

Charity registration number: 1095576

Dramatize Charity

Annual Report and Financial Statements

for the Year Ended 31 January 2025

Dramatize Charity

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Dramatize Charity

Reference and Administrative Details

Chair

K D Davies

Trustees

J L Smith

B Woods (appointed 30 September 2024)

J Rennie (appointed 30 September 2024)

K Maidment (resigned 7th October 2025)

R Bradley (resigned 3rd September 2024)

N Armao (resigned 1st May 2025)

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 2025.

Objectives and activities

Objects and aims

The Activities and Objectives of the year were to:

1. To build upon the number of students with learning disabilities within our workshops.
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: Our workshops have evolved to cater to various levels of need, initially focusing on care and support. However, this approach led to a diminished emphasis on the artistic elements of our sessions. To address this, we relocated our workshops to a new venue, providing participants with the opportunity to develop new skills across different art forms. While this shift has resulted in a decrease in attendance, it has also opened up more opportunities for those seeking to advance their artistic abilities.

Objective 2: After careful consideration and allocation of sufficient time and resources, the board has decided to discontinue searching for third-party funders. This decision aims to redirect our funding and resources toward other projects that directly benefit our students.

Objective 3: We are pleased to announce the addition of Jessica Rennie and Bradley Woods to our board of trustees. Their expertise and dedication will be invaluable as we continue to advance our mission. At the same time, we bid a heartfelt farewell to Ray Bradley, expressing our deepest gratitude for his unwavering commitment and significant contributions over the years.

Objective 4: Our involvement with Dramatize Community Centre has significantly enhanced our visibility, allowing us to collaborate with local charities, minority groups, and individuals we might not have otherwise connected with. This partnership has enabled us to offer support through in-kind contributions and donations.

The charity has invested significant time and resources into securing funding for the building project, but despite efforts, including the involvement of a third-party fundraiser, the necessary capital has not been obtained. Financial concerns were raised regarding the sustainability of ongoing expenditures, which could divert funds from other vital programs. The board discussed alternative funding sources, such as smaller grants, community fundraising events and agreed to reassess the feasibility of the building project. It was suggested that relocating workshops to alternative venues could be a viable solution, reducing the immediate need for new infrastructure. All trustees voted to end the project and cease any further funding to be allocated to that project. Any costs that were already capitalised in the charities balance sheet were realised into the statement of financial activities during this year.

Dramatize Charity

Trustees' Report (continued)

Chairs report:

Over the past year, we have focused on our charity's future, ensuring continued support for our students, parents, and carers.

To ensure our mission is effectively achieved, we have restructured our operations to enhance efficiency, foster innovation, and improve upon our offer. The board is excited about Dramatize's growth within local boroughs and the potential opportunities it brings to our charity.

In closing I would personally would 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 2025 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.

The charity holds reserves in a number of restricted funds.

1. 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.
2. Mobile Hoist - We received funding from the Woking Rotary Club to install a Changing Places toilet equipped with a profile bed and hoist. This installation will allow individuals who are wheelchair-bound to access personal care facilities more easily.

The reserves held at 31 January 2025 in each of these funds are as follows:

Sensory garden -£314

Mobile hoist - £2,003

Total restricted: £2,317

Unrestricted: £12,762

Total reserves held: £15,079

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.

Dramatize Charity

Trustees' Report (continued)

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. New trustees are also briefed on our Declaration of Trustee and Articles of association and their role of a trustee. 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 2025.

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 2025

| | Note | Unrestricted funds £ | Restricted funds £ | Total 2025 £ |
|------------------------------------|------|----------------------------|-----------------------|--------------------|
| Income and Endowments from: | | | | |
| Donations and legacies | 2 | 13,284 | 2,671 | 15,955 |
| Charitable activities | | 14,429 | - | 14,429 |
| Total income | | 27,713 | 2,671 | 30,384 |
| Expenditure on: | | | | |
| Charitable activities | 3 | (7,675) | - | (7,675) |
| Other expenditure | 4 | (45,701) | (668) | (46,369) |
| Total expenditure | | (53,376) | (668) | (54,044) |
| Net (expenditure)/income | | (25,663) | 2,003 | (23,660) |
| Net movement in funds | | (25,663) | 2,003 | (23,660) |
| Reconciliation of funds | | | | |
| Total funds brought forward | | 38,425 | 314 | 38,739 |
| Total funds carried forward | 12 | 12,762 | 2,317 | 15,079 |
| | Note | Unrestricted funds £ | Restricted funds £ | Total 2024 £ |
| Income and Endowments from: | | | | |
| Donations and legacies | 2 | 15,669 | 1,019 | 16,688 |
| Other income | | 11,000 | - | 11,000 |
| Total income | | 26,669 | 1,019 | 27,688 |
| Expenditure on: | | | | |
| Charitable activities | 3 | (6,110) | (1,071) | (7,181) |
| Other expenditure | 4 | (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 | 12 | 38,425 | 314 | 38,739 |

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

The funds breakdown for 2024 is shown in note 12.

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 2025

| | Note | 2025 £ | 2024 £ |
|---|------|-----------|-----------|
| Fixed assets | | | |
| Tangible assets | 8 | 8,412 | 25,269 |
| Current assets | | | |
| Debtors | 9 | 472 | - |
| Cash at bank and in hand | 10 | 8,295 | 14,870 |
| | | 8,767 | 14,870 |
| Creditors: Amounts falling due within one year | 11 | (2,100) | (1,400) |
| Net current assets | | 6,667 | 13,470 |
| Net assets | | 15,079 | 38,739 |
| Funds of the charity: | | | |
| Restricted income funds | | | |
| Restricted funds | 12 | 2,317 | 314 |
| Unrestricted income funds | | | |
| Unrestricted funds | | 12,762 | 38,425 |
| Total funds | 12 | 15,079 | 38,739 |

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 2025

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 2025 (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 £ |
|--------------------------------------|---------------------------------------|--------------------------|---------------------|
| Donations | 13,284 | 2,671 | 15,955 |
| Total for 2025 | 13,284 | 2,671 | 15,955 |
| Grants from other charities | - | 1,019 | 1,019 |
| Regular giving and capital donations | 15,669 | - | 15,669 |
| Total for 2024 | 15,669 | 1,019 | 16,688 |

Dramatize Charity

Notes to the Financial Statements for the Year Ended 31 January 2025 (continued)

3 Expenditure on charitable activities

| | Note | Unrestricted funds General £ | Restricted funds £ | Total funds £ |
|-----------------------|------|---------------------------------------|--------------------------|---------------------|
| Management | | 7,574 | - | 7,574 |
| Charitable donations | | 101 | - | 101 |
| Total for 2025 | | <u>7,675</u> | - | <u>7,675</u> |
| Services | | - | 1,071 | 1,071 |
| Services | | 6,110 | - | 6,110 |
| Total for 2024 | | <u>6,110</u> | 1,071 | <u>7,181</u> |

Dramatize Charity

Notes to the Financial Statements for the Year Ended 31 January 2025 (continued)

4 Other expenditure

| Note | Unrestricted funds General £ | Restricted funds £ | Total funds £ |
|---|---------------------------------------|--------------------------|---------------------|
| Independent examiner fees | | | |
| Examination of the financial statements | 1,200 | - | 1,200 |
| Repairs and renewals | 1,550 | - | 1,550 |
| Accountancy fees | 1,492 | - | 1,492 |
| Legal and professional fees | 27,304 | - | 27,304 |
| Depreciation of office equipment | - | 668 | 668 |
| Depreciation of office equipment | 2,136 | - | 2,136 |
| Insurance | 338 | - | 338 |
| Telephone and fax | 367 | - | 367 |
| Computer software and maintenance costs | 253 | - | 253 |
| Marketing/Fundraising | 11,061 | - | 11,061 |
| Total for 2025 | 45,701 | 668 | 46,369 |
| Independent Examiner's remuneration | 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 | 26,954 | 1,673 | 28,627 |

5 Trustees remuneration and expenses

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

6 Independent examiner's remuneration

| | 2025 £ | 2024 £ |
|---|-----------|-----------|
| Examination of the financial statements | 1,200 | 1,200 |

Dramatize Charity

Notes to the Financial Statements for the Year Ended 31 January 2025 (continued)

7 Taxation

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

8 Tangible fixed assets

| | Land and buildings £ | Furniture and equipment £ | Total £ |
|-----------------------|----------------------------|---------------------------------|------------|
| Cost | | | |
| At 1 February 2024 | 22,552 | 8,693 | 31,245 |
| Additions | 4,752 | 8,499 | 13,251 |
| Disposals | (27,304) | - | (27,304) |
| At 31 January 2025 | - | 17,192 | 17,192 |
| Depreciation | | | |
| At 1 February 2024 | - | 5,976 | 5,976 |
| Charge for the year | - | 2,804 | 2,804 |
| At 31 January 2025 | - | 8,780 | 8,780 |
| Net book value | | | |
| At 31 January 2025 | - | 8,412 | 8,412 |
| At 31 January 2024 | 22,552 | 2,717 | 25,269 |

9 Debtors

| | 2025 £ | 2024 £ |
|-------------|-----------|-----------|
| Prepayments | 472 | - |

10 Cash and cash equivalents

| | 2025 £ | 2024 £ |
|--------------|-----------|-----------|
| Cash at bank | 8,295 | 14,870 |

11 Creditors: amounts falling due within one year

| | 2025 £ | 2024 £ |
|-----------------|-----------|-----------|
| Trade creditors | 600 | - |
| Accruals | 1,500 | 1,400 |
| | 2,100 | 1,400 |

Dramatize Charity

Notes to the Financial Statements for the Year Ended 31 January 2025 (continued)

12 Funds

| | Balance at 1 February 2024 £ | Incoming resources £ | Resources expended £ | Balance at 31 January 2025 £ | |
|------------------------|------------------------------------|----------------------------|----------------------------|------------------------------------|------------------------------------|
| Unrestricted funds | | | | | |
| General | | | | | |
| Unrestricted | 38,425 | 27,713 | (53,376) | 12,762 | |
| Restricted funds | | | | | |
| Sensory Garden | 314 | - | - | 314 | |
| Mobile hoist | - | 2,671 | (668) | 2,003 | |
| Total restricted funds | 314 | 2,671 | (668) | 2,317 | |
| Total funds | 38,739 | 30,384 | (54,044) | 15,079 | |
| | Balance at 1 February 2023 £ | Incoming resources £ | Resources expended £ | Transfers £ | Balance at 31 January 2024 £ |
| Unrestricted funds | | | | | |
| General | | | | | |
| Unrestricted | 26,824 | 26,669 | (33,064) | 17,996 | 38,425 |
| Restricted | | | | | |
| 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 | 20,035 | 1,019 | (2,744) | (17,996) | 314 |
| Total funds | 46,859 | 27,688 | (35,808) | - | 38,739 |

Dramatize Charity

Notes to the Financial Statements for the Year Ended 31 January 2025 (continued)

13 Analysis of net assets between funds

| | Unrestricted funds General £ | Restricted funds £ | Total funds at 31 January 2025 £ |
|-----------------------|---------------------------------------|--------------------------|---|
| Tangible fixed assets | 6,095 | 2,317 | 8,412 |
| Current assets | 8,767 | - | 8,767 |
| Current liabilities | (2,100) | - | (2,100) |
| Total net assets | 12,762 | 2,317 | 15,079 |
| | 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 | 38,425 | 314 | 38,739 |

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

Signature 1

Signed by Karen Denise Davies using authentication code ayh1ZGVwdGcoTGxK at IP address 176.250.18.205, on 2025/10/31 13:42:53 Z.

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