

Penarth Operatic and Dramatic Society

Penarth Operatic and Dramatic Society

Annual Report

For the year ended 30 June 2022

Registered Charity Number: 1059300

Penarth Operatic and Dramatic Society

Annual Report

For the year ended 30 June 2022

Contents

Trustees, officers and advisor	1
Chairman's report	2 -4
Report of the trustees	5-6
Independent examiner's report	7
Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10-14

Penarth Operatic and Dramatic Society

Trustees

Mrs Mary Gardner
Mr Bob Tucker
Mrs Wendy Huxtable-McTurk
Mrs Deborah Apollonio
Mrs Melissa Rabaiotti

Executive Officers

Chairman	Mary Gardner
Vice Chairman	Deborah Apollonio
Secretary	Deborah Apollonio
Treasurer	Bob Tucker

Executive Committee Members

Head of Musicals	Kim Herniman
Assistant to Head of Musicals	Melissa Rabaiotti
Head of Drama	Amanda Matthews
Assistant to Head of Drama	Melissa Rabaiotti
Head of Music	Jackie Dyke
Assistant Treasurer	Sue Owen
Marketing Officer	Paul Mellin
Publicity Officer	Peter Knowles
Ticket Secretary	Bob Tucker
Membership and Patrons Secretary	Wendy Huxtable-McTurk
Front of House Manager	Melissa Rabaiotti
Social Secretary	Alexandra Rabaiotti
Wardrobe Secretaries	Kim Herniman (acting)

Bankers

HSBC Bank Plc
1 Herbert Terrace
Stanwell Road
Penarth

Penarth Operatic and Dramatic Society

Chairman's report for the year ended 30 June 2022

My last year's Annual Report started by saying that Covid came down on PODS like a plague and stopped the Society's activities – well, we've certainly made up for that this passed year. Yes, there were Covid regulations to be taken into account during read-throughs and rehearsals. The church authority for All Saints required a Covid Risk Assessment plan from us, as did the Town Council for our shows at the Paget Rooms. For our first show - the panto - Covid Passes had to be checked by Front of House helpers before each member of the audience could be let in to see the show. Never-the-less, we managed to deal with it all and put on three first-class productions, and although members did catch Covid over the months of rehearsals, thankfully, no cast members were taken ill during the run of performances.

The Drama section began to read some plays through last Summer in order to re-start members interest although, regrettably with Covid still around, the Committee felt that the October play was not possible. We did, however, determine that the panto in early December had to be a go-er, not only for the benefit of members and their well-being but also for the local community, who was thought to be in need of some fun and laughter. That was most certainly achieved with PODS Cinderella which had one of PODS largest bums-on-seats - 1,455 - more than for any of our previous twenty two pantomimes and which also made a handsome profit. Written by Andy Bradshaw and co-directed by him together with Debbie Apollonio, this was a great show to re-start activities after two years of Covid.

In March we put on The Hound of the Baskervilles – our first play since we had to take down the scenery and make a hurried departure from the Paget Rooms before the first night of Goodnight Mister Tom in 2020. This time we played a Saturday night and omitted the Wednesday night. More people came to the Saturday night, 130, as against the Wednesday night of the previous three plays which had 85, 101 and 52. Directed by Tim Tyson this was an excellent production with a reasonable seat take-up of 412 in total.

Then in May we put on The Full Monty directed by Fiona Porter-Smith. Having started rehearsals on this back in 2020 just before the onset of Covid. Fiona, being a doctor, and concerned with Covid safety had everyone attending rehearsals taking Covid Lateral Flow Tests and ultimately reporting the results to Kat Jones, the Assistant Stage Manager for the show. Four nights were put on for this production instead of the usual three which had a seat take-up of 805, the best audiences for 7 out of the last 8 musicals. This was a successful, uplifting, and well-loved show for both cast and audiences who showed their overwhelming approval by giving a standing ovation at every performance.

In talking about our three productions I must give mention to the superb design standard and construction of our sets headed by Andy Bradshaw and Tim Tyson, they could easily have dressed a professional theatre. In fact one of the 'Glammys' critics thought The Full Monty set had been hired.

In mentioning the 'Glammys', there have been no shows put on by amateur groups for the previous two years, so there are no artistic awards to report on from the Glamorgan Drama League or NODA, when we usually do ourselves proud.

Penarth Operatic and Dramatic Society

Chairman's report for the year ended 30 June 2022 (Continued)

In respect of our Dingle premises our friends from Concept Players are still renting a lock-up there. At present, there is a project going on at the Dingle headed by Kim Herniman and helped by Tim Tyson, to sort out and tidy up our storage facilities for scenery, furniture, props and costumes as the store sheds were piled up, in a total mess, and things unable to be got at. Items no longer considered useful will be got rid of, to make room for a proper efficient stacking of furniture, etc., and a routine put into place following shows where things are put back from whence they came. The disposal will not be cheap, as you will see from the financial report that £750 was spent in getting rid of accumulated rubbish this past year, but hopefully we can keep the cost within reasonable bounds, but it has to be done.

In respect of the social side of the Society there have been curry meals out during the run of shows, a very enjoyable get-together at the Glendale Hotel after The Full Monty and Alex Vaughan organised an excellent evening of disco and buffet at the Sully Bowls Club for all members at the end of May.

The innovative Penarth Arts Festival suggested by Alex Wilson from Red Herring Theatre, which I mentioned last year, and which PODS expressed an interest to participate in this July, unfortunately, has not been possible, due to our unhelpful Town and Vale of Glamorgan Councils. Nevertheless, a group from PODS did an excellent half-hour's spot during the Penarth Festival and all had a fun-time singing songs with dance routines from Mama Mia, We Will Rock You and Frozen. I am very grateful to, and thank Fiona Porter-Smith, for taking on this project helped by Julia Dyke and Kim Herniman. I also have to say a big thank you to Andy Bradshaw and Peter Knowles who offered us free rehearsal space upstairs in Hamptons, which was very generous of them.

Committee meetings have taken place every month since last June. During the year, however, some changes have occurred. Through extra commitment to her work, Helen Taylor felt obliged to resign. Kim Herniman moved up from her role as Helen's Assistant to take over as Head of Opera, with Melissa Rabaiotti taking on Kim's Assistant role in addition to her role as Drama Assistant. There was also a problem with the Wardrobe post which was shared by Vicky Lewis and Linda Morgan Groves. Vicky pulled out of her panto duties due to a family illness and didn't renew her membership, and Linda was found to have a serious heart condition and following surgery regrettably had to resign. So, I am extremely grateful to the various members of the Committee, who in addition to their own work, took on the task of helping to costume our three shows. Worryingly, Wardrobe, being an essential part of a production, has not had a nomination for the coming year. Indeed, members willing to serve on Committee has been a struggle in recent years with some Committee members offering to take on two posts - so we manage.

Penarth Operatic and Dramatic Society

Chairman's report for the year ended 30 June 2022 (Continued)

Thus, I have much to thank my fellow committee members for in all the hard work and effort which they put into running this Society and for their great support to me as Chairman. Of course, at meetings we have differences now and again but, ultimately, we are all there for the same good reason - to see PODS thrive - and thrive it has with the three shows put on this year. That is what has been achieved, with Covid in the background, by committee, by the directors and production teams, the talents of our members, the scenic and back stage crews, not forgetting the Front of House team. Our artistic reputation remains on a high, and happily we are in a good state financially. Regularly, over the last few years I've stated that a lack of men was a worrying weakness in the Society, but luckily during this past year we have had a number of new and talented members join us of both men and women bringing our total membership up to 70. All in all, I am more optimistic about PODS future than I have been in the recent past and I can see no reason why we should not continue to provide excellent, affordable, community theatre which gives so much pleasure to our local community, and to ourselves as it is our hobby, and which helps the community's well-being, not to mention its importance to our own.

A handwritten signature in black ink, appearing to read 'M. Gardner', with a long horizontal stroke extending to the right.

Penarth Operatic and Dramatic Society

Report of the trustees For year ended 30 June 2022

The Trustees present their annual report and the independently reviewed accounts for the year ended 30 June 2022.

The information with respect to Trustees, officers and advisors, set out on page 1 forms part of this report. The financial statements comply with the Charity's constitution, applicable Accounting Standards and the Statement of Recommended Practice (SORP (FRS 102) as amended by Update Bulletin 1) "Accounting and Reporting by Charities" and the Charities Act 2011.

Structure, governance and management

Penarth Operatic and Dramatic Society ("the Charity") is governed by its constitution dated September 1996 and registered with the Charity Commission under charity number 1059300.

The governance of the Charity is delegated to the Executive Committee as detailed in its constitution, which consists of individuals elected by fully paid up members. The current Executive Committee has four officers (of which one is the Trustee) and twelve members (of which two are Trustees).

The trustees, except where otherwise disclosed, are listed on page 1. The initial Trustees were appointed from the Committee, and the current Trustees were volunteer members.

In the light of Corporate Governance guidance contained within the Charities Statement of Recommended Practice FRS 102, the Executive Committee is continuing its review of the major strategic business and operational risks to which the Charity is exposed.

Currently, no key risks have been identified. However, in terms of the Charity's ongoing stage performances, minor risks continue to relate to a shortage of both males and of supporting personnel for stage management, set building and other non-performing activities. The Escalating cost of performance and rehearsal venues is a minor risk to the financial sustainability of the Charity and this is continuing to be addressed by the combination of increasing its income by raising membership and stage fees and making cost savings wherever possible. Every effort will continue to be made to address these risks in the coming year.

Objectives and activities

The primary objective of the Charity, as stated in its governing document, is to educate the public in the dramatic and operatic arts, by the way of staging plays and operatic shows for the local community.

Penarth Operative and Dramatic Society

Report of the trustees continued For year ended 30 June 2022

Financial review and reserves

The statement of financial activities for the year is set out on page 8 of the accounts. A summary of the financial results and the work of the charity are set out below.

The charity's income increased from £4,379 in 2021-2022 to £41,455. It generated a loss of £2,864 in the year (2020-2021 profit of £1,099).

The charity's policy on restricted funds is to separately record donation, grants and other sources of fundraising where restrictions are imposed that are narrower than the Charity's overall objectives. As at 30 June 2022 the Charity had no restricted funds.

The Trustees are continuing to attempt to maximise the unrestricted funds of the charity to further its primary objective. The Trustees feel that they would be able to continue the current activities of the charity for the foreseeable future given a significant increase in the income. With the charity facing an environment of increasing competition and costs, the Trustees have adopted the financial strategy of minimising non-essential indirect spending in order to invest more expenditure on productions. At the same time, there continues to be a major focus on maximising 'front of house' income generation, which has been very successful. These strategies, combined with the enhancement of financial planning by the regular preparation and monitoring of detailed budgets, have all contributed to a rise in the surplus. The Trustees therefore feel that the level of reserves is adequate, but are continuing to consider ways in which additional unrestricted funds can be generated.

Trustees' responsibilities

The Trustees are required by charity law to prepare accounts for each financial year, which give a true and fair view of the state of affairs of the charity and its surplus or deficit as at the end of the financial year.

The Trustees confirm that suitable accounting policies have been used and applied consistently, and reasonable and prudent judgements and estimates have been made in the preparation of the accounts ended 30 June 2022. The Trustees also confirm that applicable accounting standards have been followed and that the accounts have been prepared on the going concern basis.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

For and on behalf of the Trustees

Deborah Apollonio

Secretary



Penarth Operatic and Dramatic Society

Independent examiner's report to the Trustees of Penarth Operatic and Dramatic Society

I report on the accounts of the trust for the year ended 30 June 2022, which are set out on pages 8 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosure in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (1) Which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

HRA Accounting Ltd

Cardiff House

Cardiff Road

Vale of Glamorgan

CF63 2AW

Penarth Operatic and Dramatic Society

Statement of Financial activities for the year ended 30 June 2022

		2022	2021
	Note	£	£
Incoming resources			
Incoming resources from generated funds			
Voluntary income	3	2,812	2,508
Activities for generating funds	3	2,328	1,871
Investment income		-	-
Incoming resources from charitable			
Activities	3	36,316	-
Total incoming resources		41,456	4,379
Resources expended			
Costs of generating funds			
Fundraising costs	4	761	505
Investment management costs		-	-
Charitable activities	4	43,416	2,632
Governance costs	4	143	143
Other resources expended		-	-
Total resources expended		44,320	3,280
Net incoming resources		-2,864	1,099
Other recognised gains/ (losses)			
Gain on revaluation of fixed assets	5	-	-
Net movement in funds		-2,864	1,099
Reconciliation of funds			
Total funds brought forward		238,784	237,685
Total funds carried forward		235,920	238,784

All income is unrestricted.

All incoming resources and resources expended are derived from continuing activities.

Penarth Operatic and Dramatic Society

Balance sheet as at 30 June 2022

		2022	2021
	Note	£	£
Fixed assets			
Tangible assets	6	201,110	202,647
Current assets			
Stocks		-	60
Debtors	7	3,330	1,863
Cash at bank and in hand		31,820	35,545
Total current assets		35,150	37,468
Creditors: Amounts falling due within one year	8	(340)	(1330)
Net current assets		34,810	36,138
Net assets		235,920	238,785
Funds of the charity			
Unrestricted funds			
Accumulated fund	9	61,528	64,393
Revaluation reserve	9	174,392	174,392
Total funds		235,920	238,785

The accounts on pages 8 to 14 were approved by the Trustees on


M Gardner
Trustee

Penarth Operatic and Dramatic Society

Notes to the accounts

For the year ended 30 June 2022

1 Basis of preparation

Basis of accounting

These accounts have been prepared on the basis of historic cost in accordance with 'Accounting and Reporting by Charities – Statement of Recommended Practice (SORP (FRS 102) as amended by Update Bulletin 1)', with Accounting Standards and with the Charities Act 2011.

2 Accounting policies

Incoming resources

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources;
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising income), the incoming resources and related expenditure are reported gross in the SoFA.

Grants and Donations

Grants and donations are only included in the SoFA when the Charity unconditional entitlement to the resources.

Investment income

This is included in the accounts when receivable.

Expenditure and liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to pay out resources.

Governance Costs

These include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Penarth Operatic and Dramatic Society

Notes to the accounts continued For the year ended 30 June 2022

Assets

Tangible fixed assets for use by charity

Freehold land and buildings are included at valuation. A revaluation is carried out at least once every five years by a suitably qualified person. Any other assets are capitalised if they can be used for more than one year, and cost at least £2,000. They are valued at cost or if gifted at the value to the Charity on receipt.

Stocks

Stocks are valued at the lower of costs and net realisable value.

Funds

Fund Accounting

The accumulated funds are restricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

3 Analysis of incoming resources

	2022	2021
	£	£
Voluntary Income		
Donations	180	573
Membership fees	2,091	1,463
Tax reclaimed under gift aid	541	472
	2,812	2,508
Activities for generation funds		
Rental income	1320	770
Other income	-	9
Fundraising Income	1,008	1,092
	2,328	1,871
Incoming resources for charitable activities		
Gross income from productions	36,316	-
	36,316	-

Penarth Operatic and Dramatic Society

Notes to the accounts continued For the year ended 30 June 2022

4 Analysis of resources expended

	2022	2021
	£	£
Charitable activities		
Cost of productions	37,608	-
Fundraising Costs	761	505
Other operating costs	5,807	2,632
	44,176	3,137
Governance costs		
Legal and professional	-	-
Trustees' insurance	143	142
	143	142

5 Details of certain items of expenditure

None of the trustees were paid any remuneration or expenses by the charity during the year (2020-£Nil). Independent examiner's fees for reporting on the accounts were incurred during the year totalling £330 (2020-£300).

6 Tangible fixed assets

	Freehold Land and buildings £	Radio Mics £	New Flats £	Radio Cans £	TOTAL £
Valuation					
At 1 July 2021	200,000	9,146	1,894	1207	212,247
Additions	-	-	-	-	-
At 30 June 2022	200,000	9,146	1,894	1,207	212,247
Depreciation					
At 1 July 2021	-	8,130	1,019	452	9,599
Charge for the Year	-	1,016	219	302	1,537
At 30 June 2022	-	9,146	1,238	754	11,136
Net Book Value					
At 30 June 2022	200,000	-	657	453	201,110
At 1 July 2021	200,000	1,016	876	755	202,647

Penarth Operatic and Dramatic Society

Notes to the accounts continued For the year ended 30 June 2022

7 Debtors

	2022	2021
	£	£
Amounts falling due within one year		
Debtors	541	-
Paid in respect of future shows	777	1,000
Prepaid Expenses	2,012	862
	3,330	1,862

8 Creditors: amounts falling due within one year

	2022	2021
	£	£
Amounts falling due within one year		
Creditors	10	-
Prize draw subscriptions paid in advance	-	-
Unclaimed ticket refunds	-	-
Accrued Expenses	330	300
Deferred income	-	1,030
	340	1,330

Penarth Operatic and Dramatic Society

Notes to the accounts continued For the year ended 30 June 2022

9 Funds

	At 1 July 2021 £	Incoming £	Outgoing £	Gains/ Losses £	At 30 June 2022 £
Unrestricted funds					
Accumulated fund	64,393	41,456	(44,320)	-	61,529
Revaluation reserve	174,392	-	-	-	174,392
Total Funds	238,785	41,456	(44,320)	-	235,921

10 Other information

At 30 June 2022, the Charity:

- does not have any material commitments not provided for in the accounts;
- has not given any guarantees to third parties that could be called upon at the year-end;
- has not granted any loans that are outstanding at the year end and are secured on any assets;
- has not granted any loans that are outstanding at the year end to any institution or company connected with the Charity;
- not made any ex-gratia payments during the year; and
- has no related party transaction in the year to report.