



Stretford Children's Theatre

REGISTERED CHARITY NO: 1175334

2018 / 2019

Annual Report

Financial Year End 31.8.19

(Period covered 01.09.18-31.08.19)

Stretford Children's Theatre

Stretford Public Hall

Chester Road

Stretford

Manchester

M32 0LG

Email: stretfordchildrenstheatre@gmail.com

Website: www.stretfordchildrenstheatre.org.uk

Twitter: [@SCT_Stretford](https://twitter.com/SCT_Stretford)

Instagram: [stretfordchildrenstheatre](https://www.instagram.com/stretfordchildrenstheatre)



Mission Statement:

To inspire, educate and enrich our community by providing high quality accessible performing arts sessions and through public productions.

Our Vision:

To build a valued community organisation that is well-known for its high quality, inclusive, participant-led performing arts offer; an environment where everyone feels valued and supported to unlock talent and reach their potential.

Our Values:

Our values, below, inform our work and guide our attitudes and behaviours:

Values

Creativity
Diversity
Equality
Inclusivity
Respect
Honesty
Aspiration
Ambition
Collaboration
Fun

Behaviours and attitudes

Personal Responsibility
Listening
Achievement
Confidence
Inspiring
Nurturing
Friendship
Support
Positivity

Our Aims:

- To provide fun, creative opportunities
- To be participant led
- To increase confidence, resilience and independence for participants
- To develop social and emotional skills to support mental health and well-being
- To develop confidence and leadership skills in order to enhance employability
- To develop skills, knowledge and appreciation of the arts
- To promote an understanding of the significance of the arts in our shared cultural heritage
- To encourage participants' connection to their community: a sense of belonging
- To provide a safe and healthy environment for all
- To work together with residents, community users, local authorities, voluntary and other organisations to be a positive part of the community
- To be a robust and sustainable organisation



Stretford Children's Theatre was originally founded in 1945 by Bertram H. Holland and was embedded in the community for more than 35 years. It ceased to exist in the early 1980's but was re-formed in 2015 by a small group of local people, and takes place at one of its original venues, Stretford Public Hall.

We are a small registered charity, with a volunteer Board, and our drama sessions are delivered by professional theatre practitioners, specialists at working with our different age groups.

Stretford Children's Theatre, which also included Stretford Youth Choir, is committed to providing affordable quality drama experiences for local children and young people, aged 4 upwards.

We ran during term time on Thursdays at Victoria Park Infant School [while Stretford Public Hall was being refurbished] at the following times:

Reception aged children from 4-5pm

Children in Years 1&2 from 5-6pm

Children in Years 3-6 from 6.00-7.30pm

Children in Years 7-11 from 6.30-8.00pm

We think we meet our aims at every session we deliver and hope that everyone feels the same. If you feel differently please speak to the any member of the Board and highlight any concerns, you may have.

Our sections have done some great things this year which means everyone is working towards fulfilling the aim of making a positive contribution to society to the public benefit of all.

As a foundation CIO, we are governed by our Constitution. If you wish for a copy of the Constitution which details more information about our group's governance and rules, please ask any of the Board Members who can give you a copy, or it can be found on our website.

Our registered address is: Stretford Public Hall, Chester Road, Stretford, M32 0LG

Our Bank details are:

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME194JQ

CAFCASH Account: Account Number: 00031787 Sort Code: 405240

Also,



Natwest, Trafford Park, Third Avenue, Trafford Park, Manchester, M17 1NW

- General Account Name: Stretford Children's Theatre
- General Account Number: 56057687 Sort Code: 010881
- Savings Account Name: Stretford Children's Theatre
- Savings Account Number: 56057695 Savings Sort Code: 010881

We have had no serious/reportable accidents or incidents this year.

Our public liability insurance is held with Markel Insurance and our certificate for this can be found on our website.

All our drama practitioners are DBS checked and follow our child protection policy and procedures. All our policies can be found on our website.

We conduct risk assessments for each group, and each place we visit to ensure everybody's safety.

If you are able to support us any further, through donations, volunteering your time or offering specific skills that might be useful, please do get in touch via email at stretfordchildrenstheatre@gmail.com or get in touch through our Facebook page (Stretford Children's Theatre), or speak to any of the Board Members, volunteers, or leaders.



Group Structure 2018/2019

Our Board Members are:

Shelly Quinton-Hulme	- Chairperson
Kirsty Thomas	- Treasurer
Laura Riley	- Secretary
Ali Dunican	- Trustee
Janice Rendel	- Trustee
Annika Edge	- Trustee
Keith Broom	- Trustee

Rosarie Walsh [Trustee] retired from the board in May 2019 as she left on maternity leave.

No changes to the Board are known about at this time but strengthening our capabilities is on the agenda and this may mean increasing the number of Trustees to the Board.

If you need to contact any of the Board Members please email: stretfordchildrenstheatre@gmail.com stating who you would like the email to go to.

CAF Online Signatories are: Kirsty Thomas; Shelly Quinton-Hulme; Ali Dunican; Janice Rendel and Laura Riley

Natwest Cheque Signatories are: Kirsty Thomas; Shelly Quinton-Hulme; Janice Rendel and Laura Riley



Chairperson's Annual Report 2018 – 2019

This has been an amazing third year for our group seeing both sustained growth in our numbers of attending children and to the charity governance.

The children performed some fabulous 'sharings' to friends and family during the year:

- The Infants took us on magical adventures
- The Juniors did Stickman – it was so good!
- The Seniors performed an original piece they had scripted on the topic of homelessness and also used shadow puppetry. Later in the year the group filmed another self-scripted piece called misunderstood misfits which you can see via our website.
- The choir performed a number of shows including Stretford Public Hall Xmas event, at Victoria Park Xmas event, St Matthews Hall concert.

We were lucky to be able to take approx. 18 children and 7 staff/volunteers to see 'The greatest play in the history of the World' starring Julie Hesmondhalgh at the Royal Exchange Theatre – we hope to do more trips like this in future.

Our board has undertaken formal training in both governance and safeguarding, and has strengthened our policies and procedures.

We have refreshed our vision, mission and aims and values to reflect our growing groups.

We have updated our website and created a communications plan.

We have set up formal contracts and volunteer plans for our group staff.

We have created a formal 12-week volunteering plan and sent this out to local schools.

We have affiliated to Trafford Arts Association and also to the Fundraising Regulator.

We have completed an Information Commissioner Office online self-assessment and we do not need to be registered with them with regards to data protection. We have a data protection policy and we have embedded this throughout our systems and practices.

We are beginning to collect better data about our impact and monitoring and evaluation as required by our funders and gathering case studies and choosing better Key Performance Indicators [KPI's].

We have updated all our policies and risk assessments, including our financial handbook.

We were successful in gaining our Gift Aid application – which our group relies on for funding.

Rosarie left to have a baby daughter – Emily.



CAF bank now our everyday bank, Natwest now our reserves [saving] account.

We signed up to a year of storage facility at Store First in Trafford Park as we now have 'stuff'.

We moved back to Stretford Public Hall from Victoria Park Infants School after their renovations were completed,

We are working with Trafford Education Forum being facilitated by Curious Minds on improving the arts offering in Trafford.

We were able to employ a couple of lovely ladies – Jenni Willows [3 months] and Ingrid Turner [6 months] to help with a fundraising strategy, bids and other skills they have shared freely with us. We hope to bring them back when funding allows as they were both amazing assets to the group.

We delivered thousands of leaflets across Stretford promoting the groups

STRETTFORD CHILDREN'S THEATRE

AFFORDABLE, HIGH QUALITY

DRAMA SESSIONS

LED BY EXPERIENCED FACILITATORS

Be creative

Develop confidence

Improve well-being

Learn new skills

Have fun

For more information or to sign up, please email us at stretfordchildrenstheatre@gmail.com

Stretford Children's Theatre, which also includes Stretford Youth Theatre, is committed to providing fun, affordable, quality drama experiences for local children and young people aged 4-16.

All abilities welcome - no audition, no experience needed.

LOCATION
Stretford Public Hall, Chester Road, Stretford, M32 0LG

SESSIONS
Every Thursday, term time only

4pm - 5pm & 5pm - 6pm
School Years Reception to Year 2

6pm - 7.30pm | 6.30pm-8pm
School Years 3 - 6 | School Years 7 - 11

FEES
£12 per child per month
£5 per additional sibling per month
£5 annual membership fee per child

stretfordchildrenstheatre.org.uk StretfordChildrensTheatre @SCT_Stretford

FUNDED BY

Stretford Youth Choir is part of Stretford Children's Theatre Registered charity no. 1175334

**▶▶▶▶ A SINGING GROUP
FOR KIDS WHO LOVE TO SING !**

Affordable. high-quality singing group for young people aged 6+

**STRETFORD
YOUTH CHOIR**

Learn to sing well
Have fun
Build confidence
Meet like-minded friends

For more information or to sign up, please email us at stretfordyouthchoir@gmail.com

**▶▶▶▶ A SINGING GROUP
FOR KIDS WHO LOVE TO SING !**

Affordable. high-quality singing group for young people aged 6+

A fun singing group where children can explore their passion for music taught by a classically trained professional singer and teacher. Explore music from around the world, pop, classical, folk and musical theatre whilst building confidence and learning to sing using healthy techniques.

All abilities welcome - no audition, no experience needed - just a love of singing!

LOCATION
Victoria Park Infant School, Stretford

SESSIONS
Every Wednesday, 5pm - 6pm, term time only

FEES
£12 per child per month
£5 per additional sibling per month
£5 annual membership fee per child

stretfordchildrenstheatre.org.uk [StretfordYouthChoir](https://www.facebook.com/StretfordYouthChoir) [@SCT_Stretford](https://twitter.com/SCT_Stretford)

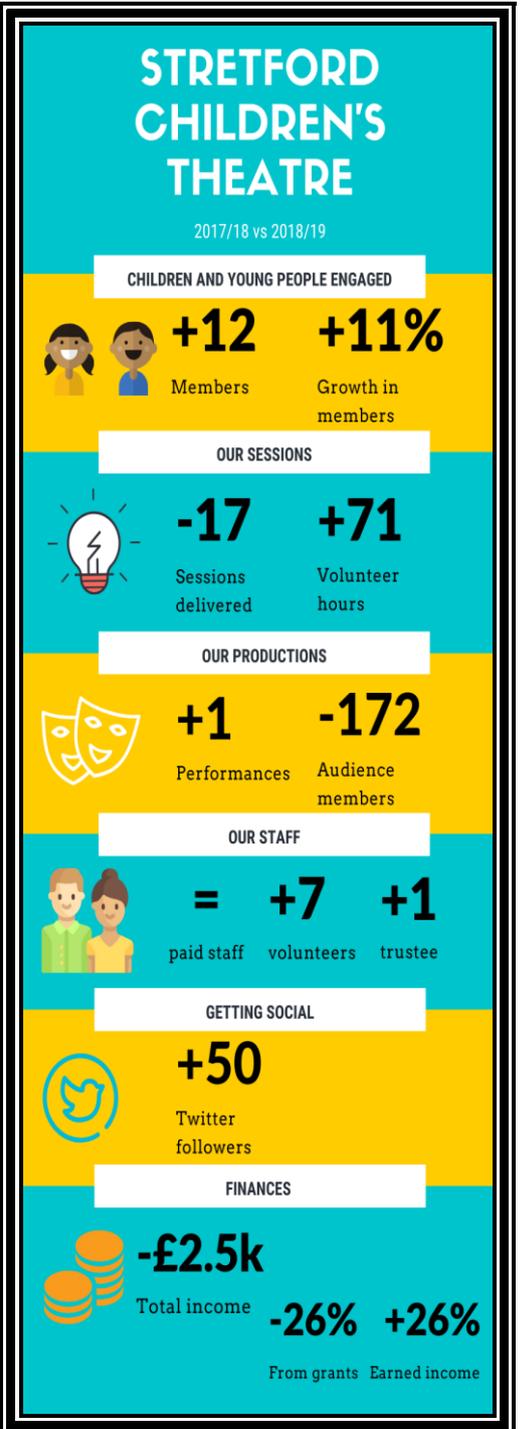
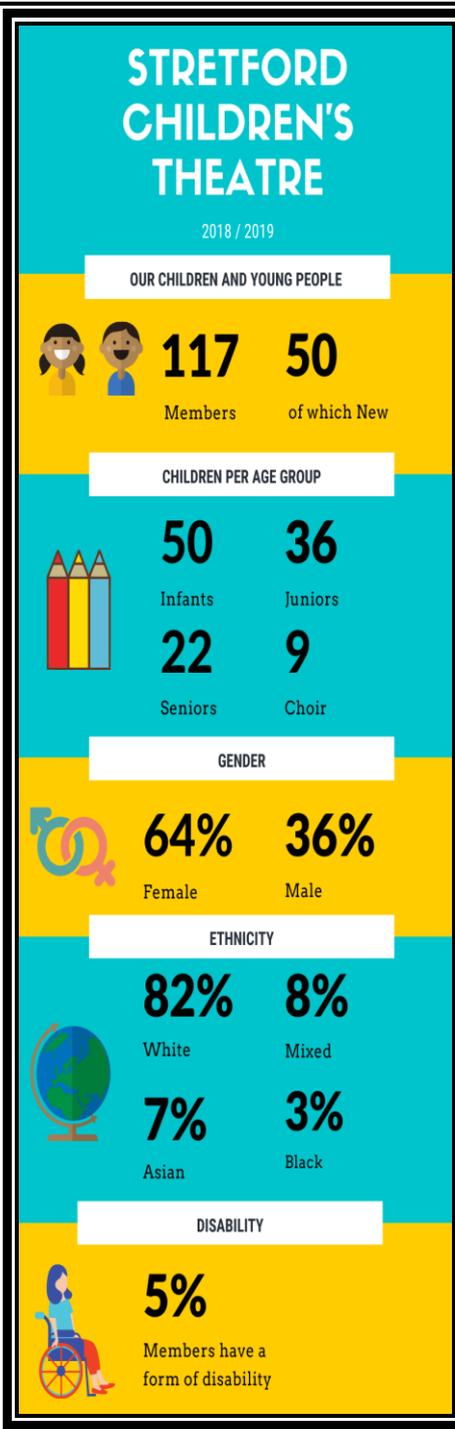
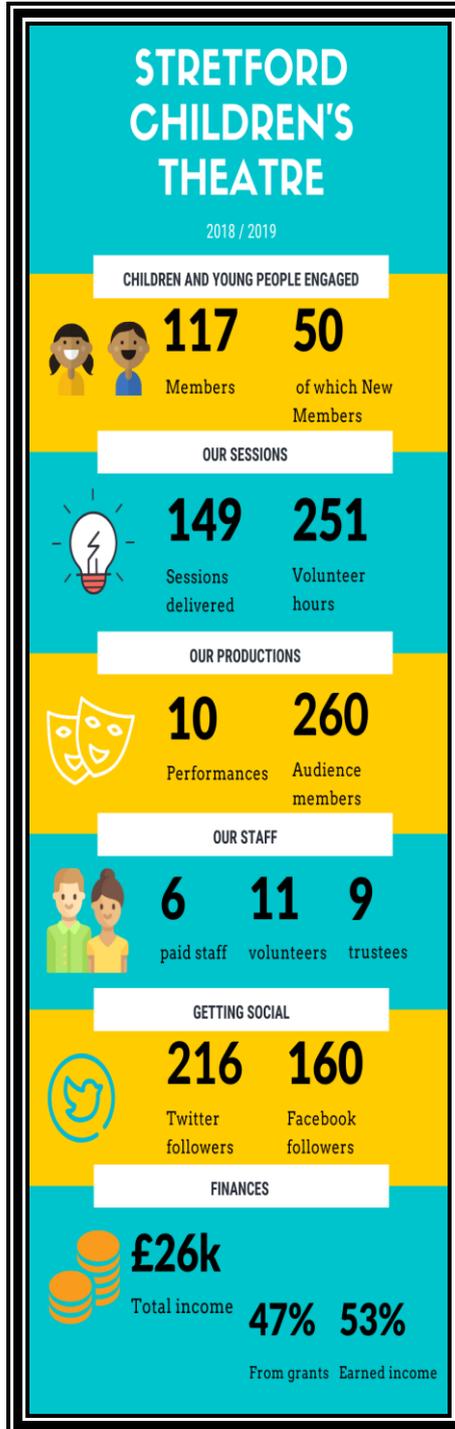
FUNDED BY **COMIC RELIEF** **FOREVER MANCHESTER**

Stretford Youth Choir is part of Stretford Children's Theatre Registered charity no. 1175334

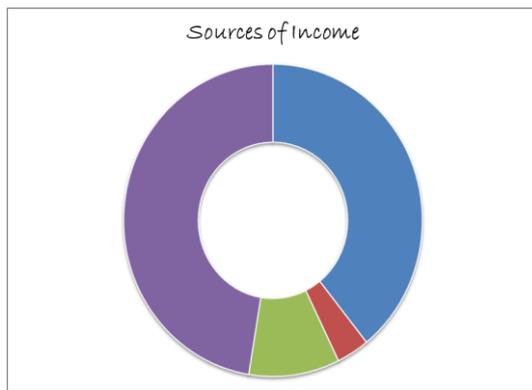
Thank you from us all for helping to make Stretford Children's Theatre work.



Our Year in Numbers



Treasurers Report and Annual Accounts - 2018/2019



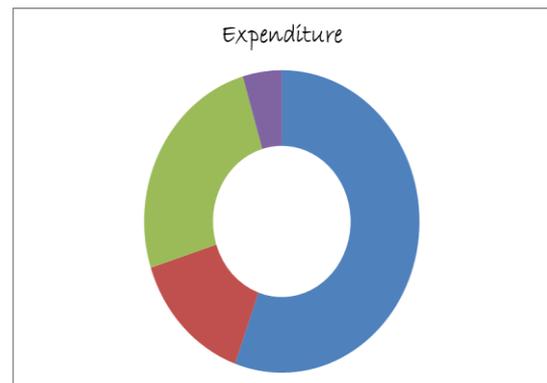
GRANTS £12,400 (47% OF TOTAL INCOME)

MEMBERSHIP £10,268 (39% OF TOTAL INCOME)

GIFT AID £2,570 (10% OF TOTAL INCOME)

DONATIONS £925 (4% OF TOTAL INCOME)

- ★ Subs income growth of 33% on prior year.
- ★ The majority of our income is generated from external funders who provided 47% of total income.
- ★ Our first Gift Aid claim was made in September 2018 providing revenue to support running costs (2.6k). Gift Aid is a UK tax incentive that enables tax-effective giving by individuals to charities in the United Kingdom.



SESSION COSTS £12,383 (56% OF TOTAL COSTS)

HALL HIRE £3,240 (15% OF TOTAL COSTS)

GROUP EXPENDITURE £5,660 (25% OF TOTAL COSTS)

PERFORMANCE £1,020 (5% OF TOTAL COSTS)

- ★ 20% increase in session costs vs prior year.
- ★ Total expenditure reduced (-26k) vs prior year (Ahead of His Time project spend accounting for majority of 17/18 expenditure).
- ★ 27% increase in hall hire vs prior year.



2018/19	
Opening balance	£ 5,113.64
Total Income	£ 26,158.16
Membership & Fees	£ 10,268.12
Grants	£ 12,390.00
Donations	£ 3,500.04
Total Costs	£ 22,528.28
Section Leaders	£ 10,702.76
Session Manager	£ 1,680.00
Hall Hire	£ 3,465.00
Performance	£ 1,019.54
Group Expenditure	£ 5,660.98
Closing balance	£ 8,743.52

2017/18	
Opening balance	£ 24,984.86
Total Income	£ 28,534.21
Membership & Fees	£ 6,865.00
Grants	£ 20,795.47
Donations	£ 873.74
Total Costs	£ 48,405.43
Section Leaders & Managers	£ 10,320.00
Hall Hire	£ 2,550.00
Grant Spend	£ 34,601.91
Group Expenditure	£ 933.52
Closing balance	£ 5,113.64

Protected Cash: £ 4,936.00

Unprotected Cash: £ 3,807.52

The above shows the increase in our liquid asset as at 31/08/19 vs prior year by £3629.88, this is not entirely due to the increased attendance for the sessions. The majority of the additional cash is protected for the 2019 winter show which gives us an unprotected cash value of £3,807.52.

STRETTFORD CHILDREN'S THEATRE BALANCE SHEET 2018/19

ASSETS AS AT 31/08/18		ASSETS AS AT 31/08/2019		REG. CHARITY No.
Cash in Hand	£ -	Cash in Hand	£ 400.00	
Current Account	£ 5,113.64	Current Account	£ 8,343.52	
Natwest	£ 1,664.23	Natwest	£ 114.01	
CAF	£ 3,449.41	CAF	£ 8,229.51	
Unrestricted Funds	£ 5,113.64	Unrestricted Funds	£ 3,807.52	
Restricted Funds	£ -	Restricted Funds	£ 4,936.00	
Savings Account	£ -	Savings Account	£ -	
Inventory	£ -	Inventory	£ -	
TOTAL	£ 5,113.64	TOTAL	£ 8,743.52	

Our funders – putting the FUN into FUNDING!

- Manchester Guardian Society Charitable Trust donated £1000 to fund our 2018 winter show. This is now fully closed out.
- The Zochonis Charitable Trust donated £8000 to fund our 2019 winter show, marketing and a bid fundraiser. This is now fully closed out.
- The Skelton Bounty donated £1000 to fund our 2019 winter show. This is now fully closed out.



Reserves

These are calculated as follows;

Amounts of unprotected cash available divided by the sum of monthly running costs – which gives us the number of months we are able to operate should no further income be forthcoming.

<u>Expenditure</u>	<u>Projected cost Per Annum</u>
Hall Hire	£ 3,300.00
Session Leaders	
Infants	£ 3,800.00
Juniors	£ 2,950.00
Seniors	£ 2,850.00
Sessional Manager	£ 1,200.00
Insurance	£ 290.00
Administration	£ 285.00
Website Hosting	£ 230.00
OSM/Go Cardless	£ 300.00
Bank Charges	£ 60.00
Storage unit hire	£ 500.00
Total	£ 15,765.00

Based on the figures above (actual costs from 18/19) our monthly running costs are £1313.75. Our reserves policy was agreed in 2019 and is located within the body of our financial handbook (available on our website). The policy states that we should hold 12 weeks (one academic full term) reserves in our Natwest account, this would require £3941.25 and is something we are working towards during 2019/20. As at 31/08/2019 we held £114.01 towards these reserves in our Natwest account.

Ways to donate

Give as you earn/Donate as you earn

As an employee you can set up a direct payment from your gross pay to Stretford Children's Theatre under a scheme called 'Give as You Earn' – ask your HR or Payroll Manager whether your company has signed up to CAF Give As You Earn and if so, how you can join the payroll giving scheme.

Amazon Smile

<https://smile.amazon.co.uk> – SCT was set up with Amazon Smile where you buy from Amazon and they donate 0.5% of the net purchase price with every eligible purchase.



Funding

Our weekly sessions cost more than the subs income provides – we are still financially stable - we built it this way! We currently have no outstanding liabilities with suppliers or long terms loans to sustain our charity. We are reliant on various income streams, subs, grants and donations to provide us with continued financial stability and the ability to grow the charity. Our KPI's show the growth in our attendee's vs 2017/18 by 42% (as well as an additional seven helper volunteers) which is something we're all proud of, reflecting our community engagement and our long-term sustainability.

The table below shows the costs and incomes directly related to our weekly sessions and the annual shortfall that we need to find in order to continue.

Cost and Income breakdown per annum		
<i>Annual cost</i>		
Leaders	£	9,580.00
Manager	£	1,140.00
Hall Hire	£	3,240.00
Insurance	£	290.00
Bank Charges	£	360.00
Annual Cost	£	14,610.00
Av. session cost	£	374.62
<i>Annual Income</i>		
Annual Fees	-£	10,270.00
Av. session income	-£	263.33
Variance per Thursday	£	111.28
Annual variance	£	4,340.00

Treasurers Report

This financial year was dedicated to the 'bedding in' of our online banking system that we changed to in 17/18. We are really pleased to say that all of our stakeholders are paid via an online system, no more cheque payments! This small but significant change ensures quick, efficient and secure payment to all of our suppliers and ensures we constantly have a live view of our bank balance.

Financial challenges 19/20

- ★ We are looking to establish another junior class as demand has grown with the group. As shown above in the cost and income breakdown for each Thursday session we do not cover costs with subs, an additional session will increase the shortfall and we must ensure we can balance our books via external fundraising.
- ★ Cash flow will always remain a challenge for us but if we remain financially vigilant we will not only maintain the groups but will have the potential for growth.



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's report on the
accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Stretford Children's Theatre

**On accounts for the year
ended**

01/09/2018 – 31/08/2019

**Charity no
(if any)**

1175334

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2019**.

**Responsibilities and
basis of report**

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.

**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 (other than that disclosed below *) 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.

* Please delete the words in the brackets if they do not apply.

Signed:

ITA KIRRANE

Date:

24/09/2019

Name:

ITA KIRRANE

**Relevant professional
qualification(s) or body
(if any):**

Address:

202 PARK RD, STRETFORD, MANCHESTER. M32 8RB



Section B	Disclosure
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Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

No concerns, all paperwork present and correct.



**Annual Report accepted at the Annual General Meeting
of Stretford Children's Theatre
on 23rd January 2020**

Signed:

S. Quinton-Holme