creditors: amounts falling due after one year	8	-	-	-	-
Net assets		<u>19,431</u>	<u>-</u>	<u>19,431</u>	<u>28,631</u>
Funds Of The Charity					
Unrestricted funds	9	19,431	-	19,431	28,631
Restricted funds		-	-	-	-
Total Funds		<u>19,431</u>	<u>-</u>	<u>19,431</u>	<u>28,631</u>

The notes on pages 14 - 20 also form an integral part of these accounts

Signed on behalf of the trustees

Print name

1/4/2021

Brent Sigley Treasurer

Print name

RS Curran

Chairman 1/4/21

Date of approval: 1/4/2021

Notes To The Accounts

Note 1 Accounting Policies

Basis of Accounting

These Accounts have been prepared under the basis of historic cost in accordance with applicable accounting standards and follow recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice (SORP 2005) and with the Charities Act 1993

Incoming Resources

Incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income, and the amount can be quantified with reasonable accuracy.

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Intangible Income

Intangible income, which comprises donated services, is included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised when there is no financial cost borne by a third party.

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis.

Stock

Bar stock is stated at the lower of cost or net realisable value.

Fund accounting

Funds held by the charity are either:

- Unrestricted funds. These are funds which can be used in accordance with the charitable objectives at the discretion of the trustees.
- Restricted funds. These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Phoenix Theatre & Arts Centre
Registered CIO Charity No. 1166858
Annual Accounts for the year ended 31st March 2020

Note 2 Analysis of incoming resources

		2020 £	2019 £
Voluntary income	Donations	513	289
	Barbados House Association Membership	831	834
Total		<u>1,344</u>	<u>1,123</u>
Activities for generating funds	Theatre bar takings	18,386	18,457
	Amazon.co.uk royalty payments	-	-
Total		<u>18,386</u>	<u>18,457</u>
Investment income	COIF deposit fund income	138	117
	Total	<u>138</u>	<u>117</u>
Incoming resources from charitable activities	Grants:		
	East Hampshire District Council - <i>arts centre</i>	11,000	10,098
	Hampshire County Council - <i>theatre programme</i>	-	12,240
	Hampshire County Council - <i>Councillors Devolved Budget</i>		
	Headley Parish Council - <i>Arts Centre</i>	500	500
	Lindford Parish Council - <i>Arts Centre</i>	250	250
	Whitehill Town Council - <i>Arts Centre</i>	25,000	19,000
	Other activities:		
	Arts workshops	21,877	18,038
	Phoenix Players	7,827	8,806
	Phoenix Theatre Company/Productions	2,000	2,000
	Arts projects	38,161	27,833
	Theatre	75,974	60,966
	Programme Marketing	650	400
	Room Hire	22,535	23,623
	Other Income - Sundries	6	3,236
Total		<u>205,779</u>	<u>186,990</u>
Restricted Funds:		-	-

Sum for reference	225,648
Perfect match to SAGE 29/7/11	

Phoenix Theatre & Arts Centre
Registered CIO Charity No. 1166858
Annual Accounts for the year ended 31st March 2020

Note 3 Analysis of resources expended

		2020	2019
		£	£
Fundraising trading costs	Cost of Bar sales	7,964	8,427
	Total	7,964	8,427
Charitable activities	Arts Workshops	17,160	17,010
	Phoenix Players	1,297	1,064
	Phoenix Theatre Company	2,547	2,628
	Arts Projects	36,459	24,472
	Theatre	62,320	54,773
	Premises Costs	16,780	20,906
	Staff Costs	73,316	69,552
	Office Costs	9,192	10,625
	Marketing	7,712	7,258
		-	-
	Total	226,784	208,289
No Rates payable to East Hampshire District Council as the charity is given a Rates Dispensation to the value of £1,037 (2018 £1,008)			
Governance Costs	Independent examination fee	100	100
	Total	100	100
Restricted Funds		-	-
	Total	-	-

Sum for reference	234,848
Perfect match to SAGE 29/7/11	

Phoenix Theatre & Arts Centre
Registered CIO Charity No. 1166858
Annual Accounts for the year ended 31st March 2020

Note 4 Trustee Expenses

	2020	2019
Number of trustees who were paid expenses	-	-

Note 5 Paid Employees

5.1 Staff Costs

	2020 £	2019 £
Gross wages, salaries and benefits in kind	70,746	68,977
Employer's National Insurance costs	2,570	41
Total Staff Costs	73,316	69,018

5.2 Average number of full-time equivalent employees in the year

	2020	2019
Part of the charity in which the Employees work		
Fundraising	-	-
Charitable activities	3	3
Other	-	-
Total	3	3

Phoenix Theatre & Arts Centre
Registered CIO Charity No. 1166858
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Note 6 Fixed Assets

	Computer Equipment £
Cost	
Opening balance 1 April 2019	5,726
Additions	-
Closing balance 31 March 2020	<u>5,726</u>
Depreciation	
Opening balance 1 April 2019	1,813
Depreciation	1,145
Closing balance 31 March 2020	<u>2,958</u>
Carrying amount 31 March 2020	<u>2,768</u>
Carrying amount 31 March 2019	<u>3,913</u>

Note 7 Debtors and Prepayments

Analysis of debtors	Amounts Falling due within one year	
	2020 £	2019 £
Trade debtors	17,908	67,054
Prepayments and Accrued income	704	1,422
Total	<u>18,613</u>	<u>68,476</u>

Note 8 Creditors and Accruals

Analysis of Creditors	Amounts Falling due within one year	
	2020 £	2019 £
Trade creditors	2,670	20,429
Other taxes and Social security costs	958	1,313
Accruals and Deferred income	35,929	54,871
Total	<u>39,556</u>	<u>76,612</u>

Note 11 Transactions With Related Parties

11.1 Remuneration and benefits

No remuneration or any other benefits were paid to a trustee or other related parties by the charity this financial year (2018) or in the previous financial year (2017)

11.2 Loans

	Name of trustee or connected party	Legal Authority	Amount Owing		
			2020	£ 2019	£
Due to trustees and related parties			None		None
Due from trustees and related parties			None		None

11.3 Other transaction(s) with trustees and related parties

Name of trustee or related party	Relationship to charity	Description of the transaction	2020 £	2019 £
None	None	None	None	None

The Phoenix Theatre and Arts Centre

Appendix to the Treasurers report

<u>Surplus from Theatre activities</u>									
	2019	2018	2017	2016	2019/2018	2018/2017	2017/2016	2019	2018
					By activity % change	By activity % change	By activity % change	As a % of total surplus	
Bar	10,030	9,191	10,399	8,597	8	(13)	17	18	17
Arts workshops	1,027	(304)	3,804	(444)	130	1,353	112	2	(1)
Phoenix Players	7,742	7,824	7,693	7,604	(1)	2	1	14	14
Phoenix Theatre Company/Productions	(628)	3,015	2,395	1,376	(580)	21	43	(1)	5
Arts projects	3,361	7,864	1,118	14,133	(134)	86	(1,164)	6	14
Theatre	6,193	7,591	4,689	5,071	(23)	38	(8)	11	14
Programme Marketing	400	200	1,240	725	50	(520)	42	1	0
Room Hire	23,623	18,633	25,582	35,793	21	(37)	(40)	43	34
Other Income - Sundries	3,236	809	1,121	2,495	75	(39)	(123)	6	1
Total surplus from Theatre activities	54,984	54,823	58,041	75,350	0	(6)	(30)		
<u>Overheads</u>									
	2019	2018	2017	2016	2019/2018	2018/2017	2017/2016	2019	2018
					By activity % change	By activity % change	By activity % change	As a % of total overheads	
Premises Costs	20,906	18,144	17,832	28,196	13	2	(58)	19	18
Staff Costs	69,552	68,046	63,442	61,697	2	7	3	64	67
Office Costs	10,625	9,129	6,700	6,769	14	27	(1)	10	9
Marketing	7,258	6,887	6,600	6,239	5	4	6	7	7
Governance costs	100	100	100	100	0	0	0	0	0
Total overheads	108,441	102,307	94,674	103,001	6	8	(9)		
<u>Other income</u>									
	2019	2018	2017	2016					
Voluntary income	1,344	1,123	1,209	2,044	16	(8)	(69)		
Investment income	138	117	98	68	16	16	31		
Deficit before Grants received	(51,975)	(46,245)	(35,326)	(25,539)	(11)	(24)	(28)		
Grants received	42,088	41,392	40,954	37,368	2	1	9		
Net (deficit)/surplus for the year	(9,887)	(4,853)	5,628	11,829	(51)	(216)	110		



"Hampshire's Friendliest Little Venue"

The Phoenix Theatre & Arts Centre

Station Road, Bordon

Hampshire, GU35 0LR

CIO Registered Charity No. 1166858