

**Sleaford Little Theatre CIO**

**Charity Number 1167463**

**Trustee's Annual Report and Financial Statements**

**For the Year Ended 31 December 2022**

# **Sleaford Little Theatre CIO**

**Trustees' Annual Report: For the year ended 31 December 2022**

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# **Sleaford Little Theatre CIO**

## **Trustees' Annual Report: For the year ended 31 December 2022**

### **Structure, Governance & Management**

Sleaford Little Theatre is a CIO, governed by a Constitution. The CIO was created on 6<sup>th</sup> June 2016 to replace the unincorporated Charity number 1051537. The day to day running of the charity is through the Management Committee incorporating the nominated officers and other trustees.

The Registered Charity Number is 1167463.

### **Reference & Administrative Details**

The Management Committee/charity trustees voted in at the AGM on 13 Jun 22 are:

Chairman	Mrs C Malkin
Hon. Secretary	Mrs T Inkpin
Hon Treasurer	Mrs C Morris
Publicity Manager	Mr T Creasey
Playhouse Manager	Mr T Hayes

#### **Committee Members:**

Mr S Bradford  
Mr R Norris  
Mr A Gordon  
Dr A Grant  
Mrs J Barnes

The trustees are all appointed for one year and at each AGM one third of the trustees will retire by rotation. All retiring trustees are eligible for re-election if they wish to continue as a trustee. Election is by ballot of all members attending the Annual General Meeting.

The Hon Secretary's address is:

1 Wroxham Close  
North Hykeham  
Lincoln  
LN6 8ET

Telephone No: 07981 444435

The Society's bankers are:

HSBC Bank plc  
Market Place  
Newark  
Nottinghamshire  
NG24 1EQ



# **Sleaford Little Theatre CIO**

## **Trustees' Annual Report: For the year ended 31 December 2022**

The Independent Examiner is:

Mr Simon Moss  
F.C.C.A  
Prestige Accounting Limited  
Chartered Certified  
Accountants 34a Southgate  
Sleaford  
Lincs NG34 7RY

Tel no.: 01529 302111

### **Objectives & Activities**

The objects of the Charity are

- to promote, maintain, improve and advance education by the encouragement of the Arts including the arts of drama, mime, dance, singing and music and
- to provide facilities for the practical participation in the production and performance of stage plays and other activities of a similar kind.

When setting the objectives for the year and determining the activities of the charity, the trustees have considered the Charity Commission's general guidance on public benefit, including the guidance on public benefit and fee charging. In order to offer the facilities of The Playhouse, Sleaford Little Theatre continues to rely on income from fees to cover the running costs of the building supplemented by donations from our Patrons, other individuals and companies. Grants are sought in relation to major refurbishments or developments. In setting the level of fees, ticket prices and concession rates, the trustees gave careful consideration to those on low incomes.

The charity aims to provide a varied programme of stage performances and concerts and offers members the opportunity to learn stage craft and a variety of technical skills.

### **Achievements and Performance**

As at 31 December SLT consisted of 1 employee and 80 members.

With Covid-19 restrictions lifting in 2022 SLT were able to put on a full programme with an additional night for our September production and our Christmas showing carrying out our first relaxed performance. We also welcomed back 8 external hirers.

SLT supported the Sleaford Heritage Trail by providing actors for the filming of the newly added Sleaford Railway Station point of interest.

The SLT Academy was able to run for the whole year and April saw it's first production.

With an experienced member's assistance, we were able to set up several successful ongoing fundraising platforms.

We carried out some structural repairs to the building and started the restoration work on the windows. We also reduced the loan liabilities.

We also completed the closure of the historic Sleaford Little Theatre Charity, 1051537.

# Sleaford Little Theatre CIO

## Trustees' Annual Report: For the year ended 31 December 2022

### Financial Review

The charity made a surplus in the year of £10,527 (2021: £22,016).

Receipts in the year were £61,850 (2021: £57,456).

The main changes/highlights were as follows:

- Covid-19 Grants from North Kesteven District Council £0 (2021: £19,335)
- Fundraising £2,131 (2021: £232)
- SLT Productions £22,230 (2021: £27,165)
- SLT Academy £8,700 (2021: £1,708)
- External Hirings £3,513 (2021: £0)
- Bar Takings £6,769 (2021: £2,641)

*NOTE: The income and expenditure in respect of fees taken on behalf of other organisations is highlighted separately in the analysis below*

Payments in the year amounted to £51,323 (2021: £35,440).

The main changes/highlights were as follows:

- SLT Productions £4,842 (2021: £10,240)
- Building Repairs & Maintenance £10,414 (2021: £3,550)
- Heating & Lighting £2,287 (2021: £705)
- Bar Purchases £2,151 (2021: £1,323)
- Part repayment of interest free loans of £6,000 (2021: £2,250)

Total reserves of the charity were £73,744 (2021 £63,217).

The Trustees have adopted the principle of the retention of 25% of annual expenditure as appropriate and prudent liquid reserves for the Charity.

### Future Plans

We will continue to build the academy and encourage young actors to join SLT.

Diversify the productions and external hirers that can be seen at the Playhouse.

Build the membership base.

We aim to review and proceed with the opening of the community cinema project.

The charity will continue to improve the facilities of the Playhouse and the committee is continuing to review and prioritise the list of potential projects.

A copy of the Charity's Receipts and Payments Account for the financial year ended 31 December 2022 is attached.



# Sleaford Little Theatre CIO

## Statement of Trustees' Responsibilities: For the year ended 31 December 2022

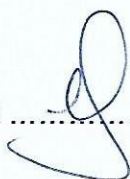
The trustees are responsible for preparing the Report of the Trustees and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to Charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the Constitution 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 the incoming resources and application of resources, including income and expenditure, of the charity for that period. In preparing those financial statements, the Trustees are required to:

- a. Select suitable accounting policies and apply them consistently;
- b. Observe the methods and principles of the Charity SORP;
- c. Make judgements and estimates that are reasonable and prudent;
- d. Prepare the 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 accounting records that disclose in reasonable accuracy the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reporting) Regulations 2011 and the provisions of the Constitution. 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.

This report was approved by the Trustees on ..... and is signed on their behalf by:



11 May 23 .....

Christina Morris  
Honorary Treasurer

# Sleaford Little Theatre CIO

## Independent Examiner's Report: For the year ended 31 December 2022

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

### 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### 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:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts do not accord with the accounting records;
- 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 .....11/5/2023.....

Simon Moss F.C.C.A  
Prestige Accounting  
Limited  
Chartered Certified  
Accountants 34a Southgate  
Sleaford NG34 7RY



# Sleaford Little Theatre CIO

## Receipts & Payments Account: For the year ended 31 December 2022

Notes	2022 Unrestricted £	2021 Total Funds £
<b><u>RECEIPTS</u></b>		
(2) <b>Voluntary Sources:</b>		
Donations	2,595	2,810
Transfer from Sleaford Little Theatre	0	0
<b>Income from Assets:</b>		
Interest	0	0
<b>Charitable Activities:</b>		
Member Subscriptions	960	930
Productions - SLT	22,230	27,165
Grants & Fundraising Income	2,131	19,567
Productions - External Box Office	11,445	157
Productions - Hiring's	3,513	0
SLT Academy	8,700	1,708
Other	9,676	4,719
Deposits for 2023 Hiring's	600	400
<b>Total Receipts</b>	<b>61,850</b>	<b>57,456</b>
<b><u>PAYMENTS</u></b>		
<b>Direct Charitable Expenditure:</b>		
(3) Sleaford Little Theatre	39,823	28,857
(4) <b>Fundraising &amp; Publicity</b>	1,159	814
(5) <b>Management &amp; Administration</b>	4,223	3,519
<b>Loan Repayments</b>	6,000	2,250
<b>Finance Charges</b>	118	
<b>Total Payments</b>	<b>51,323</b>	<b>35,440</b>
<b>NET RECEIPTS</b>	<b>10,527</b>	<b>22,016</b>
Balances Brought Forward	63,217	41,201
<b>Balances Carried Forward</b>	<b>73,744</b>	<b>63,217</b>



# Sleaford Little Theatre CIO

## Statement of Assets & Liabilities: As at 31 December 2022

MONETARY ASSETS	2022	2021
	Unrestricted	Total Funds
	£	£
Bank Account	73,544	63,137
Bank Deposit Account	0	0
Cash in Hand	200	80
	<u>73,744</u>	<u>63,217</u>
<b>NON-MONETARY ASSETS (at current value)</b>		
Property	169,000	169,000
Fixtures & Fittings	7,400	10,042
Lighting & Stage Equipment	3,208	2,233
	<u>179,608</u>	<u>181,275</u>
<b>TOTAL ASSETS</b>	<u><b>253,352</b></u>	<u><b>244,492</b></u>
<b>LIABILITIES</b>		
Loans (interest free)	5,250	11,250
<b>TOTAL LIABILITIES</b>	<u><b>5,250</b></u>	<u><b>11,250</b></u>

This report was approved by the Trustees on 11 May 23..... and is signed on their behalf by:

Christine Malkin

Christine Malkin  
Chairman

# Sleaford Little Theatre CIO

## Notes to the Accounts: For the year ended 31 December 2022

### (1) ACCOUNTING POLICIES

The receipts and payments accounts have been drawn up as a summary of the receipts and payments made during the year by the charity. Amounts are included as received by the charity or as cheques drawn or electronic transfers made.

The accounts and statement do not include accruals and prepayments in respect of income and expenses.

The receipts and payments account and statement of assets and liabilities have been prepared following the guidance for accounting for smaller charities issued by the Charities Commission.

### (2) DONATIONS RECEIVED

	2022	2021
	£	£
Patron Donations	525	660
Corporate Donations	0	0
Individual Donations	130	1,663
Other donations	675	487
Gift Aid Tax Rebate	1,265	0
	<b>2,595</b>	<b>2,810</b>



# Sleaford Little Theatre CIO

## Notes to the Accounts: For the year ended 31 December 2022 (cont)

### (3) SLEAFORD LITTLE THEATRE

	2022 £	2021 £
Production Expenses - SLT	4,842	10,240
SLT Academy	3,291	880
Production Expenses – External Box Office*	11,541	0
External Hirer – Deposits	0	0
Production Expenses – External	472	11
Bar Stock Purchases	2,151	1,323
Production Licence	1,303	0
Repairs and Renewals	380	264
Water & Rates	357	190
Heating & Lighting	2,287	705
General Expenses	593	246
Playhouse Refurbishment – Fixtures & Fittings	2,192	11,448
Playhouse Refurbishment – General Repairs	10,414	3,550
	<b>39,823</b>	<b>28,857</b>

*\*Box Office receipts paid over to others*

### (4) FUNDRAISING & PUBLICITY

	2022 £	2021 £
Playhouse Advertising	1,109	814
Fundraising Expenses	50	0
	<b>1,159</b>	<b>814</b>

### (5) MANAGEMENT & ADMINISTRATION

	2022 £	2021 £
Postage & Stationery	29	0
Box Office Consumables	69	36
General Insurance	2,143	1,894
Fees & Licences	654	832
Telecommunications	125	117
Card Payments	65	28
General Expenses	81	0
Wages & Salaries	877	432
PAYE & NI	0	0
Training Costs	0	0
Professional Fees	180	180
	<b>4,223</b>	<b>3,519</b>

# Sleaford Little Theatre CIO

## Notes to the Accounts: For the Year Ended 31 December 2022 (cont)

### (6) NON-MONETARY ASSETS

These are shown at current valuation.

	2022 £
<b>Property</b>	
Cost	115,567
Increase in value	53,433
<b>Value</b>	<b>169,000</b>

The last valuation of the property was carried out in November 2016 by Escritt Barrell Golding.

	2022 £
<b>Fixtures &amp; Fittings</b>	
Cost	13,211
Depreciation	5,811
Disposal of Asset	0
<b>Value</b>	<b>7,400</b>

Depreciation has been based on a 5-year straight line basis.

	2022 £
<b>Lighting &amp; Stage Equipment</b>	
Cost	6,087
Depreciation	2,879
Disposal of Asset	0
<b>Value</b>	<b>3,208</b>

Depreciation has been based on a 5-year straight line basis.



# Sleaford Little Theatre CIO

## Appendix 1: List of Playhouse Projects

Project	Estimated Amount £
Repayment of Interest Free Loans	5,250
Stage Curtain	tbc'd
Renew and refurbish stage lighting	2,500
Restoration works – completion of replacement windows	12,000
Removal of old heating/cooling system	tbc'd
Installation of Solar Panels	£20,400

### Notes:

- a. This is a list of items which have been mentioned by members and users of the Playhouse. The Committee is currently reviewing these projects and they are listed here in no particular order.
- b. The estimates provided have not been formalised and, as the Committee reviews this over the next year, firmer estimates will be sought to determine the feasibility of each project.
- c. It is envisaged that fundraising will be required for some of these projects and that appropriate grants will be applied for if available.
- d. The list is not exhaustive, nor does it constitute any restrictions on reserves or how they might be utilised in the future.