

Company registration number: 03450828

Charity registration number: 1066582

# Wickham Theatre Trust

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2023

## Wickham Theatre Trust

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## **Wickham Theatre Trust**

### **Reference and Administrative Details**

|                                    |   |
|------------------------------------|---|
| <b>Trustees</b>                    | Rob Chambers                                    |
|                                    | Janet Clark                                     |
|                                    | Lynne Craig                                     |
|                                    | Laura Gamble                                    |
|                                    | Paul Newton                                     |
|                                    | Diana Quinn                                     |
|                                    | Vincent Quinn                                   |
|                                    | Pauline Wathen                                  |
| <b>Secretary</b>                   | Pauline Wathen                                  |
| <b>Charity Registration Number</b> | 1066582   |
| <b>Company Registration Number</b> | 03450828  |
| <b>Registered Office</b>           | The charity is incorporated in England & Wales. |
|                                    | Wickham Theatre Centre                          |
|                                    | Corkscrew Hill                                  |
|                                    | West Wickham                                    |
|                                    | Kent  |
| <b>Independent Examiner</b>        | BR4 9BA   |
|                                    | Field Sullivan Limited                          |
|                                    | 9 Hare & Billet                                 |
|                                    | Blackheath                                      |
|                                    | SE3 0RB   |

## **Wickham Theatre Trust**

### **Trustees' Report**

#### **INTRODUCTION**

As Chair of the Board of Trustees, I am pleased to present this, the 26th Annual Report of the Trustees which covers all the activities and affairs of the Trust (other than financial matters, reported separately) for the period 1 January 2023 to 31 December 2023.

There will be an opportunity at the meeting to ask questions or to initiate discussion on matters reported on or raised in this Report.

This is a directors' report required by Section 417 of the Companies Act 2006 and all trustees are directors. The financial statements comply with all current statutory requirements and the requirements of the Memorandum and Articles of Association.

#### **Governing Document Objectives**

Wickham Theatre Trust is a registered Charity and is also incorporated as a Limited Company. It is governed by its Memorandum and Articles of Association where the objectives are the same as those set out in its charity registration and are the advancement of education in relation to all aspects of the dramatic art and the development of public appreciation of such art.

The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing and shaping the charity's aims and objectives for the year and planning future activities. The charity works to ensure that its policies continue to meet these objectives.

#### **Appointment of Trustees**

Trustees of the Charity are also directors of the company and are generally referred to as trustees in this report. Directors are appointed under the terms of the Articles of Association. Members are invited by way of the AGM notice to nominate Trustees prior to the AGM. The Board of Trustees has the power to co-opt new Trustees either to fill casual vacancies or make new appointments, but not so as to exceed the maximum allowed by the Articles of Association.

#### **Management**

The Board of Trustees has overall responsibility for the management of the charity, there are no paid employees, and the charity runs with the assistance of the many volunteers drawn from its membership.

#### **BOARD OF TRUSTEES**

Following our AGM on 5th June 2023 held at the clubhouse the Board of Trustees remained, with no resignations and no additional appointments.

One third of our trustees are required to stand down each year. At this AGM those standing down are:

Janet Clark – not available for re-election due to having completed the maximum period of 9 consecutive years as a Trustee of Wickham Theatre Trust.

Rob Chambers – available for re-election.

## **Wickham Theatre Trust**

### **Trustees' Report**

#### **ARTISTIC ACTIVITY (from Rob Chambers)**

In 2023, Theatre62 proudly presented a diverse line up of plays, beginning with "Old Boilers" in March, a collaborative effort with Imperial Players, followed by "Murder in Play" in May, "Quartet" in July, and "Suddenly At Home" in October. Regrettably, our December production of "Four Weddings and an Elvis" was cancelled. Despite this setback, we witnessed a notable increase in audience attendance throughout the year, reflecting a growing enthusiasm for our offerings.

#### **SOCIAL ACTIVITY (from Jan Wakefield)**

There were five very successful social events held during the year although the re-arranged 2022 Christmas party planned for March was postponed again due to insufficient interest from members.

In June a supper evening was held in the bar with 34 members and friends enjoying lasagne, garlic bread, green salad and a dessert, along with a few drinks and lots of chat. It was a very relaxed evening and we've had requests for more similar events.

August saw an experimental "bring your own" barbecue in the clubhouse garden with salads, bread and condiments provided by WTT. It was a lovely sunny day and everyone attending appeared to have a good time – another event that we can hopefully repeat.

During September a very successful Bingo night was hosted by Ian and Jane Evans, with prizes taken from the stash donated by members for the 2022 Christmas event that never was!

Jon Lewis hosted another competitive and enjoyable quiz evening in November, ably assisted by Annabelle Walsh. These evenings are very popular and more are planned.

The long-awaited Christmas Party took place in December and was enjoyed by around 60 members and their friends. The Technical Team made sure we had the right atmosphere with lighting, sound and smoke, and Rob Chambers ran a very entertaining quiz. Jan Wakefield master minded a game that resulted in much laughter and finally distributed the multitude of prizes donated by members. The evening included food and was rounded off with music and dancing. Major thanks must go to Janet Clark, Jan Wakefield, Sue Hicks and Diana Quinn for all their organisation.

#### **MARKETING AND SOCIAL MEDIA (from Laura Chambers)**

Our social media pages took off splendidly in 2023, with our number of "followers" rising by 50% across both Facebook and Instagram, compared to our previous year. Posts and reels are now reaching up to 10,000 people, which is an increase of almost 300% from 2022. Our followers are split into 70% female and 30% male, with the large majority being in the 25-45 age category and mostly from the Bromley area, although we've had some "hits" as far as Spain and Vietnam!

Our social media pages continue to engage the local community and have gained us valuable audience members and volunteers. It allows us to easily connect and interact with people who might not otherwise know about Wickham Theatre Trust and Theatre62, deal with feedback (both positive and negative) and helps us to build authenticity. In 2023, the average internet user spent 397 minutes per day online, with much of that on social media sites. Almost 80% of people then make purchases (like tickets!) based on online or social media advertisements.

## **Wickham Theatre Trust**

### **Trustees' Report**

Our theatre's pages are still a work in progress, and we plan to set up a marketing team to create and maintain more content for our sites, raising our profile even higher for the coming season.

#### **CONTRIBUTING TO THE COMMUNITY**

Our clubhouse is a useful space for the local community, and available at a significantly lower cost than most other local facilities. Whilst we are primarily committed to producing our own high quality amateur theatre it is heartening to see other groups using the building to pursue their own artistic aims.

During 2023 the following groups regularly used Wickham Theatre Centre:

WWOS <https://www.wwos.online>

Dramalab <https://dramalabuk.wordpress.com/workshop-info/>

Quest <https://www.questsoutheatre.co.uk/>

Carefree Singers <https://www.facebook.com/groups/346276618795964>

We also have occasional bookings from individual members for space to pursue artistic hobbies and small businesses, as well as tea dances to provide exercise as well as a fun afternoon!

#### **OTHER NEWS**

Significant improvements were made to Wickham Theatre Centre during the year with external doors being replaced, one external wall upgraded with the replacement of some radiators, and the security alarm upgraded. Ian James and his team were instrumental in achieving all of this alongside their regular maintenance of the technical equipment and building fabric. Much more needs to be done, and I'm sure the Treasurer will make reference to the cost of these works in his report.

Vincent Quinn continues to carry out regular cleaning of the building on a voluntary basis. I am sure that he would welcome others to share this burden and be more than happy to manage a of a few people giving up a couple of hours each every few weeks. Please let Vincent know if you can help with this.

Also, thanks must go to Christine Lever and Janet Edden for maintaining our contacts with the Bromley Theatre Guild and Little Theatre Guild of Great Britain.

#### **MEMBERSHIP**

It is with great sadness that I have to report the death of five members during the year:

Ray Harris

Jenice Jeffers

Beryl Neal

Pamela Grafham

Joan Martin

## **Wickham Theatre Trust**

### **Trustees' Report**

Our total membership number has risen slightly from 229 to 240, although we are still well-short of the figure of over 300 that we had not many years ago. Since the decision at the last AGM to accept no further new 'Friends' memberships the proportion of 'Full' and 'Friends' amongst our members has changed. In 2022 around 40% of our members were Friends, now this number is 33%. We are grateful to those Friends who have transferred to a Full membership, and hope that more will do so at future membership renewal dates.

#### **LITTLE THEATRE GUILD (from Janet Edden)**

Theatre 62 is a member of the Little Theatre Guild (LTG) which continues to grow in membership and activity and now comprises of over 126 member theatres. Jessica Swale has now been Patron for over a year and takes an active interest in the LTG, noting the resurgence of 'feel good' shows in the programming of Guild members. The LTG chair has been proactive in visiting over a dozen little theatres over the last year.

The LTG now collaborates with Creative Lives Networking (the training arm of ACE) to run regular on-line sessions to explore issues specifically relevant to community theatre and performance spaces. The sessions are free and open to everyone to attend.

I represented Theatre 62 at the 2023 National Conference held in June at the Questors Theatre, Ealing. Workshops included diversity, puppetry, stage design and Intimacy Direction. The Open Forum included representatives from ABTT and Nick Hern.

#### **BROMLEY THEATRE GUILD**

As in 2021 and 2022 there was no Bromley Theatre Guild festival in 2023. Following Hayes Players sad demise during 2022 we were grateful to receive a generous donation of £10,000 from their funds.

#### **FINANCE**

Wickham Theatre Trust remains financially stable despite outgoings being just over £4,000 more than income for the year 2023. It must be noted that a generous donation of £10,000 was received from Hayes Players which was sadly wound up during 2023. The £4,000 overspend would have been £14,000 without this additional income. Over £12,000 was spent on building improvements and essential repairs including new front and hall side doors, replacement of the inner wall on the car park side of the hall, securing one of the roof trusses which was dropping and upgrading the aging building security system.

To give an idea of the Trust's financial commitments, it costs more than £20,000 a year just to occupy the building. The highest individual costs are just over £5,000 for rent, almost £5,000 for insurance and £4,000 for utilities (gas, electric, water and waste). Income from the sale of show tickets, membership subscriptions, hall hire, bar and refreshment sales surplus and raffles just about covers these basic running costs. Whilst we have a healthy sum in the savings account of almost £60,000, the building is aging and needs further repairs and renovation. These works will quickly deplete our financial reserves and following the need to go dark during the pandemic the Board has agreed that a sum equivalent to at least one year's running costs will always be retained in reserves. We cannot spend all the money we have in the bank!

To raise additional funds without having to significantly increase membership fees or ticket prices we are embarking on several fundraising social events. Please support these so that we can keep Wickham Theatre Trust and Theatre 62 up and running. Also please contact any of the Trustees if you have any ideas about fundraising.

## Wickham Theatre Trust

### Trustees' Report

Our formal accounts for 2023 are available for discussion at this meeting.

#### SUMMARY

This is my third report as Chair, and I am pleased to report that 2023 was another successful year for Wickham Theatre Trust and Theatre62. We offered five productions throughout the year and both our membership and audience numbers continued to increase. The Saturday matinee performances are a firm favourite and always sell out first! For the last two productions of the 2024 season (October and December) we will be offering two matinees and plan to continue this into 2025.

It is heartening to see Wickham Theatre Centre being used by other local groups. We now have four groups using the clubhouse regularly and have had a number of one-off theatrical, fundraising and social events arranged by others using our facilities. Making sure that we can accommodate these groups alongside our own production schedule has its challenges, and thanks should go to Ian Wathen for keeping all the Wickham Theatre Centre users happy in this regard!

Key physical improvements have been completed during the year and I am pleased to see that we now have improved disabled access, a new secure front door, new doors to the side of the hall and new radiators along with improved insulation in parts of the main hall. There is always an ongoing maintenance list, and your Trustees would welcome suggestions for improvements, along with ideas for raising the necessary funds of course.

As ever, much work goes on behind the scenes, and my thanks go to all the Board Members and everybody who is instrumental in keeping our theatre alive, a happy and safe place for us to enjoy. I would like to express special thanks to some of the people whose efforts are not always noticed:

Stuart Scott and Jon Lewis who keep our website updated,

Laura Chambers for increasing our social media presence,

Carole Pope for producing our monthly newsletter *Prompt*,

Vincent Quinn who continues to clean our public areas,

Nikki Packham for quietly providing excellent raffles for our shows,

Paul Newton who keeps the bar stocked and staffed for us, our audiences and affiliated groups,

Diana Quinn for making sure our audiences have tea, coffee, biscuits and ice creams, and

Ian Evans for stepping in to provide help and support wherever and whenever he sees it is needed.

There are of course others who support Wickham Theatre Trust and Theatre62, and I hope haven't offended anyone by mentioning these few. There is always more to be done than we have the people, time and energy for – please don't feel shy if you are able to volunteer a few hours!

It has been my pleasure to be in the chair this past year and thank everybody for their help and support.



## **Wickham Theatre Trust**

### **Trustees' Report**

#### **Trustees and officers**

The trustees and officers serving during the year and since the year end were as follows:

|           |                |
|-----------|----------------|
| Trustees: | Rob Chambers   |
|           | Janet Clark    |
|           | Lynne Craig    |
|           | Laura Gamble   |
|           | Paul Newton    |
|           | Diana Quinn    |
|           | Vincent Quinn  |
|           | Pauline Wathen |

|            |                |
|------------|----------------|
| Secretary: | Pauline Wathen |
|------------|----------------|

#### **Statement of Responsibilities (within Trustees Report)**

The trustees (who are also the directors of Wickham Theatre Trust 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), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and 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, comprising FRS 102 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 charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Wickham Theatre Trust

### Trustees' Report

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 22/3/24 and signed on its behalf by:

J. Clark

Janet Clark  
Trustee

## **Wickham Theatre Trust**

### **Independent Examiner's Report to the trustees of Wickham Theatre Trust ('the Company')**

I report to the charity trustees (who are also Directors for the purpose of company law) on my examination of the accounts of the Wickham Theatre Trust ('the charitable company') for the year ended 31 December 2023 which comprise the Statement of Financial Activities, the Balance Sheet and related notes 11 to 23.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this 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 charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

#### **Responsibilities and basis of report**

As the charity's trustees of Wickham Theatre Trust 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 Wickham Theatre Trust 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 your charity's accounts as 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.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

#### **Independent examiner's statement**

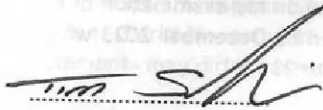
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Wickham Theatre Trust 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 no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Wickham Theatre Trust

Independent Examiner's Report to the trustees of Wickham Theatre Trust ('the Company')



Tim Sullivan FCA  
Field Sullivan Limited  
9 Hare & Billet  
Blackheath  
SE3 ORB

Date: 8/4/24

# Wickham Theatre Trust

## Statement of Financial Activities for the Year Ended 31 December 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

|  | Note | Unrestricted<br>£ | Total<br>2023<br>£ | Unrestricted<br>£ | Total<br>2022<br>£ |
|--|------|-------------------|--------------------|-------------------|--------------------|
| <b>Income and Endowments from:</b>       |      |                   |                    |                   |                    |
| Donations and legacies                   | 3    | 13,412            | 13,412             | 6,057             | 6,057              |
| Charitable activities                    | 4    | 17,945            | 17,945             | 17,671            | 17,671             |
| Other trading activities                 | 5    | 12,120            | 12,120             | 10,349            | 10,349             |
| Investment income                        | 6    | 255               | 255                | 135               | 135                |
| <b>Total income</b>                      |      | <b>43,732</b>     | <b>43,732</b>      | <b>34,212</b>     | <b>34,212</b>      |
| <b>Expenditure on:</b>                   |      |                   |                    |                   |                    |
| Raising funds                            | 7    | (14,065)          | (14,065)           | (12,767)          | (12,767)           |
| Charitable activities                    | 8    | (31,013)          | (31,013)           | (30,241)          | (30,241)           |
| <b>Total expenditure</b>                 |      | <b>(45,078)</b>   | <b>(45,078)</b>    | <b>(43,008)</b>   | <b>(43,008)</b>    |
| <b>Net expenditure</b>                   |      | <b>(1,346)</b>    | <b>(1,346)</b>     | <b>(8,796)</b>    | <b>(8,796)</b>     |
| <b>Other recognised gains and losses</b> |      |                   |                    |                   |                    |
| Other gains/losses                       |      | 482               | 482                | (489)             | (489)              |
| <b>Net movement in funds</b>             |      | <b>(864)</b>      | <b>(864)</b>       | <b>(9,285)</b>    | <b>(9,285)</b>     |
| <b>Reconciliation of funds</b>           |      |                   |                    |                   |                    |
| Total funds brought forward              |      | 89,648            | 89,648             | 98,933            | 98,933             |
| Total funds carried forward              | 20   | 88,784            | 88,784             | 89,648            | 89,648             |

The notes on pages 13 to 23 form an integral part of these financial statements.

# Wickham Theatre Trust

(Registration number: 03450828)  
Balance Sheet as at 31 December 2023

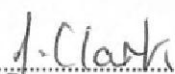
|   | Note | 2023<br>£ | 2022<br>£ |
|---|------|-----------|-----------|
| <b>Fixed assets</b>                                   |      |           |           |
| Tangible assets                                       | 14   | 19,296    | 16,556    |
| <b>Current assets</b>                                 |      |           |           |
| Stocks  | 16   | 1,227     | 979       |
| Debtors   | 17   | 1,282     | 1,282     |
| Investments   | 15   | 7,412     | 6,930     |
| Cash at bank and in hand                              |      | 61,395    | 65,690    |
|   |      | 71,316    | 74,881    |
| <b>Creditors: Amounts falling due within one year</b> | 18   | (1,828)   | (1,789)   |
| <b>Net current assets</b>                             |      | 69,488    | 73,092    |
| <b>Net assets</b>                                     |      | 88,784    | 89,648    |
| <b>Funds of the charity:</b>                          |      |           |           |
| <b>Unrestricted income funds</b>                      |      |           |           |
| Unrestricted funds                                    |      | 88,784    | 89,648    |
| <b>Total funds</b>                                    | 20   | 88,784    | 89,648    |

For the financial year ending 31 December 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

## Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 11 to 23 were approved by the trustees, and authorised for issue on 22/3/24 and signed on their behalf by:

  
Janet Clark  
Trustee

The notes on pages 13 to 23 form an integral part of these financial statements.

## **Wickham Theatre Trust**

### **Notes to the Financial Statements for the Year Ended 31 December 2023**

#### **1 Charity status**

The charity is limited by guarantee, incorporated in England & Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Wickham Theatre Centre  
Corkscrew Hill  
West Wickham  
Kent  
BR4 9BA

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102) - Second edition October 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

##### **Basis of preparation**

Wickham Theatre Trust 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 notes.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

## **Wickham Theatre Trust**

### **Notes to the Financial Statements for the Year Ended 31 December 2023**

#### **Judgements and key sources of estimation uncertainty**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the periods in which the estimate is revised where revisions affects only that period, or in the period of the revision and future periods where the revisions affects both current and future periods.

#### **Income and endowments**

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

#### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

#### **Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### **Deferred income**

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### **Investment income**

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.



## **Wickham Theatre Trust**

### **Notes to the Financial Statements for the Year Ended 31 December 2023**

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### **Raising funds**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### **Charitable activities**

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.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

##### **Asset class**

Land and building  
Furniture and equipment

##### **Depreciation method and rate**

over life of lease, expiring 31-12-2025  
25% on cost

## **Wickham Theatre Trust**

### **Notes to the Financial Statements for the Year Ended 31 December 2023**

#### **Current asset investments**

Current asset investments are included at the lower of cost and net realisable value / market value.

#### **Stock**

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Borrowings**

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

# Wickham Theatre Trust

## Notes to the Financial Statements for the Year Ended 31 December 2023

### 3 Income from donations and legacies

|                                   | Unrestricted  | Total         | Total        |
|-----------------------------------|---------------|---------------|--------------|
|                                   | General       | 2023          | 2022         |
|                                   | £             | £             | £            |
| Donations and legacies;           |               |               |              |
| Appeals and donations             | 10,000        | 10,000        | 100          |
| Grants, including capital grants; |               |               |              |
| Government grants                 | -             | -             | 2,667        |
| Subscriptions                     | 3,412         | 3,412         | 3,290        |
|                                   | <u>13,412</u> | <u>13,412</u> | <u>6,057</u> |

### 4 Income from charitable activities

|                                 | Unrestricted  | Total         | Total         |
|---------------------------------|---------------|---------------|---------------|
|                                 | General       | 2023          | 2022          |
|                                 | £             | £             | £             |
| Production income               | 14,225        | 14,225        | 15,266        |
| Hall lettings                   | 3,720         | 3,720         | 2,235         |
| Sale of goods and services made | -             | -             | 170           |
|                                 | <u>17,945</u> | <u>17,945</u> | <u>17,671</u> |

### 5 Income from other trading activities

|                                  | Unrestricted  | Total         | Total         |
|----------------------------------|---------------|---------------|---------------|
|                                  | General       | 2023          | 2022          |
|                                  | £             | £             | £             |
| Events income;                   |               |               |               |
| Functions and fundraising events | 1,788         | 1,788         | 2,498         |
| Bar taking                       | 10,332        | 10,332        | 7,851         |
|                                  | <u>12,120</u> | <u>12,120</u> | <u>10,349</u> |

# Wickham Theatre Trust

## Notes to the Financial Statements for the Year Ended 31 December 2023

### 6 Investment income

|   | Unrestricted |       |       |
|---|--------------|-------|-------|
|   | General      | Total | Total |
|   | £            | 2023  | 2022  |
|   |              | £     | £     |
| Interest receivable and similar income; |              |       |       |
| Interest receivable on bank deposits    | 255          | 255   | 135   |

### 7 Expenditure on raising funds

#### a) Costs of generating donations and legacies

|                     | Unrestricted |         |        |
|---------------------|--------------|---------|--------|
|                     | General      | Total   | Total  |
|                     | £            | 2023    | 2022   |
|                     |              | £       | £      |
| Opening stock       | 979          | 979     | 703    |
| Purchases           | 3,517        | 3,517   | 3,539  |
| Closing stock       | (1,227)      | (1,227) | (979)  |
| Cost of productions | 5,912        | 5,912   | 5,219  |
| Insurance           | 4,884        | 4,884   | 4,285  |
|                     | 14,065       | 14,065  | 12,767 |

# Wickham Theatre Trust

## Notes to the Financial Statements for the Year Ended 31 December 2023

### 8 Expenditure on charitable activities

| Note                          | Unrestricted    |               | Total<br>2023 | Total<br>2022 |
|-------------------------------|-----------------|---------------|---------------|---------------|
|                               | Designated<br>£ | General<br>£  | £             | £             |
| Fundraising costs             | -               | 1,106         | 1,106         | 3,770         |
| Rent                          | -               | 5,128         | 5,128         | 5,128         |
| Rates and water               | -               | 807           | 807           | 1,513         |
| Light, heat and power         | -               | 2,639         | 2,639         | 2,903         |
| Licence fee and subscriptions | -               | 1,535         | 1,535         | 723           |
| Repairs and maintenance       | -               | 4,470         | 4,470         | 6,765         |
| Depreciation                  | 8,632           | 1,024         | 9,656         | 5,521         |
| Support costs                 | 9               | -             | 5,672         | 3,918         |
|                               | <u>8,632</u>    | <u>22,381</u> | <u>31,013</u> | <u>30,241</u> |

### 9 Analysis of governance and support costs

#### Support costs

|                                  | Unrestricted<br>funds<br>General<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|----------------------------------|---------------------------------------|--------------------|--------------------|
| Security                         | 2,721                                 | 2,721              | 1,071              |
| Telephone and web server         | 814                                   | 814                | 911                |
| Printing, postage and stationery | 164                                   | 164                | 304                |
| Sundries                         | 316                                   | 316                | 246                |
| Independent examiner's fee       | 1,398                                 | 1,398              | 1,356              |
| Bank charges                     | 259                                   | 259                | 30                 |
|                                  | <u>5,672</u>                          | <u>5,672</u>       | <u>3,918</u>       |

### 10 Net incoming/outgoing resources

Net outgoing resources for the year include:

|                              | 2023<br>£    | 2022<br>£    |
|------------------------------|--------------|--------------|
| Depreciation of fixed assets | <u>9,656</u> | <u>5,521</u> |

## Wickham Theatre Trust

### Notes to the Financial Statements for the Year Ended 31 December 2023

#### 11 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 12 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 13 Related party transactions

There were no related party transactions in the year.

#### 14 Tangible fixed assets

|                       | Land and<br>buildings<br>£ | Furniture and<br>equipment<br>£ | Total<br>£     |
|-----------------------|----------------------------|---------------------------------|----------------|
| <b>Cost</b>           |                            |                                 |                |
| At 1 January 2023     | 81,255                     | 18,253                          | 99,508         |
| Additions             | <u>12,398</u>              | <u>-</u>                        | <u>12,398</u>  |
| At 31 December 2023   | <u>93,653</u>              | <u>18,253</u>                   | <u>111,906</u> |
| <b>Depreciation</b>   |                            |                                 |                |
| At 1 January 2023     | 67,751                     | 15,203                          | 82,954         |
| Charge for the year   | <u>8,632</u>               | <u>1,024</u>                    | <u>9,656</u>   |
| At 31 December 2023   | <u>76,383</u>              | <u>16,227</u>                   | <u>92,610</u>  |
| <b>Net book value</b> |                            |                                 |                |
| At 31 December 2023   | <u>17,270</u>              | <u>2,026</u>                    | <u>19,296</u>  |
| At 31 December 2022   | <u>13,504</u>              | <u>3,050</u>                    | <u>16,554</u>  |

#### 15 Current asset investments

|                     | 2023<br>£    | 2022<br>£    |
|---------------------|--------------|--------------|
| Listed other shares | <u>7,412</u> | <u>6,930</u> |

## Wickham Theatre Trust

### Notes to the Financial Statements for the Year Ended 31 December 2023

#### 16 Stock

|        | 2023<br>£    | 2022<br>£  |
|--------|--------------|------------|
| Stocks | <u>1,227</u> | <u>979</u> |

#### 17 Debtors

|             | 2023<br>£    | 2022<br>£    |
|-------------|--------------|--------------|
| Prepayments | <u>1,282</u> | <u>1,282</u> |

#### 18 Creditors: amounts falling due within one year

|  | 2023<br>£    | 2022<br>£    |
|--|--------------|--------------|
| Accruals                               | 1,398        | 1,356        |
| Deferred income                        | <u>430</u>   | <u>433</u>   |
|  | <u>1,828</u> | <u>1,789</u> |
|  |              | 2022<br>£    |
| Deferred income at 1 January 2023      |              | 433          |
| Resources deferred in the period       |              | 430          |
| Amounts released from previous periods |              | <u>(433)</u> |
| Deferred income at year end            |              | <u>430</u>   |

#### 19 Contingent liabilities

Whilst the lease terms between the charity (WTT) and the trustees of the West Wickham Playing Fields Trust (the landlord) in respect of the theatre premises provide for the Landlord to be responsible for the upkeep and maintenance of the car parking area forming part of the Charity's leased area, the lease provision does allow Landlord to seek a contribution towards the costs involved. Given the current poor state of the parking area WTT has opened discussions with the Landlord regarding future improvements and therefore at some stage it is possible that WTT will be called on to make a due contribution. At this stage no commitments, either side, have been made, but WTT's committee consider it reasonable to draw members' attention that a contingent liability does exist and could materialise during the next 12 to 24 months. The annual commitments under this lease was £5,128 (2022 - £5,128).

# Wickham Theatre Trust

## Notes to the Financial Statements for the Year Ended 31 December 2023

### 20 Funds

|                     | Balance at<br>1 January<br>2023<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Balance at<br>31<br>December<br>2023<br>£ |
|---------------------|--------------------------------------|----------------------------|----------------------------|----------------|--|---|
| <b>Current year</b> |                                      |                            |                            |                |  |   |
| <b>Unrestricted</b> |                                      |                            |                            |                |  |   |
| General Funds       | 76,144                               | 43,732                     | (36,446)                   | (12,398)       | 482  | 71,514                                    |
| Designated Funds    | 13,504                               | -                          | (8,632)                    | 12,398         | -  | 17,270                                    |
| <b>Total funds</b>  | <u>89,648</u>                        | <u>43,732</u>              | <u>(45,078)</u>            | <u>-</u>       | <u>482</u>                                 | <u>88,784</u>                             |
|                     |                                      |                            |                            |                |  |   |
|                     | Balance at<br>1 January<br>2022<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Balance at<br>31<br>December<br>2022<br>£ |
| <b>Prior year</b>   |                                      |                            |                            |                |  |   |
| <b>Unrestricted</b> |                                      |                            |                            |                |  |   |
| General Funds       | 80,457                               | 34,042                     | (38,339)                   | 473            | (489)                                      | 76,144                                    |
| Designated Funds    | 18,476                               | -                          | (4,499)                    | (473)          | -  | 13,504                                    |
| <b>Total funds</b>  | <u>98,933</u>                        | <u>34,042</u>              | <u>(42,838)</u>            | <u>-</u>       | <u>(489)</u>                               | <u>89,648</u>                             |

The specific purposes for which the funds are to be applied are as follows:

#### Designated Funds

Leasehold building fund: Trustees have set aside an amount equal to the cost of the leasehold building as a designated fund. All amount equal to the depreciation charge on all building costs is charged to this fund annually.



# Wickham Theatre Trust

## Notes to the Financial Statements for the Year Ended 31 December 2023

### 21 Analysis of net assets between funds

|                       | Unrestricted |            | Total funds |
|-----------------------|--------------|------------|-------------|
|                       | General      | Designated |             |
|                       | £            | £          | £           |
| <b>Current year</b>   |              |            |             |
| Tangible fixed assets | 2,026        | 17,270     | 19,296      |
| Current assets        | 71,316       | -          | 71,316      |
| Current liabilities   | (1,828)      | -          | (1,828)     |
| Total net assets      | 71,514       | 17,270     | 88,784      |
|                       |              |            |             |
|                       | Unrestricted |            | Total funds |
|                       | General      | Designated |             |
|                       | £            | £          | £           |
| <b>Prior year</b>     |              |            |             |
| Tangible fixed assets | 3,052        | 13,504     | 16,556      |
| Current assets        | 74,881       | -          | 74,881      |
| Current liabilities   | (1,789)      | -          | (1,789)     |
| Total net assets      | 76,144       | 13,504     | 89,648      |

