
BUNGAY ARTS AND THEATRE SOCIETY
(A company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2023

BUNGAY ARTS AND THEATRE SOCIETY
(A company limited by guarantee)

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BUNGAY ARTS AND THEATRE SOCIETY
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 28 FEBRUARY 2023**

Trustees	P Baker D Bence (appointed 14 February 2023, resigned 10 October 2023) S L Cox D A France J W S Hay (resigned 13 September 2022) P R Holmes N Lubbock (appointed 13 November 2022) J M Putman L R Shackleton (appointed 13 November 2022, resigned 14 January 2023) E Thompson (appointed 13 November 2022, resigned 25 February 2023) N J Usherwood R C Yaxley (appointed 14 February 2023)
Company registered number	03313901
Charity registered number	1062353
Registered office	10 Broad Street, Bungay Suffolk NR35 1EE
Company secretary	M Laird
Accountants	Larking Gowen LLP Chartered Accountants 1st Floor, Prospect House Rouen Road Norwich NR1 1RE

BUNGAY ARTS AND THEATRE SOCIETY
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 28 FEBRUARY 2023

The Trustees present their annual report together with the financial statements of the Company for the year 1 March 2022 to 28 February 2023. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) 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).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Vision and objectives

The original vision of the founding trustees, i.e. to revive the building as a viable arts and theatre centre, has been achieved but the building has now become much more than just a theatre and has developed into an integral part of the community's fabric. Accordingly, the vision is now to become one of the best arts and theatre centres in its class in the country, with the key objective of providing or assisting in the provision of facilities for the recreational, educational, cultural, artistic or other leisure pursuits in the interest of the social welfare of the inhabitants of Bungay and surrounding communities. To facilitate this, the trustees have identified the following strategic objectives:

- 1 Maintain and further improve the historic building as a viable arts and theatre centre;
- 2 Ensure the long-term financial viability of BATS by maximising the usage potential of the building and implementing new initiatives;
- 3 Provide a wide-ranging artistic programme and opportunities for artistic expression to all members of the community;
- 4 Actively engage with the local community (individuals, groups and the commercial sector) in developing mutually beneficial relationships;
- 5 Become a focus in Bungay and its surrounds for first class entertainment, catering and events.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

Achievements and performance

a. Main achievements of the Company

Following the Covid years of 2020-21, 2021-22 saw things gradually get back to normal but 2022-23 witnessed the invasion of Ukraine and the consequent inflationary pressures on business and household incomes. This, naturally, affected income from ticket sales, which had been moving towards pre-pandemic levels, and events. We have been supported by some donors, with one particularly generous donation of £10,000 towards replacement of the auditorium sound system. We were also supported by grants for general purposes from East Suffolk Council and Essex Community Fund and an on-going small grant from Power to Change towards investigating making more efficient use of energy consumption, and how to make changes in a Grade II listed building.

BUNGAY ARTS AND THEATRE SOCIETY
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2023

Achievements and performance (continued)

b. Management and staffing

Following thirteen years of development from theatre assistant to Operations Manager, Cory Minns resigned from the theatre in March having been head-hunted to work at Southwold Pier. It is difficult to overstate the contribution Cory made to the running of the theatre, frequently holding things together during periods of management change and providing a reassuringly stable presence. Whilst all the trustees were disappointed to lose their most experienced manager, they recognised the need for Cory to take on bigger challenges and apply his considerable experience in a different business arena. We wish him every success in the future, wherever that may take him. Unfortunately, the appointment of Ben Blyth as Manager was not so successful and Ben left us to return to Canada, being replaced by Niamh Smyth, who had been recruited to help with front of house operations. Sadly, following a lengthy period of ill health, Niamh resigned in order to go travelling. We are very pleased to say that Niamh has been succeeded by Cathy Gill, a former trustee of the theatre and an experienced stage performer. She has been greatly assisted on a part-time basis by Darren France, who has led the development of the programme, and by Alex Butler who has settled in extremely well as Theatre Assistant.

c. Operations

The Covid precautions that were in place to ensure maximum safety for staff and patrons have gradually been relaxed as Covid has become less of a health issue. Screens have been removed and operationally things are pretty much back to normal. We are enormously grateful to Trustee Peter Holmes who turns his hand to pretty much any maintenance requirement, as well as providing IT back-up to office staff when needed.

d. Finance

Although income from ticket and bar sales has been encouraging, the inflationary cost increases that followed the invasion of Ukraine in early 2022 have adversely affected our bottom line and cash reserves. Contracts have been renegotiated where possible to reduce fixed costs as much as possible but energy costs remain high despite government assistance. The various staff changes that have taken place over the last eighteen months have meant that, although a normal theatre programme has been maintained, we have not been able to rebuild our events side of the business as we would have liked to do. We are currently investigating a range of grant aiders who could finance recruitment of staff to enable the development of a sustainable events business. At the time of writing, we are actively seeking new regular donors via our STARS programme and players for our monthly lottery draw but long-term viability may depend on being successful in one of the three grant bids that have been submitted, which amount in total to £228,140.

e. Volunteers

Volunteers are very much at the forefront of our business and their importance to the theatre cannot be overstated. Their numbers fell by nearly half during the Covid period, from c.100 to 50, and it is important that we make efforts to bring their numbers back so that we can continue to supply the services we do. Following suggestions from the remaining volunteers themselves led by Jeni Watson, there are now regular volunteer meetings, to which trustees are invited in order to optimise communications between the board and the volunteers. We are very grateful to Jeni Watson who has co-ordinated the meetings, to Trustee Paul Baker and to Roger Yaxley, who is both a volunteer and a Trustee, and Douglas Bence for all their work in helping to make this process a success.

BUNGAY ARTS AND THEATRE SOCIETY
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2023

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

It is the charity's policy to maintain, as far as is possible, sufficient reserves to meet day to day requirements for a period of six months, which is estimated to be £50,000 on a reduced capacity basis. Free reserves are currently below target at £16,343 (2022: £46,773).

c. Investments powers and policy

Under the Memorandum of Association, the Trustees have the power to make any investments which have board approval.

d. Principal funding

Under normal circumstances the theatre relies on self-generated funds to finance its day-to-day operations. Following the lock-down, during which the principal funding sources were grants which Sandra Cox had diligently pursued, the trustees are looking to rebuild operational income flows. They are conscious that these will need to be supplemented by grant income until the theatre can operate on a normal basis and it able to return to its self-funding principle.

Structure, governance and management

a. Constitution

The charity is controlled by its governing document, a deed of trust, and is a company limited by guarantee, as defined by the Companies Act 2006. At its Annual General Meeting in February 2016 the company adopted new Articles of Association which have been registered with and accepted by the Charity Commission.

b. Methods of appointment or election of Trustees

Trustees were originally selected on the basis of their involvement in the formation of the charity. Subsequently Trustees were invited where it was considered that their experience or standing in the community would benefit the charity and its aims. With the adoption of the revised Articles of Association, any member is entitled to be a Trustee, subject to nomination by two members and approval at a General Meeting of the Company. The board may co-opt members as necessary.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2023

Structure, governance and management (continued)

c. Organisational structure and decision-making policies

The Board of Trustees is ultimately accountable for the company's activities and meets at least once a month in person or virtually to review and discuss strategic and operational issues and finances. The Board delegates authority to the management team who have responsibility to manage the day-to-day issues and the team of volunteers upon which the theatre depends.

The Operations Manager is responsible for the day-to-day running of the building, staffing and activities and the Programme Manager is responsible for the development and implementation of the theatre's programme.

d. Policies adopted for the induction and training of Trustees

Trustees are expected to know or be briefed on their legal obligations under charity and company law and committee decision-making processes.

e. Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud or error.

The Trustees have discussed the requirements of a risk strategy and believe they have adequate methods of monitoring and controlling the financial, statutory, legal and operational risks applicable to the charity.

f. Governance

Whilst the management team has responsibility for the day-to-day running of the building and all the activities therein, the Trustee Directors are accountable for the successful operation and financial viability of the business. During the year, John Hay resigned as a trustee following his appointment as partner in a local law firm. We're very grateful to John for the legal and general advice that he readily shared with the board during his term as a trustee. Five new trustees, Douglas Bence, Nigel Lubbock, Lisa Shackleton, Emma Thompson and Roger Yaxley were appointed trustees, although both Emma and Lisa resigned after a short period due to other personal demands on their time. We are grateful to all of them for their various contributions.

One major change to the Board has been the recent resignation of John Putman as Acting Chair. John has undertaken this role over the last seven years but is finding it increasingly difficult to give it sufficient time as well as run his successful architectural practice. We're very grateful that John, who was one of the original 'famous five' whose initiative brought the theatre back to life in the early noughties, will continue as a trustee and the board will benefit from the enormous experience he has gained over the last twenty years. We are also grateful to Roger Yaxley who has taken over as Chair on a pro tem basis.

The board continues to be acutely aware of its responsibilities in respect of compliance, not only with the relevant requirements of the Companies Act and the Charities Commission, but also child protection, health and safety, equal opportunities and data protection.

BUNGAY ARTS AND THEATRE SOCIETY
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2023

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Company for the purposes of company law) 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).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on
16th November 2023
and signed on their behalf by:



R C Yaxley
(Chair of Trustees)

BUNGAY ARTS AND THEATRE SOCIETY
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INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 28 FEBRUARY 2023

Independent examiner's report to the Trustees of Bungay Arts and Theatre Society ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 28 February 2023.

Responsibilities and basis of report

As the Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have identified one matter in connection with my examination to which attention is drawn in order to enable a proper understanding of the accounts. As described in note 2.2. there is material uncertainty over the future income of the charity as a result of significant pressure from future cost increases as a result of current economic environment.

The charity trustees have considered the going concern status of the charity, measures taken to stabilise the position and the cash resources available and committed at the date of approval of the financial statements and have concluded that these should be prepared on a going concern basis. The financial statements do not include any of the adjustments that would result if the company was unable to continue as a going concern.

There are no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding to be reached.

BUNGAY ARTS AND THEATRE SOCIETY
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INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2023

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed: 

Dated: 27 November 2023

Julie Grimmer

FCA DChA

Larking Gowen LLP
Chartered Accountants
1st Floor Prospect House
Rouen Road
Norwich
NR1 1RE

BUNGAY ARTS AND THEATRE SOCIETY
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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 28 FEBRUARY 2023**

	Note	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	3	5,613	28,595	34,208	30,837
Charitable activities	4	-	134,824	134,824	73,101
Other trading activities	5	-	49,518	49,518	20,759
Investments	6	-	57	57	5
Total income		5,613	212,994	218,607	124,702
Expenditure on:					
Raising funds	7	-	67,589	67,589	58,101
Charitable activities		1,733	191,010	192,743	133,784
Total expenditure		1,733	258,599	260,332	191,885
Net movement in funds		3,880	(45,605)	(41,725)	(67,183)
Reconciliation of funds:					
Total funds brought forward		2,209	550,813	553,022	620,205
Net movement in funds		3,880	(45,605)	(41,725)	(67,183)
Total funds carried forward		6,089	505,208	511,297	553,022

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 12 to 26 form part of these financial statements.

BUNGAY ARTS AND THEATRE SOCIETY
(A company limited by guarantee)
REGISTERED NUMBER: 03313901

BALANCE SHEET
AS AT 28 FEBRUARY 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	12	488,865	504,040
		<u>488,865</u>	<u>504,040</u>
Current assets			
Stocks	13	3,619	3,769
Debtors	14	8,792	1,091
Cash at bank and in hand		40,520	76,402
		<u>52,931</u>	<u>81,262</u>
Creditors: amounts falling due within one year	15	(30,499)	(32,280)
		<u>22,432</u>	<u>48,982</u>
Net current assets			
		<u>22,432</u>	<u>48,982</u>
Total assets less current liabilities		<u>511,297</u>	<u>553,022</u>
Net assets excluding pension asset		<u>511,297</u>	<u>553,022</u>
Total net assets		<u>511,297</u>	<u>553,022</u>
Charity funds			
Restricted funds	16	6,089	2,209
Unrestricted funds	16	505,208	550,813
		<u>511,297</u>	<u>553,022</u>
Total funds		<u>511,297</u>	<u>553,022</u>

BUNGAY ARTS AND THEATRE SOCIETY
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REGISTERED NUMBER: 03313901

BALANCE SHEET (CONTINUED)
AS AT 28 FEBRUARY 2023

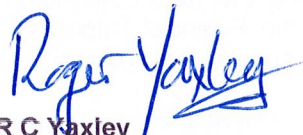
The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on
16th November 2023 and signed on their behalf by:


R C Yaxley
(Chair of Trustees)

The notes on pages 12 to 26 form part of these financial statements.

BUNGAY ARTS AND THEATRE SOCIETY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2023

1. General information

The company is a company limited by guarantee (company no. 03313901, registered England & Wales). The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

The registered office is 10 Broad Street, Bungay, Suffolk, NR35 1EE.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Bungay Arts and Theatre Society meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

Although income from ticket and bar sales has been encouraging, the inflationary cost increases that followed the invasion of Ukraine in early 2022 have adversely affected our bottom line and cash reserves. Contracts have been renegotiated where possible to reduce fixed costs as much as possible but energy costs remain high despite government assistance. The various staff changes that have taken place over the last eighteen months have meant that, although a normal theatre programme has been maintained, we have not been able to rebuild our events side of the business as we would have liked to do.

In the year to 28 February 2023 we recorded a deficit of £41,725 with free reserves reduced to £16,343 at 28 February 2023 from £46,773 at the previous year end. We are currently investigating a range of grant aiders who could finance recruitment of staff to enable the development of a sustainable events business. At the time of writing, we are actively seeking new regular donors via our STARS programme and players for our monthly lottery draw but long-term viability may depend on being successful in one of the three grant bids that have been submitted, which amount in total to £228,140.

On the basis of this cash flow information and the actual trading results in the current year, the trustees consider it appropriate to prepare the financial statements on a going concern basis.

BUNGAY ARTS AND THEATRE SOCIETY
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2023**

2. Accounting policies (continued)

2.3 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income is recognised on ticket sales once the performance has taken place, until the performance any income is deferred.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Company to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

BUNGAY ARTS AND THEATRE SOCIETY
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2023**

2. Accounting policies (continued)

2.6 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

At each reporting date the Company assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following basis:

Freehold property	-	2% straight line
Property restoration and renovation	-	2% straight line
Plant and machinery	-	3% straight line
Fixtures and fittings	-	15% reducing balance

2.7 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2023

2. Accounting policies (continued)

2.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.11 Financial instruments

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.12 Pensions

The Company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Company to the fund in respect of the year.

2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

BUNGAY ARTS AND THEATRE SOCIETY
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2023**

3. Income from donations and legacies

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Donations	-	23,595	23,595	6,216
Grants	5,613	5,000	10,613	22,371
Government grants	-	-	-	2,250
	<u>5,613</u>	<u>28,595</u>	<u>34,208</u>	<u>30,837</u>
<i>Total 2022</i>	<u>-</u>	<u>30,837</u>	<u>30,837</u>	

4. Income from charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Admissions and theatre hire	128,467	128,467	69,976
Hire of premises - Bar	6,357	6,357	3,125
	<u>134,824</u>	<u>134,824</u>	<u>73,101</u>
<i>Total 2022</i>	<u>73,101</u>	<u>73,101</u>	

BUNGAY ARTS AND THEATRE SOCIETY
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2023**

5. Income from other trading activities

Income from fundraising events

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Other incoming resources	1,853	1,853	3,957
	<u>1,853</u>	<u>1,853</u>	
<i>Total 2022</i>	<u>3,957</u>	<u>3,957</u>	

Income from non charitable trading activities

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Cafe, bar and restaurant	44,328	44,328	13,459
Lottery	3,337	3,337	3,343
	<u>47,665</u>	<u>47,665</u>	<u>16,802</u>
<i>Total 2022</i>	<u>16,802</u>	<u>16,802</u>	

6. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Deposit account interest	57	57	5
	<u>57</u>	<u>57</u>	
<i>Total 2022</i>	<u>5</u>	<u>5</u>	

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7. Expenditure on raising funds

Fundraising trading expenses

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Licences and royalties	-	1,575	1,575	-
Purchases	-	22,434	22,434	12,361
Lottery prizes	-	3,000	3,000	3,000
Hire of equipment	-	5,306	5,306	2,798
Repairs and security	-	5,544	5,544	4,147
Sundry	-	955	955	690
Power to Change costs	-	-	-	3,225
Waste disposal	-	2,853	2,853	3,043
Cardnet charges	-	2,480	2,480	1,242
Staff costs	-	21,487	21,487	24,999
Pension costs	-	1,955	1,955	2,596
	<u>-</u>	<u>67,589</u>	<u>67,589</u>	<u>58,101</u>
<i>Total 2022</i>	<u>3,225</u>	<u>54,876</u>	<u>58,101</u>	

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8. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £	Total funds 2022 £
Charitable activities	143,761	42,076	185,837	130,066
Governance	-	6,906	6,906	3,718
	<u>143,761</u>	<u>48,982</u>	<u>192,743</u>	<u>133,784</u>
<i>Total 2022</i>	<u><u>84,364</u></u>	<u><u>49,420</u></u>	<u><u>133,784</u></u>	

Analysis of direct costs

	Activities 2023 £	Total funds 2023 £	Total funds 2022 £
Depreciation	22,929	22,929	24,671
Theatre and other events	95,436	95,436	37,705
Sundries	628	628	1,228
Advertising	3,053	3,053	2,812
Light and heat	10,319	10,319	6,556
Telephone	1,394	1,394	1,558
Insurance	3,795	3,795	3,514
Rates and water	830	830	1,292
Computer software	3,075	3,075	4,828
Donations	2,302	2,302	200
	<u>143,761</u>	<u>143,761</u>	<u>84,364</u>
<i>Total 2022</i>	<u><u>84,364</u></u>	<u><u>84,364</u></u>	

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**NOTES TO THE FINANCIAL STATEMENTS
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8. Analysis of expenditure by activities (continued)

Analysis of support costs

	Activities 2023 £	Governance 2023 £	Total funds 2023 £	Total funds 2022 £
Staff costs	41,931	-	41,931	33,776
Recruitment and DBS	-	-	-	3,500
Other staff expenses	25	-	25	160
COVID related expenditure	120	-	120	8,266
Legal fees	-	600	600	-
Accountancy	-	5,445	5,445	3,263
Consultancy	-	400	400	160
Bank charges	-	461	461	295
	<u>42,076</u>	<u>6,906</u>	<u>48,982</u>	<u>49,420</u>
<i>Total 2022</i>	<u><u>45,702</u></u>	<u><u>3,718</u></u>	<u><u>49,420</u></u>	

9. Independent examiner's remuneration

	2023 £	2022 £
Fees payable to the Company's independent examiner for the independent examination of the Company's annual accounts	<u>2,865</u>	<u>2,650</u>

10. Staff costs

	2023 £	2022 £
Wages and salaries	63,418	58,775
Contribution to defined contribution pension schemes	1,955	2,596
	<u>65,373</u>	<u>61,371</u>

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10. Staff costs (continued)

The average number of persons employed by the Company during the year was as follows:

	2023	2022
	No.	No.
Staff	3	4

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity are the Trustees, treasurer and the management team. The pay and benefits of the management team during the year were £33,427 (2022: £36,172).

11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL) in connection with their role as a Trustee. During the year, one trustee received £3,195 (2022: £NIL) as payment for provision of work done for the charity.

During the year ended 28 February 2023, no Trustee expenses have been incurred (2022 - £NIL).

12. Tangible fixed assets

	Freehold property £	Property renovations £	Plant and machinery £	Fixtures and fittings £	Total £
Cost or valuation					
At 1 March 2022	185,250	649,876	30,277	132,175	997,578
Additions	-	-	-	8,020	8,020
Disposals	-	-	-	(267)	(267)
At 28 February 2023	185,250	649,876	30,277	139,928	1,005,331
Depreciation					
At 1 March 2022	57,286	338,869	2,018	95,365	493,538
Charge for the year	3,242	12,997	1,008	5,681	22,928
At 28 February 2023	60,528	351,866	3,026	101,046	516,466

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12. Tangible fixed assets (continued)

	Freehold property £	Property renovations £	Plant and machinery £	Fixtures and fittings £	Total £
Net book value					
At 28 February 2023	124,722	298,010	27,251	38,882	488,865
At 28 February 2022	127,964	311,007	28,259	36,810	504,040

13. Stocks

	2023 £	2022 £
Goods for resale	3,619	3,769

14. Debtors

	2023 £	2022 £
Due within one year		
Trade debtors	8,792	464
Other debtors	-	627
	8,792	1,091

15. Creditors: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	4,024	6,342
Other taxation and social security	2,829	2,492
Other creditors	1,015	2,144
Accruals and deferred income	22,631	21,302
	30,499	32,280

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**NOTES TO THE FINANCIAL STATEMENTS
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16. Statement of funds

Statement of funds - current year

	Balance at 1 March 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 28 February 2023 £
Unrestricted funds					
General Funds	550,813	212,994	(258,599)	-	505,208
Restricted funds					
Power to Change - COVID support	2,188	-	(120)	-	2,068
Power to Change - Feasibility	21	-	-	-	21
Power to Change - Capacity development and environmental sustainability	-	4,000	-	-	4,000
Kids Fest	-	938	(938)	-	-
ACE Platinum Jubilee celebrations	-	675	(675)	-	-
	2,209	5,613	(1,733)	-	6,089
Total of funds	553,022	218,607	(260,332)	-	511,297

The Power to Change - COVID support and Feasibility funds have small balances remaining and it is unlikely any further expenditure will arise from these projects. Therefore the Charity is enquiring with the funder if these funds could be utilised elsewhere within the charity.

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16. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 March 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 28 February 2022 £</i>
Unrestricted funds					
General Funds	593,360	124,702	(180,394)	13,145	550,813
Restricted funds					
Power to Change - COVID support	23,599	-	(8,266)	(13,145)	2,188
Power to Change - Feasibility	3,246	-	(3,225)	-	21
Power to Change - Capacity development and environmental sustainability	-	-	-	-	-
Kids Fest	-	-	-	-	-
ACE Platinum Jubilee celebrations	-	-	-	-	-
	26,845	-	(11,491)	(13,145)	2,209
Total of funds	620,205	124,702	(191,885)	-	553,022

17. Summary of funds

Summary of funds - current year

	Balance at 1 March 2022 £	Income £	Expenditure £	Balance at 28 February 2023 £
General funds	550,813	212,994	(258,599)	505,208
Restricted funds	2,209	5,613	(1,733)	6,089
	553,022	218,607	(260,332)	511,297

BUNGAY ARTS AND THEATRE SOCIETY
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**NOTES TO THE FINANCIAL STATEMENTS
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17. Summary of funds (continued)

Summary of funds - prior year

	<i>Balance at 1 March 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 28 February 2022 £</i>
General funds	593,360	124,702	(180,394)	13,145	550,813
Restricted funds	26,845	-	(11,491)	(13,145)	2,209
	<u>620,205</u>	<u>124,702</u>	<u>(191,885)</u>	<u>-</u>	<u>553,022</u>

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	-	488,865	488,865
Current assets	6,089	46,842	52,931
Creditors due within one year	-	(30,499)	(30,499)
Total	<u>6,089</u>	<u>505,208</u>	<u>511,297</u>

Analysis of net assets between funds - prior year

	<i>Restricted funds 2022 £</i>	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Tangible fixed assets	-	504,040	504,040
Current assets	2,209	79,053	81,262
Creditors due within one year	-	(32,280)	(32,280)
Total	<u>2,209</u>	<u>550,813</u>	<u>553,022</u>

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19. Pension commitments

The total pension contributions for the year were £1,955 (2022: £2,596). There were no amounts unpaid at the year end.

20. Related party transactions

The Company has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Company at 28 February 2023.