

Charity registration number: 1095576

# Dramatize Charity

Annual Report and Financial Statements

for the Year Ended 31 January 2023

## **Dramatize Charity**

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## **Dramatize Charity**

### **Reference and Administrative Details**

#### **Chair**

K D Davies

#### **Trustees**

K Maidment

R Bradley

N Armao

J L Smith

O J Farley – Appointed 27 September 2022

#### **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 2023.

#### **Objectives and activities**

##### ***Objects and aims***

The Activities and Objectives of the year were to:

1. To return to our normal provisions for our students with learning disabilities.
2. To build upon our facilities to engage and provide support to our students with learning disabilities.
3. To build upon the skill set within the trustee board and to consolidate our governance.
4. To engage with a wider audience, raising awareness of our students.

##### ***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.

#### **Achievements and performance**

Objective 1: With help from our care staff and facilitators we were able to return to all of our provisions pre-covid. However, our Open Mic Night has now ceased due to the lack of interest in the provision. We now offer alternatives to our Open Mic Night at an early time and at special occasions throughout the year.

Objective 2: Due to the growth of Dramatize's provisions, we have now secured approval from the Asset Management Team to occupy the football changing rooms that are attached to our base in Ashford Recreation Ground. This has been a massive breakthrough for the trustee board, with years of conversations back and forth. Our architect plans will be submitted before the next phase of fundraising takes place.

Objective 3: The board successfully recruited a new board member, Oliver Farley. Oliver has been a part of Dramatize in many different capacities and we are thrilled to have him join our board.

Objective 4: Dramatize CIC allows the charity use of its Tea Room which has offered us the opportunities to run different groups engaging with a wider audience raising awareness of our students with Learning Disabilities. It has been a great platform to reach the wider community.

## **Dramatize Charity**

### **Trustees' Report (continued)**

#### **Chairs report:**

Over the past year we have focused on the growth of our charity and what requirements we need in place to enable this to take place. The board are very excited about the growth of Dramatize within local boroughs and what potential opportunities that could bring to our charity.

In closing I would personally like to take the time to thank our students and their families, staff and board of trustees for their on-going support to the charity and look forward to the year ahead.

#### **Financial review**

As at 31st January 2023 the charity accounts show a surplus of funds which are split between restricted and unrestricted funds. The funds 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 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 showcase their talents. This project runs every quarter. This activity ceased during the 2022/23 year.
6. Mobile Hoist - To input a hoist in our changing places toilet to make it fully accessible for wheelchair users.
7. Production - Performances and showcases that promote our students talents in the local community.

The reserves held at 31 January 2023 in each of these funds are as follows:

COVID resources £402

Sensory garden £1,401

Workshops £8,918

iPads and Apple £1,314

Mobile hoist £8,000

Total restricted: £20,035

Unrestricted: £26,824

Total reserves held: £46,859

## **Dramatize Charity**

### **Trustees' Report (continued)**

#### **Structure, governance and management**

##### ***Nature of governing document***

Dramatize is a Charity which was formed in 2003 and is governed by its Declaration of Trust dated 16th October 2002, as amended by resolution dated 20th September 2021 and as amended on 11th February 2022. The trustees' resolved on this date to change the name from Dramatize Theatre Charity to Dramatize Charity.

The charity is an unincorporated association.

The Board of Trustees are responsible for:

- 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.

##### ***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 Charities (Accounts and Reports) Regulations 2008, 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.

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 ..... 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 2023.

#### **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: 5.9.2023



## Dramatize Charity

### Statement of Financial Activities for the Year Ended 31 January 2023

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
<b>Income and Endowments from:</b>				
Donations and legacies		21,205	2,928	24,133
Charitable activities		-	9,130	9,130
Total income		21,205	12,058	33,263
<b>Expenditure on:</b>				
Charitable activities		(3,358)	(8,474)	(11,832)
Other expenditure	5	(15,500)	(1,268)	(16,768)
Total expenditure		(18,858)	(9,742)	(28,600)
Net income		2,347	2,316	4,663
Gross transfers between funds		(554)	554	-
Net movement in funds		1,793	2,870	4,663
<b>Reconciliation of funds</b>				
Total funds brought forward		25,031	17,165	42,196
Total funds carried forward	13	26,824	20,035	46,859
	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
<b>Income and Endowments from:</b>				
Donations and legacies		7,954	8,170	16,124
Charitable activities		-	2,510	2,510
Total income		7,954	10,680	18,634
<b>Expenditure on:</b>				
Charitable activities		(7,304)	(5,508)	(12,812)
Other expenditure	5	(4,583)	(1,390)	(5,973)
Total expenditure		(11,887)	(6,898)	(18,785)
Net (expenditure)/income		(3,933)	3,782	(151)
Gross transfers between funds		(1,230)	1,230	-
Net movement in funds		(5,163)	5,012	(151)
<b>Reconciliation of funds</b>				
Total funds brought forward		30,194	12,153	42,347
Total funds carried forward	13	25,031	17,165	42,196

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 is shown in note 13.

The notes on pages 9 to 15 form an integral part of these financial statements.

## **Dramatize Charity**

### **(Registration number: 1095576) Balance Sheet as at 31 January 2023**

	<b>Note</b>	<b>2023 £</b>	<b>2022 £</b>
<b>Fixed assets</b>			
Tangible assets	9	1,268	2,535
<b>Current assets</b>			
Debtors	10	-	200
Cash at bank and in hand	11	46,791	41,861
		<u>46,791</u>	<u>42,061</u>
<b>Creditors: Amounts falling due within one year</b>	12	<u>(1,200)</u>	<u>(2,400)</u>
<b>Net current assets</b>		<u>45,591</u>	<u>39,661</u>
<b>Net assets</b>		<u>46,859</u>	<u>42,196</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds	13	20,035	17,165
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>26,824</u>	<u>25,031</u>
<b>Total funds</b>	13	<u>46,859</u>	<u>42,196</u>

The financial statements on pages 7 to 15 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 2023**

#### **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.

##### **Tangible fixed assets**

Individual fixed assets costing £100.00 or more are initially recorded at cost.

## Dramatize Charity

### Notes to the Financial Statements for the Year Ended 31 January 2023 (continued)

#### 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 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	-	2,928	2,928
Donations	21,205	-	21,205
<b>Total for 2023</b>	<b>21,205</b>	<b>2,928</b>	<b>24,133</b>
Grants	-	8,170	8,170
Donations	7,954	-	7,954
<b>Total for 2022</b>	<b>7,954</b>	<b>8,170</b>	<b>16,124</b>

### 3 Income from charitable activities

	Restricted funds £	Total funds £
Other income	9,130	9,130
<b>Total for 2023</b>	<b>9,130</b>	<b>9,130</b>
<b>Total for 2022</b>	<b>2,510</b>	<b>2,510</b>

## Dramatize Charity

### Notes to the Financial Statements for the Year Ended 31 January 2023 (continued)

#### 4 Expenditure on charitable activities

	Note	Unrestricted funds General £	Restricted funds £	Total funds £
Supplies and materials		124	-	124
Services		-	8,474	8,474
Services		2,999	-	2,999
Legal and professional fees		235	-	235
<b>Total for 2023</b>		<b>3,358</b>	<b>8,474</b>	<b>11,832</b>
Services		-	5,508	5,508
Services		1,311	-	1,311
Legal and professional fees		5,993	-	5,993
<b>Total for 2022</b>		<b>7,304</b>	<b>5,508</b>	<b>12,812</b>

## Dramatize Charity

### Notes to the Financial Statements for the Year Ended 31 January 2023 (continued)

#### 5 Other expenditure

	Unrestricted funds General £	Restricted funds £	Total funds £
Note			
Independent examiner fees			
Examination of the financial statements	1,200	-	1,200
Accountancy fees	600	-	600
Management	9,300	-	9,300
Depreciation of office equipment	-	1,268	1,268
Insurance	1,668	-	1,668
Telephone and fax	1,622	-	1,622
Computer software and maintenance costs	550	-	550
Sundry expenses	74	-	74
Motor expenses	293	-	293
Advertising	193	-	193
<b>Total for 2023</b>	<b>15,500</b>	<b>1,268</b>	<b>16,768</b>
Independent Examiner's remuneration	1,200	-	1,200
Depreciation of office equipment	-	1,268	1,268
Insurance	1,779	-	1,779
Telephone and fax	1,218	-	1,218
Computer software and maintenance costs	-	122	122
Computer software and maintenance costs	29	-	29
Sundry expenses	138	-	138
Motor expenses	158	-	158
Advertising	61	-	61
<b>Total for 2022</b>	<b>4,583</b>	<b>1,390</b>	<b>5,973</b>

#### 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

	2023 £	2022 £
Examination of the financial statements	1,200	1,200

#### 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 2023 (continued)

#### 9 Tangible fixed assets

	Furniture and equipment £	Motor vehicles £	Total £
<b>Cost</b>			
At 1 February 2022	5,071	41,118	46,189
At 31 January 2023	5,071	41,118	46,189
<b>Depreciation</b>			
At 1 February 2022	2,535	41,118	43,653
Charge for the year	1,268	-	1,268
At 31 January 2023	3,803	41,118	44,921
<b>Net book value</b>			
At 31 January 2023	1,268	-	1,268
At 31 January 2022	2,536	-	2,536

#### 10 Debtors

	2023 £	2022 £
Other debtors	-	200

#### 11 Cash and cash equivalents

	2023 £	2022 £
Cash at bank	46,791	41,861

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

	2023 £	2022 £
Accruals	1,200	2,400

## Dramatize Charity

### Notes to the Financial Statements for the Year Ended 31 January 2023 (continued)

#### 13 Funds

	Balance at 1 February 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 January 2023 £
<b>Unrestricted funds</b>					
<i>General</i>					
Unrestricted	25,031	21,205	(18,859)	(553)	26,824
<b>Restricted funds</b>					
Open Mic Night	-	-	(89)	89	-
COVID resources	402	-	-	-	402
Sensory Garden	3,212	2,400	(4,211)	-	1,401
Workshops	2,969	9,131	(3,182)	-	8,918
IPads and Apple	2,582	-	(1,268)	-	1,314
Mobile hoist	8,000	-	-	-	8,000
Production	-	528	(992)	464	-
<b>Total restricted funds</b>	17,165	12,059	(9,742)	553	20,035
<b>Total funds</b>	42,196	33,264	(28,601)	-	46,859
	Balance at 1 February 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 January 2022 £
<b>Unrestricted funds</b>					
<i>General</i>					
Unrestricted	30,194	7,954	(11,887)	(1,230)	25,031
<b>Restricted</b>					
Open Mic Night	-	170	(1,400)	1,230	-
COVID resources	402	-	-	-	402
Sensory Garden	3,212	-	-	-	3,212
Workshops	4,567	2,510	(4,108)	-	2,969
IPads and Apple	3,972	-	(1,390)	-	2,582
Mobile hoist	-	8,000	-	-	8,000
<b>Total restricted funds</b>	12,153	10,680	(6,898)	1,230	17,165
<b>Total funds</b>	42,347	18,634	(18,785)	-	42,196



## Dramatize Charity

### Notes to the Financial Statements for the Year Ended 31 January 2023 (continued)

#### 14 Analysis of net assets between funds

	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total funds at 31 January 2023 £</b>
Tangible fixed assets	-	1,268	1,268
Current assets	28,024	18,767	46,791
Current liabilities	(1,200)	-	(1,200)
Total net assets	26,824	20,035	46,859
	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total funds at 31 January 2022 £</b>
Tangible fixed assets	-	2,535	2,535
Current assets	27,431	14,630	42,061
Current liabilities	(2,400)	-	(2,400)
Total net assets	25,031	17,165	42,196

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## Signature 1

Signed by Karen Denise Davies using authentication code MD9SV0xvbVdBaGFG at IP address 78.105.241.31, on 2023/09/03 19:28:47 Z.

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