



THE BRUNTON THEATRE TRUST

**TRUSTEES' REPORT
AND FINANCIAL STATEMENTS**

For the year ended 31 March 2021

Charity No SC022422

**WHITELAW WELLS
Chartered Accountants**

GLASGOW

EDINBURGH

NORTH BERWICK

BRUNTON THEATRE TRUST
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
For the year ended 31 March 2021

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TRUSTEES' REPORT

For the year ended 31 March 2021

The Trustees are pleased to present their annual Trustees' Report together with the financial statements of the charity for the year ending 31 March 2021.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

INTRODUCTION

In 2014 the Trustees progressed a change to the legal status of the Charity from an unincorporated Trust to a Scottish Charitable Incorporated Organisation (SCIO). This change was approved by OSCR on 1 September 2014. However, ongoing detailed discussions with East Lothian Council regarding the contract between ELC and BTT for future services, has meant that the transfer of assets has not yet taken place and the new SCIO has lain dormant. Following consultation with OSCR an annual report for the dormant SCIO was submitted and accepted by OSCR.

In March 2020, The Brunton entered a period of national lockdown due to the pandemic. The impact on the programming of The Brunton was huge with performances and events from March forward being cancelled or postponed. By the summer of 2020, a financial and operational plan was developed to support a restricted re-opening of The Brunton for film screenings with Covid-19 measures in place. Financial support from Creative Scotland's Performing Arts Venues Relief Fund in September enabled a wider programme of online activities and performances to be created for audiences, including support for The Brunton's freelance artists and creative practitioners. An emergency fund raising campaign was implemented. Funding from the Scottish Government's Loss of Income Scheme further supported the Trust through this difficult period



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ACTIVITIES

Dance:

In 2020/21 the Dance programme was curtailed due to the Scottish Government restrictions on presenting dance and offering participatory dance activities. In its place, our Development Officer Dance and Drama worked with Council colleagues to target dance activities for more vulnerable young people through the Get Connected working group. In addition, funding from Creative Scotland enabled a creative dance project called What Moves You to be developed for Brunton and East Lothian audiences. Dance companies also delivered free online dance performances which were streamed through The Brunton's online channel. Funding from Creative Scotland also enabled the development of a new outdoor dance and participatory dance workshop programme with one of The Brunton's resident companies, Room to Manoeuvre.



Theatre:

The Theatre programme during 2020/21 was also curtailed due to the pandemic. Performances were postponed until autumn 2021 or into 2022. A wide range of performances were offered online for watching at home through The Brunton's channel.

The Brunton continued its partnership with Wonder Fools Theatre Company following their successful re-run of their popular play at Prestonpans Town Hall about the involvement of residents from Prestonpans in the Spanish Civil War.

The company was supported to deliver an online play making project Positive Stories for Negative Times with The Brunton's youth theatre groups throughout the county. The final short plays that were developed were presented online for family and friends.

'Wonder Fools is a young company with view of the world that gives hope for the future. It is utterly fitting that this heartfelt, worthy show that harks back to days of agitprop theatre, gets to the heart of community by holding its première in the home town of these four men.' – Edinburgh Guide



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Children and Young People:

During 2020/21 the programme for children and young people was also adversely affected by the pandemic. Our partnership with Imagine (Scottish Children's Festival) was put on hold as the Festival was cancelled in May 2020 and moved online for 2021.

Pantomime:

The Brunton's annual pantomime, Aladdin, was cancelled due to the Pandemic. In order not to disappoint The Brunton's school and family audiences, a filmed version of Rapunzel the Pantomime was commissioned and created by The Brunton team. The film was rehearsed and filmed at The Brunton with strict Covid-19 measures in place.

The film was streamed to schools and for families to view at home. Unfortunately the planned screenings on Rapunzel due to take place in the venue in December had to be cancelled due to a further period of lockdown.

The response to the film was excellent.

Producing the panto in house enabled The Brunton team to be part of the creative process and to ensure that the film was created and presented to a high standard.

Resident Companies:

Brunton Theatre Trust's (BTT) resident children's theatre company, Catherine Wheels, supported freelance artists to create work in response to the pandemic. This further supported health and well-being outcomes through participation in the creative process. In addition, funding from Creative Scotland supported the development of a new intergenerational project for East Lothian working in partnership to develop a joint approach.

Screenings:

In 2020/21 the film and live screening programme was re-launched in September 2020 with Scottish Government Covid-19 measures in place including physical distancing in the auditorium. The reduction in audience size impacted on the ticket sales. However, this element of the programme was supported by Creative Scotland's Performing Arts Venues Relief Fund. The screening programme continued to attract audiences despite the Covid-19 measures that were in place. The film programme brought popular new releases to the venue while the Encore screening programme worked with film distributors to bring high quality performances to audiences in Musselburgh.

Music and Comedy:

In 2020/21 due to the pandemic, the live music and comedy programmes were postponed to autumn 2021 or into 2022. The Brunton team worked on a rolling programme with promoters and customers to move bookings forward to the new dates.

In 2020/21 The Brunton's partnership with the Lammermuir Festival was put on hold as the Festival was cancelled.

The Brunton's classical music programme developed an online programme of classical music delivered on The Brunton's channel by the Royal Conservatoire Scotland and the Ryedale Festival. This was well received.

BTT was unable to collaborate with East Lothian Council to present the large-scale Hogmanay event for families on the 31st December 2020 due to Covid-19 restrictions. However, in its place, a lantern

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king and arts and crafts activity programme was presented online and sold out before 31 December 2020.



Youth Arts:

Supporting a Youth Arts network is part of the successful development of a coherent and relevant programme of activities for children and young people. The existence of such a network actively supports the Trust and East Lothian Council's policies on expressive arts, health and well-being and social inclusion.



In 2020/21 the youth theatre programme moved online and offered opportunities for young people to learn new skills and have fun within a creative environment using zoom as the platform for the engagement. Funding from Creative Scotland enabled the participant fees to be kept low to encourage take up and support young people whose mental health and well-being may have been affected by the isolation brought on by lockdown. The response to this programme was very well received and also enabled BTT to provide ongoing support to its team of freelance arts practitioners.

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During 2020/21 The Brunton team offered an online pilot Youth Musical Theatre course for young people. This was delivered by the Musical Director of The Brunton panto and was offered in response to feedback from families.

Such was the success of the pilot course that The Brunton is now launching a regular programme of Youth Musical Theatre Classes as part of its ongoing performing arts programme for young people.

This will also link to the Musical Theatre Summer School and Performance Project.

Creative Learning:

The Theatre has a creative learning programme which complements the professional performance programme. In partnership with East Lothian Council, the programme at the Theatre links to schools and communities through a programme of projects and workshops. The programme supports many curricular areas and enables the Theatre to target activities in key areas and engage with key stakeholders in the community.

Participants derive many benefits from participating in the high quality programme that is offered – activities are designed to be accessible, fun, entertaining and enriching. Activities also offer progression for young people interested in developing new skills in performing arts.

During 2020/21 The Brunton was unable to deliver face to face activities due to the restrictions in place for specialists visiting schools as a result of the pandemic.

Performances and workshops were offered online where possible. The Craft Café was one of the creative learning programmes offered online and was supported by the Musselburgh Area Partnership. This programme offered craft activities with a freelance artist through the zoom platform and was created to help tackle isolation. The Brunton also curated and promoted online activities created by other performing arts companies and freelance practitioners.



Conclusion:

The aim of the work presented by BTT is to provide a widely accessible programme for the enrichment and enjoyment of audiences and participants. Projects are undertaken that encourage harder to reach groups to engage with the work presented and the associated creative learning and arts development programmes enable participants to learn new skills whilst exploring a range of themes and issues. While 2020/21 presented many challenges due to the restrictions caused by the

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pandemic, The Brunton staff worked hard as a team to move activities and events online and to keep in touch with its audiences with a creative programme.

OBJECTIVES AND OUTCOMES

The objectives of BTT are set out in the Declaration of Trust as follows:

“for the advancement of education in the fields of the performing arts and related cultural activities and for the promotion of social welfare of the public at large and in particular of the inhabitants of Musselburgh and of visitors thereto by the promotion of performances and displays of drama, music and similar arts suitable for presentation to the general public in appropriate halls, theatres and other premises in the UK and in particular in the Brunton Theatre, Musselburgh”.

The aim of the programme is to provide the highest quality drama, dance, music, theatre for children and young people, film and comedy nights for the enjoyment and enrichment of the communities that the theatre serves.

In addition to offering a high quality programme of arts events for audiences to attend at the Theatre, BTT aim to provide opportunities for involvement and participation in the arts through education and outreach activities for all sections of the community including harder to reach groups.

The Brunton's creative learning/ arts development programme enables participants to learn new skills and explore themes and issues in a supportive environment.

Through the provision of a high quality accessible programme of performances and participatory activities, BTT seeks to achieve the objectives as set out in the Trust Deed.

The strategies for achieving the objectives are outlined below:

- The provision of a comprehensive annual programme of performing arts performances and screenings in the Brunton venue and at other venues in the county.
- Offering an associated participatory programme (e.g. creating learning projects, arts development activities, youth arts) to enable exploration of themes and concepts and build new skills and confidence while contributing to health and well-being.
- The promotion and marketing of the above work to the widest possible public and to target areas where there is low uptake or there are barriers to involvement.
- Ensuring that associated services in the Brunton venue i.e. Bistro, Bar etc are provided to the highest standard and use local produce where ever possible in order to support the local economy.
- Making the Brunton venue available for local performing arts groups to hire and to support these groups to present their performances to the highest standard in order to build their skills and experiences in the performing arts.
- Keeping ticket prices at a competitive level to encourage audiences and participants to attend and to offer concessionary ticket prices for key groups.

The above activities are monitored and reported to Trustees at meetings of the Trust. Monitoring is undertaken through the setting and monitoring of income and attendance targets, assessment of the work presented, collating feedback from attenders and analysing box office data.

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The outputs and outcomes that delivered the objectives of BTT are outlined in detail below.

OUTCOMES

Programme Outcomes 2020/21

During 2020/21 the Covid – 19 pandemic affected the full programme. All live events were either postponed or cancelled.

Where possible, the programme moved online and work was developed and curated for viewing at home or in school.

In addition when lockdown lifted film screenings re-started.

The number of film screenings in the venue totalled 27 and resulted in a total audience of 1,232. For the online programme there were 4 online events with 222 bookings. The total ticket income from the film screenings was £10,330. The total income from the online events was £1,523. The outcomes were the result of a reduced programme due to the pandemic.

In 2019/20 there were 61 Panto performances, 29 drama, 8 dance, 71 music, 19 children's theatre, 4 comedy, 4 events and 51 film screenings including live screenings with a total attendance of 52,564. The total gross ticket income from these performances was £761,470.



“Absolutely fantastic, great venue, great shows, real gem of a place.” (Audience review Facebook).

“Great venue, fantastic shows and the staff are incredibly friendly and helpful. Well worth a visit and why not enjoy a cup of tea & a slice of cake in the cafe while you wait!!” (Audience review, Google)

For Rapunzel the Pantomime Panto film, 18 online at home viewings were offered. The film received critical acclaim in the press. The audience viewing Rapunzel the Pantomime Panto film was 25,849. (2019/20 live show 17,106). Merchandise was not able to be sold (2019/20 £4,126).

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“[We] absolutely love coming to the Brunton Panto and this is an amazing experience for our children who rarely get to visit the theatre. We loved the visual support leaflet you sent to us for children with ASD and found this really supported them with what to expect.” School review 2019

“And from start to finish, the audience participation is loud, joyous, and beautifully cranked up by Binnie’s excellent cast, which also includes a chorus of half a dozen groovy young dancers and singers from youth theatre groups in the area, playing a key role in this vital celebration both of the much-loved Honest Toun itself, and of the pure joy of panto, this Christmas, and always.” The Scotsman, Joyce McMillan

Community Performing Arts Groups

The Theatre hosts performances from local performing arts companies that hire the Theatre. During 2020/21 all the local performing arts groups were unable to present their live performances in The Brunton. In 2019/20 The Brunton hosted 57 performances from local voluntary groups. The income from these events in 2019/20 was £84,898. The income in 2020/21 due to the cancellations brought about by the pandemic was nil.



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Impact of BTT's Covid-19 Programme

BTT carefully selected its programme and associated participatory activities for online enjoyment and participation with the aim of entertaining and enriching its audiences and participants. Feedback is collected from audiences and the postcodes of attenders is analysed.

Following analysis of audiences in 2019/20 BTT ensured that the programme offered was accessible and relevant to the needs and aspirations of the community. The Brunton worked in collaboration with its partners to create the best possible programme in response to the restrictions brought about by the pandemic and within financial framework of the projected income from ticket sales and donations and the funding package that it received from the Council and other external sources. The aim was to continue to connect The Brunton and the artistic programme with audiences. Feedback from this programme was very encouraging and planning is underway for a resumption of normal business at some point in 2021/22.

BTT also worked closely with Council services to deliver activities that supported Council outcomes and assisted with ensuring that audience were able to engage with the activities and to derive benefits from participation including social, health and wellbeing. This was of particular importance during the pandemic when many people felt isolated and cut off from friends and family.

The Brunton is a thriving arts facility with excellent facilities rooted in the local community and delivers a programme that offers high quality artistic experiences for audiences and participants.

Despite the pandemic, during 2020/21, 2 new creative partnerships continued and moved online - the Edinburgh International Jazz and Blues Festival and the Edinburgh Book Festival. This further extended the reach and impact of The Brunton's programme.

Ticket Prices

Ticket prices for the year did not increase due to the restrictions brought about by the pandemic and the desire to support and encourage audiences to feel confident to return initially for film screenings before live performances were permitted to re-start.

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Theatre	N/A		
Dance	N/A		
Music Rock and pop Jazz and Traditional Classical	N/A		
Comedy	N/A		
Children's Theatre	N/A		
Pantomime Film	Donations		
Films	All tickets £8.00 (£8.00) Concessions £7.00 (£7.00)		ROH Live £16 £15 £13.50 (£12.50) concessions NT Live £13.50 (£13.50) £11.50 (£11.50) concessions

**(Figures in brackets represent 2019/20 prices)*



In 2020/21 the number of young people attending the youth theatre groups were:

Youth Theatre Group

Group	Number (2020/21)	Number (2019/20)
5 – 7 years	79	15
8 -12 years	88	26
12 – 14 years	48	12
15 – 18 years (Seniors)	23	13
Brunton Players (adult)	17	5
8- 12 years (new group)	0	8
Total	255	79

Youth Musical Theatre

Group	Number (2020/21)	Number (2019/20)
8 -12 years	44	0
12 – 16 years	26	0

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Marketing

The successful marketing and promotion of The Brunton is vital if the programming is to flourish, existing audiences are to be maintained and new audiences attracted. Marketing analysis is essential to ensure objectives are reached and that BTT's programme remains as fully accessible as possible.

Using SMART objectives, sustainable strategies are created in response to BTT's business objective, to develop audiences for performances and outreach and education programmes across the target demographic.

Monitoring and reporting is carried out in house, utilising the ticketing system reporting module. The go live of The Brunton's new ticketing system in March 2019 has enabled further analysis to be undertaken to build audiences and provide greater opportunities for maximising income through e-marketing campaigns. 2020/2021 plans include installing Audience Finder to enable national benchmarking of audience behaviour as well as the use of Mosaic profiling in order to better understand audiences and target marketing at defined segments of attenders and non attenders. This is work that was previously conducted in partnership with Culture Republic, a Scottish audience development agency that folded in 2018.

Audience feedback is collated via research projects and social media interaction as well as utilising Google reviews and Trip Advisor. This data provides a focus for marketing activities and key performance indicators against which to evaluate outcomes. Evaluating activity against identified targets and feeding this back into the marketing information system informs future decision making.

Digital marketing practices are embedded across all campaigns with online advertising, social media interaction, e-newsletters and website development all part of this. 2019/2020 saw the introduction of Instagram to the social media platforms used by team. Instagram is a highly visual platform with a younger demographic of user than Facebook and Twitter. Social media is used to engage with stakeholders and online influencers as well as potential and actual attenders.

The marketing team works collaboratively with resident and visiting companies to develop repeat audiences for their work, as well as working with outreach and education colleagues to support their activities and develop appropriate strategies.

The team work collaboratively with other organisations such as East Lothian Tourism Attractions Group to develop joint marketing strategies.

Restaurant/Bistro

BTT provides a restaurant/bistro service at The Brunton, which is available on all performance nights and during the day Monday to Saturday. The restaurant is leased to Zandra Borthwick and Norma Buchan, who operate under the trading name of 'The Bistro at the Brunton Theatre'.

During 2020/21, the Bistro had to close due to Covid-19 restrictions. The Bistro re-opened in September 2020 and had to close again in December 2020 due to the second lockdown. During lockdown the Bistro offered take away food and delivered food.

To support the Bistro, BTT offered the Bistro a 6 month rent holiday.

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FINANCIAL REVIEW

East Lothian Council (ELC) pays the Trust to run The Brunton Theatre on its behalf. The Trust in turn pays ELC to provide the staff to run the Theatre and programme and to assist it in the management of its financial affairs. These services include budget preparation and monitoring, maintenance of financial records, creditor payments, debt recovery and banking. Financial information is provided to the Trust at board meetings by the East Lothian Council Finance team.

In 2020/21 the Trust operated in a very challenging environment due to the emergence of the Covid-19 pandemic. This impacted on the Trust's ability to raise income from ticket sales and catering. As a result, the Trust secured financial support from Creative Scotland and Scottish Government. The main source of income was the annual contract payment from East Lothian Council which was maintained at the same level as 2019/20. The Council also continued with an additional payment of £24k p.a. to assist the Trust to develop its film and music programming. This, coupled with the additional external funding and keeping a tight rein on operating costs enabled the Trust to remain solvent throughout 2020/21.

Going forward, the Trust is working with the management team to devise a programme for 2021/22 for live presentation once there is an exit strategy announced for the lockdown period due to Covid-19. The Trust is following Government guidance and is planning to present a smaller scale programme to smaller audiences, screenings and also work to view online. This reduction in business will have a continued negative impact on income and the Trust will review its reserves policy, seeking additional external funding and entering into discussions with the Council in order to navigate through this difficult time.

Reserves policy

The Trust's current reserves policy is that the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be equivalent to three months of expenditure, which equates to c.£202k in general funds. This level was set to reflect the Trustees' view that they would be able to continue the current activities of the charity in the event of a significant drop in funding. The unrestricted reserve fund represents the unrestricted funds arising from past operating results. It also represents the free reserves of the charity.

In 2009/10, a significant cut in the contract payment from ELC led the Trust to have to draw on reserves to fund core activities. As a result the general funds at the end of 2009/10 fell from £384k to £74k. Since then the Trust has rebuilt its reserves and the balance at the end of 2020/21 stands at £592,972 (2020: £533,433). In addition, the Trust hold restricted funds amounting to £nil (2020: £nil) and designated funds amounting to £72,124 (2020: £78,257), bring total funds to £665,096 (2020: £611,690).

For 2021/22 the Trust is reviewing its reserves policy to respond to the continued impact of Covid-19 and ensure that the activities of the Charity will continue in some form. Allocating some of the reserves to support this challenging period is in line with good practice laid down by regulators and will be undertaken through discussion with East Lothian Council, careful consideration of the programme to be presented, following socially distanced protocols and with reduced income and expenditure targets.

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Risk management

Insurance and risk management services are provided by East Lothian Council (ELC). In August 2008, ELC commissioned Gallagher Bassett to carry out a review of the major risks facing BTT. Their report was circulated to the Trustees and a review of the insurance arrangements was undertaken. The Council's recommendation is that the next full review should be carried out within 5 years. A Finance and Risk Management sub-committee was established to make recommendations on risk management to the Trust but completion of the Risk Register is pending subject to agreement with the Council on services to be provided by the Trust. The Trust will create a Risk Register and a strategic plan to mitigate identified risks once the future direction of the Trust is established.

In the interim the Trust has identified 3 main risk areas.

Income generation is a principal risk factor for the Trust and risks associated with raising sufficient income to deliver the aims of the Trust have been explored through the creation of a Finance and Income Generation sub committee. There are 3 main areas of risk in relation to income generation which are:

Reduction in annual payment from East Lothian Council.

This annual payment is crucial to the effective delivery of services on behalf of the Council for the residents of East Lothian and a reduction would have a significant impact on the delivery of the services provided.

The Trust entered into discussions with East Lothian Council regarding arrangements to support the Trust through the financial impact of Covid-19 on the ability to generate earned income from charitable activities to offset expenditure. The Trust is also in discussion with the Council about the future level of funding and the services to be provided. The Trust is devising an income generation strategy with the aim of diversifying its income strands.

Reduction in project grant income from Creative Scotland.

This would impact on the breadth of programme presented and the Brunton's role as a key receiving house in the Scottish cultural landscape.

The Trust is committed to providing an accessible, entertaining yet thought provoking programme to deliver high quality artistic experiences for audiences and participants. The Trust has entered into discussions with Creative Scotland regarding additional funding opportunities to support the Trust following the continued impact of Covid-19 on the ability of the Trust raise income from charitable activities and to present a full programme of performing arts during 2021/22.

Reduction in earned income from ticket sales and bars.

Outwith the pandemic, earned income is the largest percentage of the Trust's income and a reduction in the ability to generate sufficient funds from ticket sales and bars would impact on programming which would prove detrimental to the cultural aims of the organisation. Due to Covid-19, the Trust is continuing to prepare plans for a vastly reduced programme for 2021/22 which follow the Scottish Government guidance on physical distancing. The impact on earned income will again be substantial.

The Trust will develop its 2021/22 plan in consultation with East Lothian Council to ensure the continuance of The Brunton and its programme during these challenging times.

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PLANS FOR FUTURE PERIODS – Short and Long-term Aims

2020/21 was a difficult year for the Trust. Due to Covid-19, discussions with the Council to explore the future delivery of services for ELC by BTT were put on hold.

The Trust had explored using additional reserves in order to support capital projects necessary for the improvement of The Brunton with the proviso that their reserves policy will not be adversely affected by this work.

However until the re-start of normal business following the Covid-19 pandemic, capital plans are still to be finalised.

The key short term aim of BTT over the next year is therefore to continue to provide its high quality programme of performing arts for the benefit of audiences and participants and to support this with associated activities. However due to the Government guidelines around Covid-19, this aim will be delivered live in a much smaller scale and also in a digital format until restrictions ease. This will enable The Brunton to continue as the key performing arts venue in the South East of Scotland, aiming to meet the needs and aspirations of community members throughout challenging times.

This aim will be supported by ongoing monitoring to maintain the revised income targets. Monitoring will also be undertaken on expenditure and performance to ensure that the programme delivers to the highest standard while achieving best value and reaches the widest possible audience.

2021/22 will also see the re-start of discussions with ELC regarding the proposed transfer of services from ELC to BTT. On conclusion of these discussions, Trustees will prepare a new business plan for the organisation which will set out their vision and operational plan, including fundraising activities for the following 5 years.

Long term aims for the Trust will include the implementation of an income generation strategy, an expansion of the current artistic service provided through The Brunton subject to the new SLA with East Lothian Council and the recruitment of new Trustees with the skills required to enhance the functions of the Board.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Brunton Theatre Trust (BTT) is a charitable trust (charity number SC022422), established on 14 March 1994. BTT was established by a Declaration of Trust, which, along with a Schedule of Powers, sets out the objectives and administration of the Trust and the powers and duties of the Trustees.

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Recruitment and appointment of trustees

The Trustees' policy is to advertise for new Trustees to join the board as representatives of bodies with an interest in the activities of the BTT or in a personal capacity because of their relevant skills, interests and experience. The BTT governing documents entitle two Councillors of East Lothian Council to be appointed as ex officio trustees.

The Trustees give their time to Trust matters on a voluntary basis. Trustees attend monthly meetings of the Trust in order to support the work of the staff team and to further the organisational aims. The commitment of Trustees is further demonstrated through their attendance at key performances at the Brunton throughout the year.

Trustee's induction and training

New Trustees receive information on their appointment about their responsibilities, including the Guidance for Charity Trustees issued by OSCR and the BTT governing documents.

Organisational structure

BTT has no employees. All staff are employed directly by ELC, who have an agreement with the Trust to supply staff. Staff salaries are set by ELC as the employer. ELC undertakes job evaluation to set appropriate grades for staff. Day-to-day management of BTT is carried out by a management team comprising of a general manager, marketing manager, chief technician, box office manager, front of house manager and administrative assistant. These individuals are supported by various finance and support staff within ELC.

Staff report to Trustees at meetings of the Trust and agree the actions to be taken that support the strategic aims of the organisation. Trustees agree the artistic and operational policies for the organisation and delegate to staff the day to day management. Staff provide Trustees with management reports in order that performance can be monitored and actions agreed.

BTT is regarded as a related party due to the close economic ties and the presence of ELC Councillors on the Board.



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REFERENCE AND ADMINISTRATIVE INFORMATION

Charity name The Brunton Theatre Trust

Charity registration number SC022422

Operational address Ladywell Way
Musselburgh
East Lothian
EH21 6AA

Board of Trustees

Michael Stitt (Chair) (Chair)

Sarah Allen

Peter Brown

Richard Butt

Councillor Andrew Forrest

Councillor Katie Mackie

Steve Sadler

Key Management Personnel

Lesley Smith	General Manager
Rachel Menzies/ Mairead Hegarty	Marketing Manager (Jobshare)
Sharon Forbes	Box Office Manager
Jane Corrigan	Front of House Manager

Senior Statutory Auditor Ingela Louise Presslie

Statutory Auditors Whitelaw Wells
Chartered Accountants
9 Ainslie Place
Edinburgh
EH3 6AT

Financial Management East Lothian Council
John Muir House
Haddington
East Lothian
EH41 3H

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STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in Scotland 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 Trust at the end of the year and of their financial activities during the year then ended. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Trust and which enable them to ensure that the financial statements comply with The Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Constitution of the Trust. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Trust and to prevent and detect fraud and other irregularities.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the Trustees are aware, there is no relevant audit information of which the charity's auditors are unaware, and each trustee has taken all the steps he ought to have taken as a trustee in order to make himself aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Approved by the Trustees on 25 August 2021 and signed on their behalf by:



Michael Stitt
Chairman

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STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2021

Opinion

We have audited the financial statements of Brunton Theatre for the year ended 31 March 2021, which comprise the Statement of Financial Activities (incorporating the Income and Expenditure Account), the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019) and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2021 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs UK) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information in the annual report, other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

BRUNTON THEATRE TRUST

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2021

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011, the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' annual report;
- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 18, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with regulations made under that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

BRUNTON THEATRE TRUST

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2021

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Irregularities that result from fraud are inherently more difficult to detect than irregularities that result from error.

From enquiries of those charged with governance, it was determined that the risk of material misstatement from fraud was low with little scope for fraud to occur. Our audit testing is designed to detect material misstatements from fraud where there is not high level collusion.

Our audit testing was designed to detect material misstatements from other irregularities that result from error where there is not high level concealment of the error. In this regard the following audit work was undertaken: applicable laws and regulations were reviewed and discussed with management; senior management meeting minutes were reviewed; internal controls were reviewed; and journals were reviewed. From this audit testing it was determined that the risk of material misstatement in this regard was low.

We carried out income testing which was designed to identify any irregularities as a result of simple mistakes or human error. From this audit testing it was determined that the risk of material misstatement in this regard was low.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 44 (1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Whitelaw Wells
Statutory Auditor
9 Ainslie Place
Edinburgh, EH3 6AT

25 August 2021

Whitelaw Wells is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

BRUNTON THEATRE TRUST

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2021

		Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<u>Income and endowments from:</u>					
<i>Donations and legacies</i>	2	110,067	-	110,067	-
<i>Charitable activities</i>					
Grants and donations	3	-	250,000	250,000	35,000
Service level agreement		24,000	-	24,000	24,000
Theatre management charge		430,982	-	430,982	430,982
Admission charges		13,652	-	13,652	787,976
Room and facility hire and other sales	4	4,203	-	4,203	152,364
<i>Other trading activities</i>					
Café sales		996	-	996	132,836
Rental income		20,000	-	20,000	20,000
<i>Investments</i>					
Bank interest receivable		215	-	215	4,009
		_____	_____	_____	_____
Total income		604,115	250,000	854,115	1,587,167
		_____	_____	_____	_____
<u>Expenditure on:</u>					
<i>Raising funds</i>					
Catering and merchandise		8,848	-	8,848	55,196
<i>Charitable activities</i>	5	541,861	250,000	791,861	1,400,436
		_____	_____	_____	_____
Total expenditure		550,709	250,000	800,709	1,455,632
		_____	_____	_____	_____
Net income for the year		53,406	-	53,406	131,535
Transfers between funds		-	-	-	-
		_____	_____	_____	_____
Net movement in funds for the year		53,406	-	53,406	131,535
<u>Reconciliation of funds:</u>					
Total funds at 31 March 2020		611,690	-	611,690	480,155
		_____	_____	_____	_____
Total funds at 31 March 2021	13	665,096	-	665,096	611,690
		_____	_____	_____	_____

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 25 to 35 are an integral part of the financial statements.

BRUNTON THEATRE TRUST

BALANCE SHEET

As at 31 March 2021

	Notes	2021 £	2021 £	2020 £
Fixed Assets	9		72,124	78,257

Current Assets				
Stock		8,855		15,486
Debtors	10	751,097		681,523
Cash in hand		2,200		2,200

		762,152		699,209
Creditors: Amounts falling due within one year	11	(169,180)		(165,776)

NET CURRENT ASSETS			592,972	533,433

NET ASSETS	14		665,096	611,690
				=====
FUNDS	13			
Unrestricted			665,096	611,690
Restricted			-	-

TOTAL FUNDS			665,096	611,690
				=====

Approved by the Trustees on 25 August 2021 and signed on their behalf by:



Michael Stitt
Chairman

The notes on pages 25 to 35 are an integral part of the financial statements.

BRUNTON THEATRE TRUST

Statement of Cash Flows

For the year ended 31 March 2021

	2021	2020
	£	£
Cash flows from operating activities:		
Net cash provided by/(used in) operating activities below	6,801	(4,009)
	<hr/>	<hr/>
Cash flows from investing activities:		
Bank interest received	215	4,009
Purchase of tangible fixed assets	(7,016)	-
	<hr/>	<hr/>
Net cash (used in)/provided by investing activities	(6,801)	4,009
	<hr/>	<hr/>
Change in cash and cash equivalents in the reporting period	-	-
Cash and cash equivalents brought forward	2,200	2,200
	<hr/>	<hr/>
Cash and cash equivalents carried forward	2,200	2,200
	<hr/> <hr/>	<hr/> <hr/>
<u>Cash and cash equivalents</u>		
Cash in hand	2,220	2,200
	<hr/> <hr/>	<hr/> <hr/>
<u>Reconciliation of net income to net cash flow from operating activities</u>		
Net income for the year (as per Statement of Financial Activities)	53,406	131,535
<u>Adjusted for:</u>		
Depreciation charge	13,149	12,961
Bank interest received	(215)	(4,009)
Decrease/(increase) in stocks	6,631	(1,092)
(Increase) in debtors	(69,574)	(133,385)
Increase/(decrease) in creditors	3,404	(10,019)
	<hr/>	<hr/>
Net cash provided by/(used in) operating activities	6,801	(4,009)
	<hr/> <hr/>	<hr/> <hr/>

BRUNTON THEATRE TRUST

NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

1. ACCOUNTING POLICIES

Basis of accounting

The accounts have been prepared under the historical cost convention and are in accordance with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019) and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the ability of the charity to continue as a going concern for the foreseeable future. Accordingly, the accounts have been prepared on a going concern basis.

Financial instruments

Financial instruments comprise financial assets and financial liabilities which are recognised when the charity becomes a party to the contractual provisions of the instrument. They are classified as “basic” in accordance with FRS102 and are accounted for at the settlement amount due, which equates to the cost. Financial assets comprise cash, balances owed by East Lothian Council and other debtors. Financial liabilities comprise trade creditors, other creditor and accruals.

Income

All income is included in the Statement of Financial Activities when the charity has entitlement, there is probability of receipt and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Where entitlement is not conditional on the delivery of a specific performance by the charity, donations and grants are recognised when the charity becomes unconditionally entitled to the income. Where related to performance and specific deliverables, donations and grants are accounted for as the charity earns the right to consideration by its performance.
- Income from other trading activities is recognised as earned, which is when the related services are provided.
- Income is only deferred where entitlement conditions have not been met or related services have not been provided as at the year end.
- Investment income is included when receivable.
- The charity is grateful for volunteers and donations-in-kind, which are not recognised in the accounts as the benefit to the charity cannot be reasonably quantified.

BRUNTON THEATRE TRUST

NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

1. ACCOUNTING POLICIES (continued)

Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure.

- Cost of raising funds comprises those staff costs associated with preparing funding applications and meeting grant monitoring requirements. This is based on a percentage estimate of the total time spend by each person on this activity.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them, including governance costs.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- Expenditure is charged to a particular activity where the cost relates directly to that activity. The cost of overall direction and administration on each activity, comprising the salary and overhead costs of the central function, is apportioned on the basis of number of full time equivalent staff working on each project.

Fixed Assets

Tangible fixed assets are initially recorded at cost and capitalised if costing £1,000 or more. Depreciation is provided at a rate calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

- Tenant's Improvements - over the life of the lease period
- Production Equipment - 10% straight line
- Fixtures and Fittings - 20% straight line
- Other Equipment - 33% straight line

Stocks

Stocks are stated at the lower of cost and net realisable value.

Funds

Unrestricted funds are incoming resources generated for the objects of the charity, without further specified purpose, and are available as general funds. Designated funds are unrestricted funds allocated by the trustees for a specific purpose.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure that meets these criteria is charged to the fund together with a fair allocation of management and support costs.

BRUNTON THEATRE TRUST

NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

1. ACCOUNTING POLICIES (continued)

Operating lease rentals

Rentals applicable to operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged against the Statement of Financial Activities on a straight line basis over the life of the lease.

Volunteers and donations-in-kind

The Brunton Theatre Trust is grateful for volunteers and donations-in-kind, which are not recognised in the accounting figures as the benefit to the charity cannot reasonably be measured and quantified.

2. DONATIONS AND LEGACIES	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Donations	18,067	-	18,067	-
East Lothian Council	92,000	-	92,000	-
	<hr/>	<hr/>	<hr/>	<hr/>
	110,067	-	110,067	-
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
3. GRANTS AND DONATIONS	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Creative Scotland	-	250,000	250,000	35,000
	<hr/>	<hr/>	<hr/>	<hr/>
	-	250,000	250,000	35,000
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Included above is restricted income amounting to £250,000 (2020: £35,000). Unrestricted income totalled £nil (2020: £nil). All other income was unrestricted in both the current and previous years.

BRUNTON THEATRE TRUST

NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

4. ROOM AND FACILITY HIRE AND OTHER SALES

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Theatre hire and associated income:				
Brunton Youth Theatre	1,253	-	1,253	14,242
Other	2,590	-	2,590	80,900
Statutory fees	-	-	-	6,204
Room and facility hire	360		360	51,018
	<hr/>	<hr/>	<hr/>	<hr/>
	4,203	-	4,203	152,364
	<hr/>	<hr/>	<hr/>	<hr/>

BRUNTON THEATRE TRUST

NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

5. EXPENDITURE - CHARITABLE ACTIVITIES

	2021	2020
	Total	Total
	£	£
<u>Direct costs</u>		
Equipment and materials	5,155	1,088
Printing and stationery	4,864	36,988
Services – staff costs (Note 7)	343,497	347,613
Marketing staff (Note 7)	46,103	38,993
Finance services staff (Note 7)	11,207	8,404
Advertising	-	9,694
Buy-ins	37,311	318,137
Freelance – pantomime	19,490	101,453
Licenses	3,603	20,597
Materials – pantomime	21,234	6,221
Materials	9,862	636
Newspapers	-	481
Subscriptions	1,606	4,689
VAT disallowed	-	125,859
Merchant services	1,341	5,208
Other	2,549	1,995
Brunton Youth Theatre	10,960	9,884
Publicity	27,728	22,716
Communications	3,845	26,065
<u>Support costs</u>		
Repairs and maintenance	5,095	16,239
Rent	59,468	107,861
Other accommodation costs	154,215	162,786
Insurance	1,680	1,500
Cleaning and transport costs	1,399	7,688
Depreciation	13,149	12,961
<u>Governance costs</u>		
Audit fee	6,500	4,680
	=====	=====
	791,861	1,400,436
	=====	=====

In 2020 expenditure was charged to four activities as follows: £896,277 to Live Productions, £233,875 to Films, £260,480 to Amateurs & Rentals and £9,804 to Youth Theatre. In 2021 there was only one activity so expenditure has not been split.

Included above is restricted expenditure amounting to £250,000 (2020: £35,000). All other expenditure was unrestricted in both the current and previous years.

BRUNTON THEATRE TRUST

NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

6. NET INCOME FOR THE YEAR

	2021	2020
	£	£
This is stated after charging:-		
Depreciation	13,149	12,961
Auditor's remuneration: audit fee	6,500	4,680
Operating lease costs: rent	51,216	51,003
	<u> </u>	<u> </u>

No Trustee was reimbursed any expenses nor remunerated for services as a Trustee in either the current or previous year.

7. STAFF COSTS

The Brunton Theatre Trust has no employees. East Lothian Council is contracted to provide the appropriate staff and management services to the charity. Staff costs totalling £400,807 (2020: £395,010) were charged during the year.

The average monthly number of staff during the year, on a head count basis, was as follows:

	2021	2020
	No.	No.
Management and administrative staff	7	7
Theatre staff	8	8
	<u> </u>	<u> </u>
	15	15
	<u> </u>	<u> </u>

The key management personnel of the charity are considered to be the Principal Arts Officer, the Box Office Manager, the Front of House Manager and the Marketing Officer. During the year key management personnel received total remuneration of £122,467 (2020: £125,924). No staff received emoluments of more than £60,000 during either the current or previous years.

8. TAXATION

The charity is recognised as such by HM Revenue & Customs for taxation purposes. As a result, there is no liability to taxation on any of its income.

BRUNTON THEATRE TRUST

NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

9. FIXED ASSETS

	Tenant's Improvements £	Production Equipment £	Fixtures and Fittings £	Total £
Cost				
At 1 April 2020	1,811,476	186,747	7,060	2,005,283
Additions	-	7,016	-	7,016
	-----	-----	-----	-----
At 31 March 2021	1,811,476	193,763	7,060	2,012,299
	=====	=====	=====	=====
Depreciation				
At 1 April 2020	1,811,476	110,794	4,756	1,927,026
Charge for year	-	12,861	288	13,149
	-----	-----	-----	-----
At 31 March 2021	1,811,476	123,655	5,044	1,940,175
	=====	=====	=====	=====
Net Book Value				
At 31 March 2021	-	70,108	2,016	72,124
	-----	-----	-----	-----
At 31 March 2020	-	75,953	2,304	78,257
	=====	=====	=====	=====

10. DEBTORS

	2021 £	2020 £
East Lothian Council	555,495	523,684
Client funds	146,895	146,494
Other debtors	13,587	11,345
VAT	35,120	-
	-----	-----
	751,097	681,523
	=====	=====

The Trust does not have its own bank account. All transactions are accounted for through bank accounts of East Lothian Council. The closing balance of £555,495 (2020: £523,684) represents cash balances held by the Council on behalf of the Trust. Additionally East Lothian Council holds BTT client funds of £146,895 (2020: £146,494) on its behalf.

BRUNTON THEATRE TRUST

NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	21,086	14,967
Amounts due in respect of Venue Hires	22,327	35,926
Other creditors	9,057	4,723
Accruals	29,195	9,443
Deferred income	87,515	85,598
VAT	-	15,119
	<hr/>	<hr/>
	169,180	165,776
	<hr/> <hr/>	<hr/> <hr/>
Deferred income – tickets sold in advance		
Balance at 1 April 2020	85,598	51,362
Released to Statement of Financial Activities	(85,598)	(51,362)
Amounts received and deferred during the year	87,515	85,598
	<hr/>	<hr/>
Balance at 31 March 2021	87,515	85,598
	<hr/> <hr/>	<hr/> <hr/>

12. OPERATING LEASE COMMITMENTS

At the year end the charity had total commitments under operating leases as set out below.

	2021		2020	
	Land &	2021	Land &	2020
Land and buildings	buildings	Other	buildings	Other
	£	£	£	£
Due within one year	518	10,758	500	10,758
Due between one to five years	-	7,172	-	10,758
Due between two to five years	-	-	-	7,172
	<hr/>	<hr/>	<hr/>	<hr/>

The charity also leases Brunton Hall from East Lothian Council at a base rent of £45,000 per annum plus 42% of total running and servicing costs of the hall.

BRUNTON THEATRE TRUST

NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

13. MOVEMENT IN FUNDS

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
Unrestricted funds					
General funds	533,433	604,115	(537,560)	(7,016)	592,972
Designated funds					
Other fixed assets	78,257	-	(13,149)	7,016	72,124
	-----	-----	-----	-----	-----
Total unrestricted funds	611,690	604,115	(550,709)	-	665,096
	-----	-----	-----	-----	-----
Restricted funds					
Performing Arts Venues					
Relief Fund	-	250,000	(250,000)	-	-
	-----	-----	-----	-----	-----
Total restricted funds	-	250,000	(250,000)	-	-
	-----	-----	-----	-----	-----
Total funds	611,690	854,115	(800,709)	-	665,096
	=====	=====	=====	=====	=====

Designated funds

The *Other Fixed Assets* fund represents the net book value of other fixed assets, which were acquired from general funds. The cost for the year represents depreciation.

Restricted funds

The *Performing Arts Venues Relief Fund* represents funding received from Creative Scotland to support The Brunton to remain solvent during 2020-21 and in particular towards staff costs, freelance arts workers and the commissioning of new work.

BRUNTON THEATRE TRUST

NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

13. MOVEMENT IN FUNDS (continued)

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
Unrestricted funds					
General funds	388,937	1,552,167	(1,407,671)	-	533,433
Designated funds					
Other fixed assets	91,218	-	(12,961)	-	78,257
	_____	_____	_____	_____	_____
Total unrestricted funds	480,155	1,552,167	(1,420,632)	-	611,690
	_____	_____	_____	_____	_____
Restricted funds					
Creative Scotland	-	35,000	(35,000)	-	-
	_____	_____	_____	_____	_____
Total restricted funds	-	35,000	(35,000)	-	-
	_____	_____	_____	_____	_____
Total funds	480,155	1,587,167	(1,455,632)	-	611,690
	=====	=====	=====	=====	=====

Restricted funds

The *Creative Scotland fund* represents funding awarded by Creative Scotland's lottery investment programme. Expenditure represents the eligible proportion of expenditure upon performances and outreach programmes of the highest quality dance, classical music and theatre for young people, extending current programming and developing new audiences.

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 March 2021 as represented by:	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	72,124	-	72,124
Net current assets	592,972	-	592,972
	_____	_____	_____
	665,096	-	665,096
	=====	=====	=====

BRUNTON THEATRE TRUST

NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS (continued)

Fund balances at 31 March 2020 as represented by:	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	78,257	-	78,257
Net current assets	533,433	-	533,433
	<hr/>	<hr/>	<hr/>
	611,690	-	611,690
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

15. RELATED PARTY TRANSACTIONS

During the year Brunton Theatre Trust received £430,982 (2020: £430,982) of contract income from East Lothian Council for theatre management, £24,000 (2020: £24,000) from grants and service level agreements and an additional £92,000 (2020: £nil) of donation income.

Brunton Theatre paid East Lothian Council £638,481 (2020: £735,554) in costs, including £400,807 (2020: £395,010) for staff, £213,349 (2020: £269,530) for rental and accommodation, and £24,325 (2020: £71,014) for various other recharged costs.

Apart from cash floats, all cash is held by East Lothian Council on behalf of the Trust. The balance on account at the year-end amounted to £555,495 (2020: £523,684). Additionally East Lothian Council holds BTT client funds of £146,895 (2020: £146,494) on its behalf.

BTT and ELC are regarded as related parties due to the close economic ties and the presence of ELC Councillors on the Board.