

Charity registration number: 1095576

Dramatize Charity

Annual Report and Financial Statements
for the Year Ended 31 January 2021

Dramatize Charity

Contents

Reference and Administrative Details	1
Trustees' Report	2 to 6
Statement of Trustees' Responsibilities	7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Financial Statements	11 to 17

Dramatize Charity

Reference and Administrative Details

Chairman	K D Davies
Trustees	K Maidment R Bradley N Armao J L Smith
Charity Registration Number	1095576
Principal Office	11 Elsdon Road Woking Surrey GU21 3NX
Independent Examiner	UHY Ross Brooke 31a Charnham Street Hungerford Berkshire RG17 0EJ

Dramatize Charity

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 January 2021.

Objectives and activities

Objects and aims

The vision that shapes our charity is the promotion and fostering of our student's wellbeing and personal development through the art of theatre . We aim to provide our students with a wide range of activities and opportunities to enable them to grow professionally as artists within a safe and secure environment.

Our charity relies on funding for capital items but our workshops are now self-generated and run from student fees. In setting the level of fees we give careful consideration to the accessibility of our workshops for those on low incomes.

The strategies employed to achieve the charity's aims and objectives are :

- To offer and deliver an array of theatrical provisions at an affordable rate without compromising professionalism and quality of teaching.
- To build upon the artistic excellence and care skills within our staffing team and practitioners.
- To increase the skill set, health and well-being of our students.
- To build upon our relationships within the local community reaching out to different minority groups promoting an open and inclusive society.
- To offer the opportunity to our students to gain an Arts qualification.
- To deliver training and development to the next generation of disabled artists.

Public benefit

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Dramatize Charity

Trustees' Report

Achievements and performance

Putting our strategies into action we normally have a few major areas of activity which are our Workshops, Annual Show and Smaller performance opportunities.

- Workshops - During this financial year Dramatize adapted due to the global pandemic and ran workshops online, weekly phone calls and facetimes and monthly activity packs sent home. When the restrictions were eased Dramatize was able to provide smaller workshops within the park to enable our students to socialise with their peers and to provide respite to their parents/carers.
- Performances - Dramatize ran smaller projects that were virtual to continue with our student development and linking with other groups in the local community.
- Our policy has remained the same; to not exclude any student and we have worked hard to gain funding this year to be able to provide online workshops to all and offer workshops to all (including individuals who did not currently access Dramatize) to ensure we can provide support throughout the global pandemic.
- We continuously evaluate our students progress, looking at the skillset they have learnt within Dramatize workshops as well as the areas they have personally decided they would like to expand their knowledge/skills on. We ensure that every student, regardless of their level of disability, is fully able to access our workshops and gain the skills/knowledge necessary to ensure their growth and development.

Dramatize Charity

Trustees' Report

Chairs report:

Over the past year Dramatize Theatre Charity has had to adapt and pivot to provide services in different forms to continue to support our students and families throughout the unexpected pandemic of COVID19.

In early March 2020 Dramatize had to close our doors due to the national lockdown. We quickly gained funds to be able to continue running services for our students free of charge to help them through the unprecedented situation we were all in. Our sessions covered a variety of topics, but it was vital we continued to provide a platform for our students to socialise and look after their health and wellbeing.

We offered facetimes and welfare phone calls to ensure they were all managing throughout the lockdown. This was appreciated by many parents and carers who needed someone to talk to that understood their situation.

We continued to raise funds throughout the height of COVID19 and secured funding to be able to run online. Some of our online sessions were open to the public and through this we gained some new students who are interested in joining our sessions, as and when we return to face to face provisions.

In Autumn once the restrictions were eased, we were able to provide face to face provisions in the park outdoors with the necessary COVID19 measures put into place. This was a great platform for many to come and socialise, albeit at a distance.

Unfortunately, this was then followed by another national lockdown, where Dramatize returned online again.

Despite all of our fundraising events being cancelled, we were able to quickly raise emergency funds to be able to provide for our students and their families. We are extremely proud of our students for adapting so quickly.

Our trustees have not been able to meet in person due to the pandemic, but have regular email conversations and held zoom meetings instead. Beverly Stainsby stepped down as a trustee and Joanne Smith has since taken on the role as Secretary.

Our charity has now gained a local allotment space at Ashford Clumps and have been working hard to turn it into an accessible space for our students to help maintain. We look forward to inviting our students down once restrictions have eased.

In closing I would like to express thanks to our students, their families and our staff for their support in making our work possible and ensuring the lives of people with learning disabilities are respected and appreciated. During the coming year we hope to return to face to face provisions and rebuild our services that we worked so hard to run before the pandemic.

Dramatize Charity

Trustees' Report

Financial review

As at 31st January 2021 the charity accounts show a surplus of funds which are a mixture of restricted and unrestricted fund which will be used to improve the quality of the workshops/day service in the current year. Our building project and renovations are ongoing and we will continue to raise funds in order to progress with this and thus provide improved facilities.

The charity holds reserves in a number of restricted funds.

1. Covid resources - To fund activity packs and workshops throughout COVID to support our students with learning disabilities.
2. Sensory garden - To create a new sensory garden at our Ashford venue for our students. This will expand the space for our students to use for horticulture lessons and a space to relax in.
3. Workshops - To run workshops within the community for adults with learning disabilities, covering different art platforms and life skills.
4. iPads and Apple - To purchase Apple equipment for our students to access workshops online via Zoom to stay within the Covid guidelines of isolation.
5. Open Mic Night - A nightclub for adults with learning disabilities and emerging artists to socialise in a safe and secure setting and to showcase their talents. This project runs every quarter.
6. Mobile Hoist - To input a hoist in our changing places toilet to make it fully accessible for wheelchair users.

The reserves held at 31 January 2021 in each of these funds are as follows:

COVID resources £402

Sensory garden £3,212

Workshops £4,567

iPads and Apple £3,972

Total restricted: £12,153

Unrestricted: £30,194

Total reserves held: £42,347

Structure, governance and management

Nature of governing document

The charity is governed by its Declaration of Trust dated 16th October 2002, as amended by resolution dated 20th September 2012, as amended on 11th February 2022.

The Charity is an unincorporated association.

Dramatize is a Charity which was formed in 2003. It is governed by the Board of Trustees which :

- Sets the policy of the charity and manage policies, processes and decision making for the operational management of Dramatize .
- Determines strategy, including setting key objectives.
- Makes major decisions about the use of finances.
- Sets a framework for human resources policy.

Dramatize Charity

Trustees' Report

Recruitment and appointment of trustees

At the annual general meeting of the Charity the members shall elect from amongst themselves a chairman, a secretary and a treasurer, who shall hold office from the conclusion of that meeting.

The declaration of trust states there shall be at least three trustees. Every future trustee shall be appointed for a term of 5 years by a resolution of the trustees passed at a special meeting called under clause K. If a trustee is to be appointed to replace a trustee who is leaving office he or she may be appointed not more than three months before the other trustee leaves office but shall not take office until the other trustee has left office. In such a case the retiring trustee shall not be entitled to vote in favour of his or her own appointment.

In selecting persons to be appointed as trustees, the trustees shall take into account the benefits of appointing a person who through residence, occupation, employment or otherwise has special knowledge of the area of benefit who is able by virtue of his or her personal or professional qualifications to make a contribution to the pursuit of the objects or the management of the Charity.

If for any reason trustees cannot be appointed in accordance with the foregoing provisions, the statutory power of appointing new or additional trustees shall be exercisable.

Induction and training of trustees

New trustees are briefed on our governing document, the decision making process and the recent financial performance of our charity. Trustees are encouraged to attend our workshops to gain an understanding of the work we do and to attend external training events where these will facilitate the undertaking of their role. The trustees meet quarterly.

The annual report was approved by the trustees of the charity on and signed on its behalf by:

.....
K D Davies
Chairman

Dramatize Charity

Statement of Trustees' Responsibilities

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

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity 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 in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on and signed on its behalf by:

.....
K D Davies
Chairman

Dramatize Charity

Independent Examiner's Report to the trustees of Dramatize Charity

I report to the trustees on my examination of the accounts of Dramatize Charity for the year ended 31 January 2021.

Responsibilities and basis of report

As the charity trustees of Dramatize Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Dramatize Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of Dramatize Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

.....
Kerry Hawkins, FCCA, UHY Ross Brooke

31a Charnham Street
Hungerford
Berkshire
RG17 0EJ

Date:.....

Dramatize Charity

Statement of Financial Activities for the Year Ended 31 January 2021

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
Income and Endowments from:				
Donations and legacies		8,664	18,440	27,104
Charitable activities		-	1,931	1,931
Total income		<u>8,664</u>	<u>20,371</u>	<u>29,035</u>
Expenditure on:				
Charitable activities		(11,653)	(11,208)	(22,861)
Other expenditure	5	<u>(7,269)</u>	<u>(1,283)</u>	<u>(8,552)</u>
Total expenditure		<u>(18,922)</u>	<u>(12,491)</u>	<u>(31,413)</u>
Net (expenditure)/income		(10,258)	7,880	(2,378)
Gross transfers between funds		<u>(4,273)</u>	4,273	-
Net movement in funds		(14,531)	12,153	(2,378)
Reconciliation of funds				
Total funds brought forward		<u>44,725</u>	-	<u>44,725</u>
Total funds carried forward	13	<u><u>30,194</u></u>	<u><u>12,153</u></u>	<u><u>42,347</u></u>
	Note	£	Unrestricted funds £	Total 2020 £
Income and Endowments from:				
Donations and legacies			23,895	23,895
Charitable activities			<u>23,992</u>	<u>23,992</u>
Total income			<u>47,887</u>	<u>47,887</u>
Expenditure on:				
Charitable activities			(22,119)	(22,119)
Other expenditure	5		<u>(27,054)</u>	<u>(27,054)</u>
Total expenditure			<u>(49,173)</u>	<u>(49,173)</u>
Net expenditure			<u>(1,286)</u>	<u>(1,286)</u>
Net movement in funds			(1,286)	(1,286)
Reconciliation of funds				
Total funds brought forward			<u>46,011</u>	<u>46,011</u>
Total funds carried forward	13		<u><u>44,725</u></u>	<u><u>44,725</u></u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2020 is shown in note 13.

Dramatize Charity
(Registration number: 1095576)
Balance Sheet as at 31 January 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	9	3,803	-
Current assets			
Debtors	10	200	-
Cash at bank and in hand	11	40,444	45,625
		40,644	45,625
Creditors: Amounts falling due within one year	12	(2,100)	(900)
Net current assets		38,544	44,725
Net assets		42,347	44,725
Funds of the charity:			
Restricted income funds			
Restricted funds	13	12,153	-
Unrestricted income funds			
Unrestricted funds		30,194	44,725
Total funds	13	42,347	44,725

The financial statements on pages 9 to 17 were approved by the trustees, and authorised for issue on and signed on their behalf by:

.....
K D Davies
Chairman

Dramatize Charity

Notes to the Financial Statements for the Year Ended 31 January 2021

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Dramatize Charity meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

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.

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.

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.

Dramatize Charity

Notes to the Financial Statements for the Year Ended 31 January 2021

Tangible fixed assets

Individual fixed assets costing £100.00 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	Depreciation method and rate
Motor vehicles	25% straight line
Office equipment	25% straight line

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.

Fund structure

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

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

2 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total funds £
Grants, including capital grants;			
Grants	-	18,440	18,440
Donations	8,664	-	8,664
Total for 2021	8,664	18,440	27,104
Donations	23,895	-	23,895
Total for 2020	23,895	-	23,895

3 Income from charitable activities

	Restricted funds £	Total 2021 £
Other income	1,931	1,931

Dramatize Charity

Notes to the Financial Statements for the Year Ended 31 January 2021

4 Expenditure on charitable activities

	Note	Unrestricted funds General £	Restricted funds £	Total funds £
Supplies and materials		-	548	548
Supplies and materials		840	-	840
Services		-	10,660	10,660
Services		2,134	-	2,134
Direct costs		1,089	-	1,089
Legal and professional fees		7,590	-	7,590
Total for 2021		<u>11,653</u>	<u>11,208</u>	<u>22,861</u>
Direct costs		10,181	-	10,181
Subcontract cost		7,255	-	7,255
Insurance		1,483	-	1,483
Telephone and fax		954	-	954
Printing, postage and stationery		63	-	63
Trade subscriptions		150	-	150
Motor expenses		2,033	-	2,033
Total for 2020		<u>22,119</u>	<u>-</u>	<u>22,119</u>

Dramatize Charity

Notes to the Financial Statements for the Year Ended 31 January 2021

5 Other expenditure

	Note	Unrestricted funds General £	Restricted funds £	Total funds £
Independent examiner fees				
Examination of the financial statements		2,100	-	2,100
Depreciation of office equipment		-	1,268	1,268
Insurance		1,937	-	1,937
Telephone and fax		1,017	-	1,017
Computer software and maintenance costs		-	15	15
Printing, postage and stationery		230	-	230
Motor expenses		1,871	-	1,871
Advertising		114	-	114
Total for 2021		<u>7,269</u>	<u>1,283</u>	<u>8,552</u>
Independent Examiner's remuneration		900	-	900
Renovation of premises		26,154	-	26,154
Total for 2020		<u>27,054</u>	<u>-</u>	<u>27,054</u>

6 Trustees remuneration and expenses

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

7 Independent examiner's remuneration

	2021 £	2020 £
Examination of the financial statements	<u>2,100</u>	<u>900</u>

8 Taxation

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

Dramatize Charity

Notes to the Financial Statements for the Year Ended 31 January 2021

9 Tangible fixed assets

	Furniture and equipment £	Motor vehicles £	Total £
Cost			
At 1 February 2020	-	41,118	41,118
Additions	5,071	-	5,071
At 31 January 2021	5,071	41,118	46,189
Depreciation			
At 1 February 2020	-	41,118	41,118
Charge for the year	1,268	-	1,268
At 31 January 2021	1,268	41,118	42,386
Net book value			
At 31 January 2021	3,803	-	3,803
At 31 January 2020	-	-	-

10 Debtors

	2021 £
Other debtors	200

11 Cash and cash equivalents

	2021 £	2020 £
Cash at bank	40,444	45,625

12 Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals	2,100	900

Dramatize Charity

Notes to the Financial Statements for the Year Ended 31 January 2021

13 Funds

	Balance at 1 February 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 January 2021 £
Unrestricted funds					
<i>General</i>					
Unrestricted	44,725	8,664	(18,922)	(4,273)	30,194
Restricted funds					
COVID Resources	-	950	(548)	-	402
Sensory Garden	-	3,330	(118)	-	3,212
Workshops	-	10,836	(6,269)	-	4,567
iPads and Apple	-	5,255	(1,283)	-	3,972
Open Mic Night	-	-	(4,273)	4,273	-
Total restricted funds	-	20,371	(12,491)	4,273	12,153
Total funds	44,725	29,035	(31,413)	-	42,347
	Balance at 1 February 2019 £	Incoming resources £	Resources expended £		Balance at 31 January 2020 £
Unrestricted funds					
<i>General</i>					
Unrestricted	46,011	47,887	(49,173)		44,725

Dramatize Charity

Notes to the Financial Statements for the Year Ended 31 January 2021

14 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 January 2021 £
Tangible fixed assets	-	3,803	3,803
Current assets	32,294	8,350	40,644
Current liabilities	(2,100)	-	(2,100)
Total net assets	<u>30,194</u>	<u>12,153</u>	<u>42,347</u>
		Unrestricted funds General £	Total funds at 31 January 2020 £
Current assets		45,625	45,625
Current liabilities		(900)	(900)
Total net assets		<u>44,725</u>	<u>44,725</u>

Virtual Cabinet Portal Digital Signatures

Digital Signature Verification

You can verify that this is a genuine Virtual Cabinet Document Portal signed document by uploading it to the following secure web page:

<https://www.virtualcabinetportal.com/VerifySignedDocument>

Signature Dates and Times

All dates and times shown in the signatures below are expressed in Coordinated Universal Time (UTC), which is generally equivalent to GMT. You can find out more about UTC at the following web page:

<http://www.virtualcabinetportal.com/WhatIsUTC>

Signature 1

Signed by Karen Denise Davies using authentication code dVxBbkxxdmNKWD4m at IP address 90.213.154.94, on 2022/07/04 13:23:30 Z.

Karen Denise Davies's e-mail address is: karen@dramatize.co.uk.