

Charity registration number: 1095576

Dramatize Charity

Annual Report and Financial Statements
for the Year Ended 31 January 2024

Dramatize Charity

Contents (continued)

Reference and Administrative Details	1
Trustees' Report	2 to 4
Statement of Trustees' Responsibilities	5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 15

Dramatize Charity

Reference and Administrative Details

Chair	K D Davies
Trustees	K Maidment R Bradley N Armao J L Smith O J Farley
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 2024.

Objectives and activities

Objects and aims

The Activities and Objectives of the year were to:

1. To develop our Ashford site, enabling Dramatize to provide more opportunities for our students.
2. To build upon our service and branch out into Woking, Surrey.
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:

We have a fantastic opportunity to create a modern, purposeful, permanent home for Dramatize, offering a varied and fun learning environment for people in Surrey and surrounding counties with learning disabilities aged 18+ who have left education. We have acquired the dilapidated old football changing rooms that are attached to our popular venue in Ashford Recreation Ground. We need to raise £450,000 for a capital conversion project to transform it into a large, bright, fully accessible building. Our capital appeal will address a huge gap in local provision, allowing us to double our capacity, providing an even broader mix of experiences and opportunities. With new offices and meeting space, and two large studios, we can offer more advocacy and support for families too, as well as host community events and performances.

The trustees have been working hard behind the scenes with our Architect on the plans for the expansion of our Ashford Branch. All plans have been submitted to Spelthorne BC and gained approval. We are now working with an external fundraiser to secure the funds needed to enable us to start the project. We look forward to starting the building phase in the near future.

Objective 2: Dramatize successfully expanded into Woking, starting up new provisions and raising awareness within the Woking Borough. This has enabled Dramatize to reach out to more beneficiaries within Surrey and the neighbouring boroughs. We have worked closely with Woking Borough Council to gain our new venue and look forward to further expansion in 2024.

Objective 3: The board have been focusing on each individual role as a trustee and to identify the areas we need to build on as a board for future recruitment. We are proud of the new infrastructure we have in place to ensure the growth of our charity.

Objective 4: Our expansion within Woking has enabled Dramatize to start new professional relationships with local charities such as Woking Lions and Rotary groups. It has also enabled us to gain professional connections with social workers, councillors, county councillors and lots more. This has boosted the awareness for Dramatize's activities across Surrey and neighbouring boroughs.

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, from our policies and procedure to the daily running of our charity. The board are very excited about the growth of Dramatize and our big build project at our Ashford Branch and have spent a lot of time preparing all the documentation required for the planning application.

We look forward to being able to provide more valuable provisions to adults with learning disabilities across Surrey.

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 2024 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.

The reserves held at 31 January 2024 in each of these funds are as follows:

COVID resources -£Nil
Sensory garden -£314
Workshops £Nil
iPads and Apple -£Nil
Mobile hoist -£Nil

Total restricted: £314

Unrestricted: £38,425

Total reserves held: £38,739

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 2024.

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 2024

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
Income and Endowments from:				
Donations and legacies		15,669	1,019	16,688
Other income		11,000	-	11,000
Total income		26,669	1,019	27,688
Expenditure on:				
Charitable activities		(6,110)	(1,071)	(7,181)
Other expenditure	6	(26,954)	(1,673)	(28,627)
Total expenditure		(33,064)	(2,744)	(35,808)
Net expenditure		(6,395)	(1,725)	(8,120)
Gross transfers between funds		17,996	(17,996)	-
Net movement in funds		11,601	(19,721)	(8,120)
Reconciliation of funds				
Total funds brought forward		26,824	20,035	46,859
Total funds carried forward	13	38,425	314	38,739
	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
Income and Endowments from:				
Donations and legacies		21,205	2,928	24,133
Charitable activities		-	9,130	9,130
Total income		21,205	12,058	33,263
Expenditure on:				
Charitable activities		(3,358)	(8,474)	(11,832)
Other expenditure	6	(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
Reconciliation of funds				
Total funds brought forward		25,031	17,165	42,196
Total funds carried forward	13	26,824	20,035	46,859

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2023 is shown in note 13.

Dramatize Charity
(Registration number: 1095576)
Balance Sheet as at 31 January 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	10	25,269	1,268
Current assets			
Cash at bank and in hand	11	14,870	46,791
Creditors: Amounts falling due within one year	12	<u>(1,400)</u>	<u>(1,200)</u>
Net current assets		<u>13,470</u>	<u>45,591</u>
Net assets		<u><u>38,739</u></u>	<u><u>46,859</u></u>
Funds of the charity:			
Restricted income funds			
Restricted funds	13	314	20,035
Unrestricted income funds			
Unrestricted funds		<u>38,425</u>	<u>26,824</u>
Total funds	13	<u><u>38,739</u></u>	<u><u>46,859</u></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 2024

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 2024 (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	-	1,019	1,019
Donations	15,669	-	15,669
Total for 2024	<u>15,669</u>	<u>1,019</u>	<u>16,688</u>
Grants from other charities	-	2,928	2,928
Regular giving and capital donations	21,205	-	21,205
Total for 2023	<u>21,205</u>	<u>2,928</u>	<u>24,133</u>

3 Income from charitable activities

	Restricted funds £	Total funds £
Total for 2023	<u>9,130</u>	<u>9,130</u>

Dramatize Charity

Notes to the Financial Statements for the Year Ended 31 January 2024 (continued)

4 Other income

	Unrestricted funds General £	Total funds £
Gains on sale of intangible fixed assets for charity's own use	11,000	11,000
Total for 2024	<u>11,000</u>	<u>11,000</u>

5 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total funds £
Note			
Services	-	1,071	1,071
Services	6,110	-	6,110
Total for 2024	<u>6,110</u>	<u>1,071</u>	<u>7,181</u>
Supplies and materials	124	-	124
Services	-	8,474	8,474
Services	2,999	-	2,999
Legal and professional fees	235	-	235
Total for 2023	<u>3,358</u>	<u>8,474</u>	<u>11,832</u>

Dramatize Charity

Notes to the Financial Statements for the Year Ended 31 January 2024 (continued)

6 Other expenditure

	Unrestricted funds General	Restricted funds	Total funds
Note	£	£	£
Independent examiner fees			
Examination of the financial statements	1,200	-	1,200
Repairs and renewals	3,145	-	3,145
Accountancy fees	320	-	320
Management	10,633	-	10,633
Depreciation of office equipment	-	1,673	1,673
Depreciation of office equipment	500	-	500
Insurance	783	-	783
Telephone and fax	839	-	839
Computer software and maintenance costs	31	-	31
Sundry expenses	151	-	151
Motor expenses	164	-	164
Marketing/Fundraising	9,188	-	9,188
Total for 2024	<u>26,954</u>	<u>1,673</u>	<u>28,627</u>
Independent Examiner's remuneration	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
Total for 2023	<u>15,500</u>	<u>1,268</u>	<u>16,768</u>

7 Trustees remuneration and expenses

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

8 Independent examiner's remuneration

	2024 £	2023 £
Examination of the financial statements	<u>1,200</u>	<u>1,200</u>

Dramatize Charity

Notes to the Financial Statements for the Year Ended 31 January 2024 (continued)

9 Taxation

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

10 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Motor vehicles £	Total £
Cost				
At 1 February 2023	-	5,071	41,118	46,189
Additions	22,552	3,622	-	26,174
Disposals	-	-	(41,118)	(41,118)
At 31 January 2024	22,552	8,693	-	31,245
Depreciation				
At 1 February 2023	-	3,803	41,118	44,921
Charge for the year	-	2,173	-	2,173
Eliminated on disposals	-	-	(41,118)	(41,118)
At 31 January 2024	-	5,976	-	5,976
Net book value				
At 31 January 2024	22,552	2,717	-	25,269
At 31 January 2023	-	1,268	-	1,268

Land and buildings is the planning, architect and survey fees for a premises.

11 Cash and cash equivalents

	2024 £	2023 £
Cash at bank	14,870	46,791

12 Creditors: amounts falling due within one year

	2024 £	2023 £
Accruals	1,400	1,200

Dramatize Charity

Notes to the Financial Statements for the Year Ended 31 January 2024 (continued)

13 Funds

	Balance at 1 February 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 January 2024 £
Unrestricted funds					
<i>General</i>					
Unrestricted	26,824	26,669	(33,064)	17,996	38,425
Restricted funds					
COVID resources	402	-	(439)	37	-
Sensory Garden	1,401	-	(1,087)	-	314
Workshops	8,918	1,019	49	(9,986)	-
IPads and Apple	1,314	-	(1,267)	(47)	-
Mobile hoist	8,000	-	-	(8,000)	-
Total restricted funds	<u>20,035</u>	<u>1,019</u>	<u>(2,744)</u>	<u>(17,996)</u>	<u>314</u>
Total funds	<u>46,859</u>	<u>27,688</u>	<u>(35,808)</u>	<u>-</u>	<u>38,739</u>
	Balance at 1 February 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 January 2023 £
Unrestricted funds					
<i>General</i>					
Unrestricted	25,031	21,205	(18,859)	(553)	26,824
Restricted					
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
Legal	-	528	(992)	464	-
Total restricted funds	<u>17,165</u>	<u>12,059</u>	<u>(9,742)</u>	<u>553</u>	<u>20,035</u>
Total funds	<u>42,196</u>	<u>33,264</u>	<u>(28,601)</u>	<u>-</u>	<u>46,859</u>

Dramatize Charity

Notes to the Financial Statements for the Year Ended 31 January 2024 (continued)

14 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 January 2024 £
Tangible fixed assets	24,053	1,216	25,269
Current assets	15,772	(902)	14,870
Current liabilities	(1,400)	-	(1,400)
Total net assets	<u>38,425</u>	<u>314</u>	<u>38,739</u>
	Unrestricted funds General £	Restricted funds £	Total funds at 31 January 2023 £
Tangible fixed assets	-	1,268	1,268
Current assets	28,024	18,767	46,791
Current liabilities	(1,200)	-	(1,200)
Total net assets	<u>26,824</u>	<u>20,035</u>	<u>46,859</u>

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Signature 1

Signed by Karen Denise Davies using authentication code dkNvL3pHaGsxS3pS at IP address 82.132.231.113, on 2024/10/24 12:45:02 Z.

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