
**CUPAR YOUTH MUSICAL THEATRE
TRUSTEES ANNUAL REPORT for the
YEAR ENDED 28 FEBRUARY, 2026**

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Trustees Annual Report

The Trustees have pleasure in presenting their report together with financial statements and the independent examiners report for the year ending 28 February 2026.

Reference and Administrative Information

Address: 1 Lorne Street, Ladybank, Fife, KY15 7NB (Graham Lumsden – CYMT Chair)

Trustees (to February 2026)

Graham Lumsden	Chair
Kelly Wilson	Vice Chair
Karen James-Wilson	Secretary
Claire Spittlehouse	Treasurer

Committee Members

Graham Lumsden (Chair), Kelly Wilson (Vice Chair), Karen James-Wilson (Secretary), Claire Spittlehouse (Treasurer), Claire McGarrie, Gail Imach, Alex Mitchell, Gareth Hopkins, Allison Lumsden, Nichola Hincks, Karen King, Delia Manson, Sandra Halley, Maggie Curry, Struan Mackenzie, Stephen Lees, Ron Smith, Sarah Cameron, Heidi Luke, Nicola Stewart, Laura Boyter, Dehra Sweet, Linzi Mackie, Katherine McCann, Katie Smith, Kayleigh Lundie, Lynsey Fraser, Vicky Lothian, Jude Burns, Alyssa Gowans, Kirsten Smith, Kay Stuart.

Structure, Governance and Management

Cupar Youth Musical Theatre is an unincorporated association. It is governed by its constitution which was adopted in March 1989 (estimate) and last amended in April 2022. CYMT was granted charitable status by OSCR on 1st June 2010.

Appointment of Trustees

The Committee, which normally meets on a monthly basis from February/March to November, are the charities Trustees. Membership of the Committee is open to all parents and guardians of the young people in the club. Trustees are elected at the Annual General Meeting which is normally held in March. Under the constitution there must be a minimum of four elected Trustees (Committee = 2 parents and 2 other; quorum of 4 for meetings).

Management

The Trustees are responsible for the strategic direction and governance of CYMT. They will appoint a Director, Musical Director and Choreographer each year, all of whom are paid an honorarium, who will be responsible for organising rehearsals and preparing for a musical theatre production to be performed in November. There are volunteers who take roles individually or co-ordinating teams of people to assist in the performance of the show (eg. wardrobe, props, stage manager, front of house). The producer retains close communication links with the secretary to ensure there is exchange of relevant information.

The Trustees are aware of their responsibilities for Health and Safety, especially for the young people. Young people are never left alone with anyone, and the committee discourage anyone from being alone with children. The venues and activities are considered to try to prevent such scenarios.

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Objectives and Activities

Charitable Purposes and Aims

CYMT aims to provide the most professional musical theatre experience possible to young people of senior school age from Cupar and the surrounding area to sing and perform, and where relevant, dance, and to participate in other theatre skills, rehearsing weekly from February/March to June and August to November, culminating in a series of performances to the public.

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Cupar Youth Musical Theatre annual report from the Chair

The Officials and Executive

Rehearsals commenced in Feb 25, with the AGM being in March. Graham Lumsden - re-appointed as Chairperson, Kelly Wilson appointed as Vice Chairperson, Karen James-Wilson appointed as Secretary and Claire Spittlehouse appointed as Treasurer.

Allison Lumsden will continue to take the lead with the Wardrobe Team. Karen King will be our new Minute Secretary, Gail Imlach agreed to take on the role of Fundraising Co-ordinator. The role of Hair & Make Up was taken on by Kelly Wilson and Delia Manson.

Kelly Wilson was allocated the role of being our Health & Safety and Child Protection Officer. She also took on the role of PVG Co-ordinator. She processed the applications ensuring Production Team and Chaperones were processed as a priority. Karen King agreed to co-ordinate Chaperone Rotas for Rehearsals and Chaperones, Front of House Team etc for Show Week. Alex Mitchell was allocated as our First Aid Officer.

Online Ticketing was set up again in June. Going Live with Ticket Sales in July. This role was taken on by Vicky Lothian. Karen James Wilson took on the role of compiling our Show Programme.

The Show Production Team and Crew

We welcomed back, Alison Graham our Choreographer, our New Musical Director Martin Tollick and making a return to CYMT our Creative Director Jude Vandecasteele

CYMT performed Disney's The Little Mermaid. Due to the popularity of our 2024 Show It was agreed by Committee and Production Team to continue with 4 performances this year. This to include a Saturday Matinee.

Working with the Production Team this year was Struan MacKenzie as Stage Manager, assisted by Claire McGarrie and fellow stagehands. An exciting addition to our Production this year was the use of a Video Wall. This was provided by Artistic Solutions and excellently co-ordinated by Craig Spence. Rennie Ritchie returned to provide our lighting, Accent Audio provided us with our sound and the set pieces, props were again provided by John Urquhart.

Alistair More took cast photographs during the dress rehearsal and filmed the 1st Nights Performance.

Soundtracks were used this year. These were provided by the Licence Holders (TRW)

A special thanks must go to the Production Team and the crew for their hard work and dedication to the group for putting on this outstanding Show.

The Cast

We were very successful in sharing information on our Social Media Platforms re Recruitment for our Audition Workshops in late February.

Following on from these Workshops - The Production Team were so impressed with the Talent that they were all invited to join the Cast. The cast worked extremely hard and guided by the expertise of existing cast members and the Production Team they put on an outstanding show.

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Advertising

Our Posters and Programme Cover were designed by our Secretary Karen James Wilson.

We attended several local events where leaflets were handed out while we were fundraising. Cast members were given flyers to distribute locally and again we used our Facebook Page for show promotion.

The ticketing was online again this year, and we were able to open the Box Office in July.

Financial Decisions

Due to the cost-of-living crisis, and trying to keep a trip to the Theatre affordable for families, the Committee decided to keep the membership fees and ticket prices unchanged again this year.

The group does not see the membership fees as the primary method of funding the group and aims to be as inclusive as possible. There are contributions from cast members and their families, not only financial, but in the time and effort they put into making the group, the fundraising and every performance a success.

There are also a number of local volunteers, who contribute so much of their time and expertise to the success of our shows, Rennie Ritchie who gives up a huge amount of his time re the Lighting and Our Video Wall Co-ordinator, Craig Spence who spent hours sourcing images to use on the Wall and organising the hiring, delivery etc.

We are continuing to use Cupar Corn Exchange for rehearsals and show venue. This has been booked for next year's rehearsals and show.

Fundraising/Promotion

We were invited to take part in Cupar's Children's Gala (June) Graham Lumsden organised a Tombola Stall which was run by Graham and a small Team of Cast and Parents.

Graham Lumsden organised CYMT's 2nd Fundraising Silent Disco. This Event was very successful and well attended and enjoyed by our cast and their friends and families.

We held another Coffee Morning in Cupar Corn Exchange in September along with having a stall at the Cupar Market. These Events were organised by The Ex-Committee and were very successful.

We were also invited to promote our show in Tesco in Cupar. This involved Committee members/cast handing out show flyers, selling tickets and fund raising. We were invited to Tesco in Cupar again in December to do some Carol singing to raise funds.

Thanks to our Vice Chairperson, Kelly Wilson we were very lucky to be allocated a slot with The Rotary Santa Sleigh's Fundraising Team. This involved Cast and Parents working alongside the Rotary with their door-to-door collections. This was a very successful and enjoyable evening.

A special thanks must go to Gail Imlach and her daughter Ashleigh Redpath for sourcing Prizes from Local Business's for our Raffle during the week of the Show. This was a huge success.

We also donated Complimentary Tickets for our Show to our good friends at Age Concern.

The Committee

There were many new faces who joined the Committee this year. This due to the evolving cast, new members joining the group etc. It can be quite daunting for new parents to get involved. It was great

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to see so many parents taking on roles and helping with Fundraising, Advertising, Ticket Sales, chaperoning, costumes, set building and lots of other support. CYMT is a parent led charity and we are all part of providing this fantastic opportunity to our local young people. Thank you for all your help and support. We could not run it without you.

Summary

The Production Team and cast have worked tirelessly to put on another very successful show. The Little Mermaid has had 4 very successful performances including a full House for our Matinee. There were fantastic reviews from audiences. An incredible achievement by all. We are now looking forward to our next Production.

Reserves

As a charity, CYMT should hold reserves to help the group to budget for unforeseen emergencies, unexpected bills or other short-term costs, but not hold money unnecessarily. A reserves level of £12,000 would be the maximum expected loss, should a show such as The Little Mermaid have to be cancelled immediately prior to the performances. CYMT has built up large reserves over previous years (with 6 shows making an average surplus of over £3,000, excluding the 2 covid years). Therefore CYMT should aim to reduce the amount in the bank to around £12,000 over the next few years and review the reserves situation annually.

Trustees remuneration

No remuneration was paid to any member of the Management Committee.

Approved by the Management Committee and signed on their behalf.

G Lumsden

Graham Lumsden

CYMT Chair

Date: 13/5/26

Cupar Youth Musical Theatre



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Da	Month	Year
	01	03	2025		28	02	2026

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	255				255	2,344
Legacies					-	
Grants					-	
Receipts from fundraising activities	5,095				5,095	4,390
Gross trading receipts	8,893				8,893	7,805
Income from investments other than land and buildings	442				442	566
Rents from land & buildings					-	
Gross receipts from other charitable activities	3,420				3,420	2,400
					-	
A1 Sub total	18,104	-	-	-	18,104	17,505
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	18,104	-	-	-	18,104	17,505
A3 Payments						
Expenses for fundraising activities	1,691				1,691	928
Gross trading payments	16,246				16,246	7,669
Investment management costs					-	
Payments relating directly to charitable activities	9,872				9,872	7,437
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	120
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	27,809	-	-	-	27,809	16,154
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	-
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	27,809	-	-	-	27,809	16,154
Net receipts / (payments)	(9,705)	-	-	-	(9,705)	1,351
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	(9,705)	-	-	-	(9,705)	1,351

Cupar Youth Musical Theatre

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	38,362				38,362	37,011
	Surplus / (deficit) shown on receipts and payments account	(9,705)				(9,705)	1,351
						-	
						-	
	Cash and bank balances at end of year	28,657	-	-	-	28,657	38,362
	(Agree balances with receipts and payments account(s))	0				0	

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
		Total	-	-	-

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities	Scenery costs - cheque not presented	General	100	
		Total	100	-

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

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

Signature

Print Name

Date of
approval


CLAIRE SPITTLEHOUSE

13-05-26

APPENDIX 3



Independent examiner's report on the accounts

v2

Report to the
trustees/members of

Registered charity
number
On the accounts of the
charity for the period

Charity name

CUPAR YOUTH MUSICAL THEATRE

SC041534

Period start date

Day
01/

Month
03

Year
2025

to

Period end date

Day
29

Month
02

Year
26

Set out on pages

(remember to include the page
numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent examiner's
statement

In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

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.

Signed:

Susan Jack

Date:

29.05.26

Name:

Susan Jack

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

Address:

Fife Voluntary Action

Caledonia House, Saltire Centre, Pentland Park,

Glenrothes

KY6 2AL