



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	10	October	2017		09	10	2018

## Section A Reference and administration details

Charity name Zenith Youth Theatre Company

Other names charity is known by None

Registered charity number (if any) 1169585

Charity's principal address St Marks Community Centre

Widcombe

Bath

Postcode BA2 4PA

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Scott Rogers	Chair		
2	Carol Jones	Treasurer		
3	Joanne Griffin	Secretary		
4	Deirdre Stainer			
5	Chris Jones			
6	Roy Page			
7	Delia Lee			
8	Michelle Tucker			
9	Aimi Kuhlke			
10	Jaimie Luck			
11	Joel White			
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Incorporated Organisation (Foundation)
Trustee selection methods (eg. appointed by, elected by)	Five Appointed Trustees Six Elected Trustees

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Induction Includes a general questionnaire compiled from the Essential Trustee Guidance (CC3)

Relevant regular updates from the CC are circulated to all Trustees

The day to day activities of the charity are managed by a working committee of volunteers, of which five members of the committee are trustees.

Major risks (financial) are managed through an adequate provision of reserved funds and, in case of unforeseen circumstances, major losses are insured

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

3. The objectives of the CIO are:-
  - 3.1 to educate young people in the dramatic/musical arts and theatre studies, and to further the development of public appreciation and taste in the said arts.
  - 3.2 to provide practical experiences in all aspects of theatre production to young people
  - 3.3 to engage with young people who otherwise might not see musical theatre as a means of enhancing life chances and opportunity.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

3.1 Cast members are tasked to study their characters and are given guidance on how these characters are portrayed to the public. Where appropriate, cast members are encouraged to reflect on how the characters and the shows values may not 'fit' within a modern society.

3.1 Development of a plan (Project ZEF) to take the company to perform and also to be shown other forms of performance at the Edinburgh Fringe Festival in 2018

3.2 Zenith cast members performed two musicals per year, in this year 2018 Zenith also attended the Edinburgh Fringe, known as Project ZEF.

3.3 Zenith shows are promoted through social media, word of mouth and leaflet drops across all socio economic groups in and around Bath.

With reference to the statutory guidance on public benefit, the trustees continue to promote a 'No Audition Policy' to become a member of Zenith Youth Theatre Company. In addition, due regard is given to ticket pricing and the continuation of offering tickets at concessionary rates.

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Our Roper Legacy Fund supported one member with the costs of gaining access to Drama School.

The valued contribution made by volunteers is welcomed and appreciated, especially during show weeks and is essential to the operation of Zenith Youth Theatre.

**Summary of the main achievements of the charity during the year**

The company rehearses Friday evenings at St Marks Community Centre, Bath. City of Angels and Fame were successfully performed at the Kingswood Theatre. Attendances were lower than expected at our Fame show, primarily due to clashes with the very hot weather, the World Cup & Wimbledon. Fame has been nominated for a choral award from the National and Operatic and Dramatic Association

**Project ZEF**

The project involved bringing Zenith members to Edinburgh Fringe Festival for one week presenting four shows a day for one week. These performances were performed on the Theatre Bus (Venue 323) on The Meadows In the heart of Edinburgh.

With the creation of the theatre bus by Theatre Bath it became possible to bring Zenith Youth Theatre to the largest theatre festival in the world in an affordable venue.

Zenith performed four shows; Charlottes Web, Lift, Female Transport and The Frogs.

Our production of Frogs was nominated for five and won four Dark Chat Festival Awards.

- Best actor in a musical (Marcus May - Frogs)
- Best supporting actor musical (Harry Dallimore - Frogs)
- Best musical (Frogs)
- Best venue (The Theatre Bath Bus)

Fundraising activities include bag packing at local supermarkets and our annual Frog Race. These fundraising activities are essential if we are to maintain reserves and continue to expand our creative offer.

## Section E Financial review

### Brief statement of the charity's policy on reserves

The charity policy is to ensure that we hold enough reserves to cover any outstanding costs due to cancellation of a show through unforeseen circumstance.  
Our investment policy is continuously monitored with the focus on balance of risk versus income

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Scott Rogers

Position (eg Secretary, Chair, etc)

Chair

Date

10<sup>th</sup> Oct 2018

**ZENITH YOUTH THEATRE COMPANY**  
**Unaudited Accounts**  
**Year ended 9 October 2018**

[www.hwca.com](http://www.hwca.com)



Zenith Youth Theatre Company	1169585
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## Receipts and payments accounts

CC16a

For the period from	10-Oct-17	To	09-Oct-18
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Transferred funds	-	-	-	-	47,237
Income from ticket sales	15,227	-	-	15,227	15,124
Membership and patron fees	7,233	-	-	7,233	10,695
Fundraising, grants & donations	13,086	-	-	13,086	3,312
Front of house sales & advertising	4,998	-	-	4,998	5,127
Costume & prop hire	997	-	-	997	925
Project ZEF membership	15,275	-	-	15,275	3,972
Project ZEF Entertainment & clothing	3,786	-	-	3,786	-
Payments for meals etc.	1,530	-	-	1,530	-
Collected for Charities	125	-	-	125	-
Bank interest	26	-	-	26	28
<b>Sub total (Gross income for AR)</b>	<b>62,283</b>	<b>-</b>	<b>-</b>	<b>62,283</b>	<b>86,420</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>62,283</b>	<b>-</b>	<b>-</b>	<b>62,283</b>	<b>86,420</b>
<b>A3 Payments</b>					
Cost of productions	64,799	-	-	64,799	26,227
Insurance and membership fess	1,179	-	-	1,179	1,315
Website, photography and marketing	1,728	-	-	1,728	4,701
Sundry admin expenses	2,322	-	-	2,322	853
DBS expenses	712	-	-	712	-
Donations	125	-	-	125	40
Roper Legacy	-	1,000	-	1,000	1,000
Capital expenditure	-	-	-	-	-
Accountancy	198	-	-	198	186
	-	-	-	-	-
<b>Sub total</b>	<b>71,063</b>	<b>1,000</b>	<b>-</b>	<b>72,063</b>	<b>34,322</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>71,063</b>	<b>1,000</b>	<b>-</b>	<b>72,063</b>	<b>34,322</b>
<b>Net of receipts/(payments)</b>	<b>- 8,780</b>	<b>- 1,000</b>	<b>-</b>	<b>- 9,780</b>	<b>52,098</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>34,098</b>	<b>18,000</b>	<b>-</b>	<b>52,098</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>25,318</b>	<b>17,000</b>	<b>-</b>	<b>42,318</b>	<b>52,098</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	812	-	-
	Cash on Deposit	24,505	17,000	-
	Cash at Building Society	0	-	-
	<b>Total cash funds</b>	<b>25,317</b>	<b>17,000</b>	<b>-</b>
	account(s)	OK	OK	OK

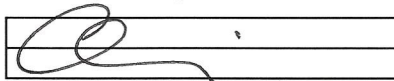
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Carol Jones	



## Independent examiner's report to the trustees of Zenith Youth Theatre Company

I report on the receipts and payments account of the Charity for the period ended 9 October 2018, which are set out on pages 1 and 2

### Respective responsibilities of trustees and 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 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the 2011 Act
2. to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
3. 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 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 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 next statement.

#### Independent examiner's statement

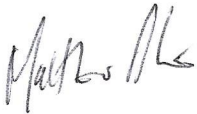
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

1. to keep accounting records in accordance with section 130 of the 2011 Act and
2. 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



Matthew Porter FCA  
Partner  
Haines Watts  
Enterprise House, Timbrell Street,  
Trowbridge, Wiltshire BA14 8PL  
Wiltshire BA14 8PL

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