

# GEOFFREY WHITWORTH THEATRE LIMITED

England & Wales · Charity number 1099081

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [00631812](#)

**Registered** 2003-08-20

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 44 Rowanwood Avenue  
Sidcup  
DA15 8WN

**Phone** 07740699287

**Email** [enquiries@thegwt.org.uk](mailto:enquiries@thegwt.org.uk)

**Website** [www.thegwt.org.uk](http://www.thegwt.org.uk)

## Activities

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**Objects:** TO PROMOTE, MAINTAIN , IMPROVE, AND ADVANCE PUBLIC EDUCATION, ARTISTIC TASTE IN AND APPRECIATION OF THE ARTS IN THE LONDON BOROUGH OF BEXLEY AND THE NEIGHBOURHOOD INCLUDING THE ARTS OF DANCE, DRAMA, MUSIC AND SINGING AND WITHIN SUCH OBJECTS MAKE PARTICULAR PROVISION FOR EDUCATIONAL AND COMMUNITY PROGRAMMES FOR THE BENEFIT OF THE PUBLIC

**Activities:** The Company's principal activity during the year continued to be the management of the property consisting of the Geoffrey Whitworth Theatre.

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, The General Public/mankind

## Geography

- **Area of benefit:** LONDON BOROUGH OF BEXLEY AND THE NEIGHBOURHOOD
- Bexley
- Kent

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-07-31 | £142,348 | £130,337    | -      | -         |
| 2024-07-31 | £117,593 | £116,184    | -      | -         |
| 2023-07-31 | £147,553 | £140,877    | -      | -         |
| 2022-07-31 | £96,244  | £95,360     | -      | -         |
| 2021-07-31 | £46,991  | £48,201     | -      | -         |

## Trustees

| Name             | Role | Appointed  |
|------------------|------|------------|
| DAVID ADAMS      |      | 2015-10-01 |
| David Webster    |      | 2020-10-03 |
| LESLEY ROBINS    |      |            |
| Lawrence Watling |      | 2021-10-02 |
| Liz Naisbitt     |      | 2016-10-01 |
| RACHEL LINDSEY   |      | 2014-01-05 |
| SUSAN HIGGINSON  |      | 2013-12-20 |
| Vivien Goodwin   |      | 2022-01-23 |

**GEOFFREY WHITWORTH THEATRE LIMITED**

England & Wales - Charity number 1099081

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# Accounts

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Registered number 631812  
Charity number 1099081

**GEOFFREY WHITWORTH THEATRE LIMITED**  
(Limited by Guarantee)

**Unaudited Accounts  
for the year ended  
31 July 2025**

# **GEOFFREY WHITWORTH THEATRE LIMITED**

## **Contents of the Accounts for the year ended 31 July 2025**

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# **GEOFFREY WHITWORTH THEATRE LIMITED**

## **Trustees' Report (Trustees are Directors of the Company) for the year ending 31 July 2025**

The Trustees are pleased to present their annual report together with the financial statements of the charity for the year ended 31 July 2025 which are also prepared to meet the requirements for a Trustees' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

### **OBJECTIVES AND ACTIVITIES**

The charity owns and operates an amateur theatre, to promote, maintain, improve and advance public education in artistic taste for appreciation of the arts in the London Borough of Bexley and the neighbourhood. The theatre presents approximately 10 productions each year including dance, drama, music and singing making particular provisions for educational and community programmes for the benefit of the public.

The members of the theatre pay an annual subscription. The theatre operates via two sub-committees to govern both the drama content and manage the running of the theatre building.

### **ACHIEVEMENTS AND PERFORMANCE**

The Board has been convened 12 times since the last AGM and has always had a quorum (a minimum of three members). Procedure at Board meetings is governed by the Standing Orders. Standard items on the agenda at all meetings are the financial reports for the Company, the Secretary's report and correspondence and the reports of the Club and Drama Committees.

In conducting our affairs, the Trustees' paramount concern is to secure the long term future of the theatre, an endeavour for which we have provided evidence to the Charity Commission, and for the safety, comfort and enjoyment of our audiences, actors and all of the voluntary workers. As a charity we see our principal public benefit as being the continued provision of high quality amateur drama to the people of Crayford and the surrounding area which we are able to do at low prices by virtue of all actors and theatre staff being unpaid. Trustees were honoured and privileged that the award winning screen and play writer Martin Mc Donagh, agreed to be our next President.

Following the expensive projects of last summer (stage floor replacement, guttering replacement, and a new Fire alarm system), Trustees have continued with their main aim to build sustainability for the future while reducing energy costs. The Theatre Green Book building survey tool helped Trustees focus on what is required to reach these goals. Many of the issues highlighted were on the theatre development plan.

Trustees are actively looking at changing our electricity meter which will then allow us to sign up to greener energy providers, purchase more solar panels and batteries which will help reduce energy costs. Trustees are aware that we are in year 3 of a 5 years life expectancy for our Cyclorama lighting. Having made two unsuccessful bids to the Theatres Trust for financial support to remedy this with new cyclorama batons the Trustees have instigated a lighting fund in preparation for the ultimate replacement. A third bid will be made to the Trust in the hope they will look kindly on us.

Succession planning for key roles within the theatre has been a standing item at all meetings as we strive to ensure efficiency and effective management in all areas of the company.

This year Trustees agreed to extend the Youth Production by one night given the success of previous shows. Not only was the Youth group our most sustainable production but the 4 performances had an attendance rate of 95.34%. Following what could be seen as a challenging season of plays to stage Trustees were encouraged that membership and seat sales did not show a significant decline on last year.

Trustees were very pleased the Drama Committee were able to secure a Minack August slot for 2027.

With fluctuating interest rates Trustees have continued with short term investments

Trustees are very grateful to both Drama and Club Committee for the hard work and time they put into arranging, organising and ensuring all aspects of the theatre are working perfectly for every production.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Trustees' Report (continued) for the year ending 31 July 2025

Audience and active members will have noticed improvements during the course of the season to publicity, chip and pin machines, more effective faster broadband.

### FINANCIAL REVIEW

The net incoming resources for the year totalled £12,011 (2024 £1,409). None of the resources is to be used on restricted projects.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

The Company was incorporated on 3 July 1959 and is governed by a Memorandum of Association adopted in revised form on 5 October 2002, when the Company gained charitable status. Following the merger of the Company and the Club, the Memorandum and Articles of Association were updated again and the changes formally adopted in February 2016.

Board membership is limited to nine. As stipulated in the Articles of Association, the number of trustees nearest to, but not exceeding, one third, being those who have served longest since appointment or reappointment, are subject to retirement by rotation and are eligible for re-appointment in Annual General Meeting. New Trustees may be appointed in Annual General Meeting.

The Trustees and Committee Members who served throughout the year were:-

|                       |             |            |
|-----------------------|-------------|------------|
| D Webster (Chair)     | L Watling   | V Goodwin  |
| L Robins              | S Higginson | E Naisbitt |
| R Lindsey (Secretary) | S Grubb     | D Adams    |

The theatre has an active and enthusiastic youth group. We are very proud of our Youth Group which we see as our future set of volunteers bringing their acting and technical talents to the work of the adult theatre. The charity also encourages the inclusion in its annual season plays that feature in local school syllabuses.

Drama  
(whose responsibility is to stage productions)  
Ben Gaston Chair  
David Webster Secretary  
Helen England  
Cath Bateman  
Holly Shaw LTG rep  
Dominic Higginson Clark  
Steve Hunt

Club  
(whose responsibility is to administer a public theatre)  
Lesley Robins Chair  
Alan Peck  
Richard Percival  
Gillian Gray  
Keith Dunn resigned January 2025  
Ceb Zebrat  
Kyle Marsh

Paul Allen (Co-opted)  
Mike Higginson (co opted March 25)

Only Company members are eligible for appointment as Trustees and only members of the Club with at least two years' standing may become members of the Company. Thus any new Trustee will already be familiar with the work of the charity, having been involved with it for a number of years. A new Trustee receives the Memorandum and Articles of Association of the Company and the Rules of the GWT, as well as a copy of the Charity Commission document *The Essential Trustee: What You Need To Know*

### TRUSTEES RESPONSIBILITIES

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Company and of the net movement of funds for that period.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Trustees' Report (continued) for the year ending 31 July 2025

In preparing those accounts, 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 statement; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the accounts comply with the Companies Act 2006 and the Charities Act 2011. They are also responsible for safeguarding the assets of the Company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

### RISK MANAGEMENT

The Trustees confirm that the major risks to which the charitable Company is exposed, as identified by the Trustees, have been reviewed and systems have been established to manage those risks.

There are governance risks which may arise from inappropriate or inadequate organisational structures, from difficulties in recruiting Trustees and other leading personnel with relevant skills and from conflicts of interest. As safeguards we have:

- the Memorandum of Association and Articles of the Company;
- the Rules of the Club which have been drawn up by the Trustees;
- The Standing Orders for the conduct of Trustees' meetings;
- the Report of the Trustees (in addition to the statutory required report attached to the accounts) presented to each Annual General Meeting; and
- the Trustees' liability insurance, reviewed annually.

There are operational risks which may arise from failures in service quality, inadequate controls on contract pricing, welfare and health and safety complaints from our volunteers, fraud and misappropriation.

As safeguards we have:

- the responsibilities of the Club and its Drama Sub Committee closely defined in the Rules, with monthly reports presented to Trustees;
- insurances, including both public and employer's liability insurance, which documents are displayed in the foyer;
- policies in respect of financial management and all risks to our volunteer workers and audience.

There are financial risks which may arise from failures in the accuracy and timeliness of financial information, from the inadequacy of reserves, from cash-flow difficulties, from the diversity of income sources and from the risks involved in investment management. As safeguards we have:

- a financial management policy (listed above);
- a policy on reserves;
- monthly financial reports, and
- annual accounts, reviewed by an accountant and presented to the Annual General Meeting.

There are risks to the conduct of the business due to external factors, including public perception, adverse publicity, demographic changes and government policy. As safeguards we have:

- our affiliation to the Little Theatre Guild of Great Britain, an umbrella organisation which is a source of information and advice;
- our membership to the National Operation and Dramatic Association (NODA)

# **GEOFFREY WHITWORTH THEATRE LIMITED**

## **Trustees' Report (continued) for the year ending 31 July 2025**

- our publicity machinery, including press releases, widely distributed brochures and posters, and the Club's monthly magazine distributed to approximately 1,100 members.

We may face minor risks arising from failure to comply with the law and local or national government regulations, which might lead us to infringe trust law, employment law and regulatory requirements for such activities as fund-raising, the protection of our volunteers, Club members and the children attending the Club's Youth Theatre. In order to minimise such risks we have:

- a Premises Licence from the London Borough of Bexley
- a child protection policy and health and safety policies which, as with all other policies, are controlled by the Trustees;
- annual health and safety inspections as required by our insurers;
- our disaster response and recovery plan;
- insurance cover for the building and its contents, reviewed annually; - the Club's uncommitted reserves, which are currently maintained in excess of £75,000.

There is the general risk to the continuation of the business of the theatre, which could arise from such an event as a fire or, for example, illness among several members of the cast of a play, necessitating its cancellation. We have to safeguard against the loss of the theatre's sole source of income: ticket sales and bar and coffee bar sales. Accordingly we have:

- our disaster response and recovery plan;
- insurance cover for the building and its contents, reviewed annually;
- the Club's uncommitted reserves, which are currently maintained in excess of £75,000.

The above policies are reviewed by the Trustees annually. The policies are readily available to all volunteers and Club members. Copies of certain policies are given to those volunteers for whom they should be working guidelines.

### **FUTURE STRATEGY**

Among its objects the charity seeks to promote young people's enthusiasm for drama and their involvement in the dramatic arts by including them wherever possible in acting and backstage work for productions. Technical outreach workshops in a local Academy will support a new cohort of young people to experience all we have to offer.

A continuing priority is to secure a volunteer workforce that can support the season. Usually approximately 200 volunteers work throughout the season to support us in meeting our aims and objectives. Trustees will keep membership, seat sales and attendance under constant vigilance. A developing publicity team and strategy will support work in this area.

The Trustees continue to consider future developments that meet their major priority of building sustainability for the future, whilst also building and maintaining sufficient reserves to cover a major eventuality.

### **REFERENCE AND DEMONSTRATIVE DETAILS**

The Geoffrey Whitworth Theatre Limited is a company (registered number 631812) limited by guarantee and therefore with no share capital, and a registered charity (number 1099081)

#### **ASSOCIATION SECRETARY**

R Lindsey

#### **REGISTERED OFFICE**

15-17 Beech Walk  
Crayford  
Kent DA1 4NP

#### **BANKERS**

HSBC Bank plc  
38 High Street  
Dartford DA1 1DG

# GEOFFREY WHITWORTH THEATRE LIMITED

## Trustees' Report (continued) for the year ending 31 July 2025

### SMALL COMPANY PROVISIONS

This report of the Trustees has been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies.

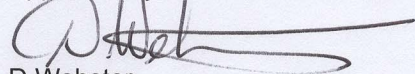
### STATEMENT AS TO DISCLOSURE TO OUR INDEPENDENT EXAMINER

In so far as the Trustees are aware at the time of approving our annual report:

- there is no relevant information, being information needed by the accountant in connection with preparing their report, of which the Independent Examiner is unaware, and

- the Trustees, having made enquiries of fellow Trustees and the Independent Examiner, that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a Trustee in order to make themselves aware of any relevant audit information and to establish that the Independent Examiner is aware of that information.

Approved by the Board on ..... 04/10/25 .....



D Webster  
Trustee

# GEOFFREY WHITWORTH THEATRE LIMITED

## Independent Examiner's Report

### Accountant's Report on the unaudited accounts to the directors of GEOFFREY WHITWORTH THEATRE LIMITED

In accordance with the engagement letter dated 28 September 2018, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company which comprise the Statement of Financial Activities, Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Company's Board of Trustees, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Trustees that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Trustees, as a body, for our work or for this report.

You have acknowledged on the Balance Sheet for the year ended 31 July 2025 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.



Joanna McGovern MBA FCCA FMAAT ATT(Fellow)  
Brendan P Byrne & Co Ltd Accountants, Bexley

Independent Examiner

Date 4/10/25

# GEOFFREY WHITWORTH THEATRE LIMITED

## Statement of Financial Performance (including Income and Expenditure Account) for the year ended 31 July 2025

|   | Notes | Total Funds<br>Year<br>2025 |                | Total Funds<br>Year<br>2024 |                |
|---|-------|-----------------------------|----------------|-----------------------------|----------------|
|   |       | £                           | £              | £                           | £              |
| <b>Incoming Resources</b>                       |       |                             |                |                             |                |
| General donations and similar income            | 3     |                             | 22             |                             | 67             |
| Activities to further the charity's objectives: | 2     |                             |                |                             |                |
| Seat sales                                      |       | 113,233                     |                | 90,365                      |                |
| Subscriptions                                   |       | 9,824                       |                | 10,738                      |                |
| Touring productions                             |       | <u>0</u>                    |                | <u>0</u>                    |                |
|   |       |                             | 123,056        |                             | 101,102        |
| Activities to generate funds:                   |       |                             |                |                             |                |
| Bar profit/(loss)                               |       | 11,945                      |                | 8,506                       |                |
| Coffee shop profit/(loss)                       |       | 2,821                       |                | 3,077                       |                |
| Other   |       | <u>485</u>                  |                | <u>1,367</u>                |                |
|   |       |                             | 15,250         |                             | 12,950         |
| Grants  |       |                             | -              |                             | -              |
| Interest Received                               |       |                             | <u>4,019</u>   |                             | <u>3,474</u>   |
|   |       |                             | <u>142,348</u> |                             | <u>117,593</u> |
| <b>Resources Expended</b>                       |       |                             |                |                             |                |
| Costs of generating funds:                      |       |                             |                |                             |                |
| Bank charges and interest                       |       |                             | 1,292          |                             | 1,601          |
| Building Expenditure:                           |       |                             |                |                             |                |
| Rates   |       | 1,204                       |                | 1,035                       |                |
| Energy  |       | 16,013                      |                | 14,550                      |                |
| Insurance                                       |       | 9,053                       |                | 8,622                       |                |
| Repairs and renewals                            |       | 14,650                      |                | 17,764                      |                |
| Professional fees                               |       | 350                         |                | 1,035                       |                |
| Telephone                                       |       | 741                         |                | 784                         |                |
| Depreciation                                    |       | 16,261                      |                | 16,753                      |                |
| Sundry expenses                                 |       | <u>4,554</u>                |                | <u>5,487</u>                |                |
|   |       |                             | 62,826         |                             | 66,029         |
| Drama Expenditure:                              |       |                             |                |                             |                |
| Production expenses                             |       | 59,167                      |                | 39,472                      |                |
| Computer costs and website                      |       | 243                         |                | 283                         |                |
| Printing and publicity                          |       | 4,880                       |                | 6,465                       |                |
| Programmes                                      |       | <u>1,930</u>                |                | <u>2,335</u>                |                |
|   |       |                             | 66,220         |                             | 48,555         |
| Total Resources Expended                        |       |                             | <u>130,337</u> |                             | <u>116,184</u> |
| <b>Net Movement in Funds</b>                    | 10    |                             | <u>12,011</u>  |                             | <u>1,409</u>   |

None of the other funds are restricted in nature for 2024 or 2025.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Statement of Financial Position (Balance Sheet) as at 31 July 2025

|   | Notes | 2025                  | 2024                  |
|---|-------|-----------------------|-----------------------|
|   |       | £                     | £                     |
| <b>Fixed Assets</b>                                   |       |                       |                       |
| Tangible Assets                                       | 4     | 244,530               | 257,989               |
| <b>Current Assets</b>                                 |       |                       |                       |
| Stocks  |       | 10,576                | 9,717                 |
| Debtors   | 5     | 24,313                | 19,840                |
| Cash at bank and in hand                              | 6     | 163,491               | 141,730               |
|   |       | <u>198,381</u>        | <u>171,287</u>        |
| <b>Creditors: amounts falling due within one year</b> | 7     | (15,176)              | (13,416)              |
| <b>Net current liabilities</b>                        |       | <u>183,205</u>        | <u>157,871</u>        |
| <b>Total assets less current liabilities</b>          |       | <u><u>427,735</u></u> | <u><u>415,860</u></u> |
| <b>The Funds of the Charity</b>                       | 10    |                       |                       |
| Appeal fund   |       | -                     | -                     |
| Life membership fund                                  |       | 4,433                 | 4,569                 |
| Accumulated fund                                      |       | 423,302               | 411,291               |
|   |       | <u><u>427,735</u></u> | <u><u>415,860</u></u> |

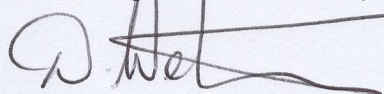
The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 July 2025 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements were approved by the Board of Directors on 04/10/25 and were signed on its behalf by:



Director

# GEOFFREY WHITWORTH THEATRE LIMITED

## Notes to the accounts at 31 July 2025

### 1. Accounting Policies

#### Basis of Preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The Geoffrey Whitworth Theatre Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### Depreciation

No depreciation has been provided on freehold property because it is the practice to maintain the property in a continual state of sound repair. The life of the building and its residual value is considered to be so high that depreciation should not be provided. Any improvements to the premises will be depreciated at the rate of 25% per annum on a reducing balance basis except specific fixtures which have been determined to have a 20 year life. The rest of the equipment that is owned by the company is depreciated using the straight-line method over 3, 5 or 10 years depending on the expected useful life of each item purchased, this methodology has been adopted from the club's previous practices and deemed appropriate to continue.

#### Funds

Unrestricted funds are incoming resources receivable without further specified purpose and are available as general funds, restricted funds are to be used for specific purposes as laid down by the donor

#### Resources Expended

Resources expended are recognised in the period in which they are incurred, they include VAT which cannot be recovered but do not include the value of services provided by volunteers

#### Risk Management

The Company's risk management programme seeks to minimise potential adverse effects on the Company's financial performance as described in the Trustees' Report on pages 2 to 5.

#### Interest

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank

### 2. Incoming resources from activities to further the charities objectives

Incoming Resources, which is stated net of value added tax where applicable, represents amounts charged to the membership for subscriptions to the theatre, seat sales for members and public watching performances, further funds come from ancillary income from the sales of refreshments and the like.

### 3. General donations and similar income

Donations can include sums from sales of unused items from the props store or wardrobe of the theatre and although the funds are not formally restricted in nature it is the intention of the Trustees to use the cash generated to purchase costumes and the like for use in future productions.

The charity is now registered for gift aid.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Notes to the accounts, continued at 31 July 2025

### 4. Tangible fixed assets

|                        | Freehold<br>Property<br>£ | Freehold<br>Land<br>£ | Improvements<br>and Fixtures<br>£ | Plant and<br>Machinery<br>£ | Total<br>£     |
|------------------------|---------------------------|-----------------------|-----------------------------------|-----------------------------|----------------|
| <b>Cost</b>            |                           |                       |                                   |                             |                |
| At 1 August 2024       | 38,373                    | 72,395                | 403,443                           | 248,348                     | 762,559        |
| Additions              | -                         | -                     | -                                 | 2,803                       | 2,803          |
| Disposals              | -                         | -                     | -                                 | -                           | -              |
| At 31 July 2025        | <u>38,373</u>             | <u>72,395</u>         | <u>403,443</u>                    | <u>251,151</u>              | <u>765,362</u> |
| <b>Depreciation</b>    |                           |                       |                                   |                             |                |
| At 1 August 2024       | -                         | -                     | 300,401                           | 204,170                     | 504,571        |
| Charge for the Year    | -                         | -                     | 7,381                             | 8,880                       | 16,261         |
| Eliminated on Disposal | -                         | -                     | -                                 | -                           | -              |
| At 31 July 2025        | <u>-</u>                  | <u>-</u>              | <u>307,782</u>                    | <u>213,050</u>              | <u>520,832</u> |
| <b>Net book value</b>  |                           |                       |                                   |                             |                |
| At 31 July 2025        | <u>38,373</u>             | <u>72,395</u>         | <u>95,661</u>                     | <u>38,101</u>               | <u>244,530</u> |
| At 31 July 2024        | <u>38,373</u>             | <u>72,395</u>         | <u>103,042</u>                    | <u>44,178</u>               | <u>257,988</u> |

Freehold Land represents the purchase cost of some land for additional car parking adjacent to the Freehold Property that consists of the theatre itself.

The brought forward balances for improvements to premises include projects approved by the Arts Council for a lottery grant and the expenditure includes the completed projects so far such as the extra land, extension, seating, artwork, car park and disabled facilities. These figures have been stated net of that grant received. A similar approach was adopted for the later refurbishment of the toilets, included in additions at 31 July 2020. The expenditure was also shown net of the grant received from the Theatres Trust for accessibility.

### 5. Debtors

|                               | 2025          | 2024          |
|-------------------------------|---------------|---------------|
|                               | £             | £             |
| Other debtors and prepayments | 24,313        | 19,840        |
| Value added tax               | -             | -             |
|                               | <u>24,313</u> | <u>19,840</u> |

### 6. Cash at bank and in hand

|                          | 2025           | 2024           |
|--------------------------|----------------|----------------|
|                          | £              | £              |
| Premium business account | 81,791         | 79,321         |
| Current accounts         | 50,931         | 31,619         |
| Fixed term deposits      | 30,000         | 30,000         |
| Cash in hand             | 770            | 790            |
|                          | <u>163,491</u> | <u>141,730</u> |

# GEOFFREY WHITWORTH THEATRE LIMITED

## Notes to the accounts, continued at 31 July 2025

### 7. Creditors: amounts falling due within one year

|  | 2025          | 2024          |
|--|---------------|---------------|
|  | £             | £             |
| Sundry creditors, accruals and deferred income | 13,957        | 11,673        |
| Provision for taxation                         | 1,219         | 1,743         |
|  | <u>15,176</u> | <u>13,416</u> |

### 8. Share capital

The company is limited by guarantee with no share capital. The liability of each member is limited by guarantee. Each member has agreed to contribute ten pounds in the event of the club being wound up.

### 9. Taxation

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by sub sections 466-517 Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes. Consequently there is no taxation charge for the year (2023: £nil).

### 10. Statement of Total Recognised Gains and Losses

|  | 2025           | 2024           |
|--|----------------|----------------|
|  | £              | £              |
| Restricted Funds - Appeal Fund:              |                |                |
| At 1 August                                  | -              | -              |
| Funds allocated to expenditure on roof works | -              | -              |
| At 31 July                                   | <u>-</u>       | <u>-</u>       |
| Restricted Funds - Life membership fund:     |                |                |
| At 1 August                                  | 4,569          | 4,931          |
| Reduction in numbers                         | (136)          | (362)          |
| At 31 July                                   | <u>4,433</u>   | <u>4,569</u>   |
|  | <b>2025</b>    | <b>2024</b>    |
|  | £              | £              |
| Unrestricted Funds - Accumulated Fund        |                |                |
| At 1 August                                  | 411,291        | 409,882        |
| Net movement of funds for the current year   | 12,011         | 1,409          |
| At 31 July                                   | <u>423,302</u> | <u>411,291</u> |

**GEOFFREY WHITWORTH THEATRE LIMITED**

England & Wales - Charity number 1099081

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# Accounts

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Registered number 631812  
Charity number 1099081

**GEOFFREY WHITWORTH THEATRE LIMITED**  
(Limited by Guarantee)

**Unaudited Accounts**  
**for the year ended**  
**31 July 2024**

# **GEOFFREY WHITWORTH THEATRE LIMITED**

## **Contents of the Accounts for the year ended 31 July 2024**

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# **GEOFFREY WHITWORTH THEATRE LIMITED**

## **Trustees' Report (Trustees are Directors of the Company) for the year ending 31 July 2024**

The Trustees are pleased to present their annual report together with the financial statements of the charity for the year ended 31 July 2024 which are also prepared to meet the requirements for a Trustees' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

### **OBJECTIVES AND ACTIVITIES**

The charity owns and operates an amateur theatre, to promote, maintain, improve and advance public education in artistic taste for appreciation of the arts in the London Borough of Bexley and the neighbourhood. The theatre presents approximately 10 productions each year including dance, drama, music and singing making particular provisions for educational and community programmes for the benefit of the public.

The members of the theatre pay an annual subscription. The theatre operates via two sub-committees to govern both the drama content and manage the running of the theatre building.

### **ACHIEVEMENTS AND PERFORMANCE**

The Board has been convened 12 times since the last AGM and has always had a quorum (a minimum of three members). Procedure at Board meetings is governed by the Standing Orders. Standard items on the agenda at all meetings are the financial reports for the Company, the Secretary's report and correspondence and the reports of the Club and Drama Committees.

In conducting our affairs, the Trustees' paramount concern is to secure the long-term future of the theatre, an endeavour for which we have provided evidence to the Charity Commission, and for the safety, comfort and enjoyment of our audiences, actors and all of the voluntary workers. As a charity we see our principal public benefit as being the continued provision of high-quality amateur drama to the people of Crayford and the surrounding area which we are able to do at low prices by virtue of all actors and theatre staff being unpaid.

Following a successful tour to the Minack Theatre in Cornwall during the summer of 2022 Trustees had the funding to implement elements from the development plan that would develop an infrastructure to support sustainability for the future. The stage floor was replaced with a harder wearing wooden floor, the fire alarm has been replaced and guttering improved. During the year the lift has required a number of maintenance updates. This large investment has required Trustees and Club to monitor the revenue budget closely to ensure any deficit is kept to a minimum. The continuation of ever-increasing energy bills have prompted the Trustees to look closely at effective ways of reducing our energy usage. The Trustees are actively exploring the feasibility of increasing the use of solar energy and preparing for ways of storing it. This will progress into the coming year. The move towards more LED lighting while energy saving will also be necessary as the tungsten bulbs are no longer made.

Many departments, including backstage and wardrobe, for example, are very adept at reusing, repurposing and recycling materials in line with the Little Theatre Guild's and Theatres Trust "Green Book". The theatre has enrolled as a sustainable theatre and while at the preliminary stage intend to focus on consolidating current good practice and move through the basic and intermediary levels in the coming year.

With fluctuating interest rates, the Trustees continually review market interest rates to maximise returns on the theatre's investments.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Trustees' Report (Trustees are Directors of the Company), cont. for the year ending 31 July 2024

### FINANCIAL REVIEW

The net incoming resources for the year totalled £1,409 (2023 £6,585). None of the resources is to be used on restricted projects.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

The Company was incorporated on 3 July 1959 and is governed by a Memorandum of Association adopted in revised form on 5 October 2002, when the Company gained charitable status. Following the merger of the Company and the Club, the Memorandum and Articles of Association were updated again and the changes formally adopted in February 2016.

Board membership is limited to nine. As stipulated in the Articles of Association, the number of trustees nearest to, but not exceeding, one third, being those who have served longest since appointment or reappointment, are subject to retirement by rotation and are eligible for re-appointment in Annual General Meeting. New Trustees may be appointed in Annual General Meeting.

The Trustees and Committee Members who served throughout the year were:-

|                   |                       |            |
|-------------------|-----------------------|------------|
| D Webster (Chair) | L Watling             | V Goodwin  |
| L Robins          | S Higginson           | E Naisbitt |
| D Adams           | R Lindsey (Secretary) | S Grubb    |

The theatre has an active and enthusiastic youth group. We are very proud of our Youth Group which we see as our future set of volunteers bringing their acting and technical talents to the work of the adult theatre. The charity also encourages the inclusion in its annual season plays that feature in local school syllabuses.

|   |  |
|---|--|
| Drama<br>(whose responsibility is to stage productions) | Club<br>(whose responsibility is to administer a public theatre) |
| Ben Gaston Chair  | Lesley Robins Chair  |
| David Webster Secretary                                 | Alan Peck  |
| Helen England   | Richard Percival   |
| Gaynor Griffin  | Gillian Gray   |
| Holly Shaw  | Keith Dunn   |
| Dominic Higginson Clark                                 | Ceb Zebrat   |
| Steve Hunt  | Kyle Marsh   |
| Brian Kemp (Co-Opted)                                   | Paul Allen (Co-opted)  |

Only Company members are eligible for appointment as Trustees and only members of the Club with at least two years' standing may become members of the Company. Thus any new Trustee will already be familiar with the work of the charity, having been involved with it for a number of years. A new Trustee receives the Memorandum and Articles of Association of the Company and the Rules of the GWT, as well as a copy of the Charity Commission document *The Essential Trustee: What You Need To Know*

### TRUSTEES RESPONSIBILITIES

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Company and of the net movement of funds for that period.

In preparing those accounts, 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;

## **GEOFFREY WHITWORTH THEATRE LIMITED**

### **Trustees' Report (Trustees are Directors of the Company), cont. for the year ending 31 July 2024**

- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statement; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the accounts comply with the Companies Act 2006 and the Charities Act 2011. They are also responsible for safeguarding the assets of the Company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **RISK MANAGEMENT**

The Trustees confirm that the major risks to which the charitable Company is exposed, as identified by the Trustees, have been reviewed and systems have been established to manage those risks.

There are governance risks which may arise from inappropriate or inadequate organisational structures, from difficulties in recruiting Trustees and other leading personnel with relevant skills and from conflicts of interest. As safeguards we have:

- the Memorandum of Association and Articles of the Company;
- the Rules of the Club which have been drawn up by the Trustees;
- The Standing Orders for the conduct of Trustees' meetings;
- the Report of the Trustees (in addition to the statutory required report attached to the accounts) presented to each Annual General Meeting; and
- the Trustees' liability insurance, reviewed annually.

There are operational risks which may arise from failures in service quality, inadequate controls on contract pricing, welfare and health and safety complaints from our volunteers, fraud and misappropriation.

As safeguards we have:

- the responsibilities of the Club and its Drama Sub Committee closely defined in the Rules, with monthly reports presented to Trustees;
- insurances, including both public and employer's liability insurance, which documents are displayed in the foyer;
- policies in respect of financial management and all risks to our volunteer workers and audience.

There are financial risks which may arise from failures in the accuracy and timeliness of financial information, from the inadequacy of reserves, from cash-flow difficulties, from the diversity of income sources and from the risks involved in investment management. As safeguards we have:

- a financial management policy (listed above);
- a policy on reserves;
- monthly financial reports, and
- annual accounts, reviewed by an accountant and presented to the Annual General Meeting.

There are risks to the conduct of the business due to external factors, including public perception, adverse publicity, demographic changes and government policy. As safeguards we have:

- our affiliation to the Little Theatre Guild of Great Britain, an umbrella organisation which is a source of information and advice;
- our membership to the National Operation and Dramatic Association (NODA)
- our publicity machinery, including press releases, widely distributed brochures and posters, and the Club's monthly magazine distributed to approximately 1,100 members.

## **GEOFFREY WHITWORTH THEATRE LIMITED**

### **Trustees' Report (Trustees are Directors of the Company), cont. for the year ending 31 July 2024**

We may face minor risks arising from failure to comply with the law and local or national government regulations, which might lead us to infringe trust law, employment law and regulatory requirements for such activities as fund-raising, the protection of our volunteers, Club members and the children attending the Club's Youth Theatre. In order to minimise such risks we have:

- a Premises Licence from the London Borough of Bexley
- a child protection policy and health and safety policies which, as with all other policies, are controlled by the Trustees;
- annual health and safety inspections as required by our insurers;
- our disaster response and recovery plan;
- insurance cover for the building and its contents, reviewed annually; - the Club's uncommitted reserves, which are currently maintained in excess of £75,000.

There is the general risk to the continuation of the business of the theatre, which could arise from such an event as a fire or, for example, illness among several members of the cast of a play, necessitating its cancellation. We have to safeguard against the loss of the theatre's sole source of income: ticket sales and bar and coffee bar sales. Accordingly we have:

- our disaster response and recovery plan;
- insurance cover for the building and its contents, reviewed annually;
- the Club's uncommitted reserves, which are currently maintained in excess of £75,000.

The above policies are reviewed by the Trustees annually. The policies are readily available to all volunteers and Club members. Copies of certain policies are given to those volunteers for whom they should be working guidelines.

#### **FUTURE STRATEGY**

Among its objects the charity seeks to promote young people's enthusiasm for drama and their involvement in the dramatic arts by including them wherever possible in acting and backstage work for productions. A continuing priority is to secure a volunteer workforce that can support the season. Usually approximately 200 volunteers work throughout the season to support us in meeting our aims and objectives. While we are very encouraged that audience figures are being maintained this remains an area for constant vigilance.

The Trustees continue to consider future developments that meet their major priority of building sustainability for the future, whilst also building and maintaining sufficient reserves to cover a major eventuality.

#### **REFERENCE AND DEMONSTRATIVE DETAILS**

The Geoffrey Whitworth Theatre Limited is a company (registered number 631812) limited by guarantee and therefore with no share capital, and a registered charity (number 1099081)

#### **ASSOCIATION SECRETARY**

R Lindsey

#### **REGISTERED OFFICE**

4 Downs Valley  
Hartley  
Longfield  
Kent DA3 7RA

## GEOFFREY WHITWORTH THEATRE LIMITED

### Trustees' Report (Trustees are Directors of the Company), cont. for the year ending 31 July 2024

#### BANKERS

HSBC Bank plc  
38 High Street  
Dartford DA1 1DG

#### SMALL COMPANY PROVISIONS

This report of the Trustees has been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies.

#### STATEMENT AS TO DISCLOSURE TO OUR INDEPENDENT EXAMINER

In so far as the Trustees are aware at the time of approving our annual report:

- there is no relevant information, being information needed by the accountant in connection with preparing their report, of which the Independent Examiner is unaware, and
- the Trustees, having made enquiries of fellow Trustees and the Independent Examiner, that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a Trustee in order to make themselves aware of any relevant audit information and to establish that the Independent Examiner is aware of that information.

Approved by the Board on 5 October 2024

D Webster  
Trustee



# GEOFFREY WHITWORTH THEATRE LIMITED

## Independent Examiner's Report

### Accountant's Report on the unaudited accounts to the directors of GEOFFREY WHITWORTH THEATRE LIMITED

In accordance with the engagement letter dated 28 September 2018, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company which comprise the Statement of Financial Activities, Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Company's Board of Trustees, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Trustees that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Trustees, as a body, for our work or for this report.

You have acknowledged on the Balance Sheet for the year ended 31 July 2024 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.



Joanna McGovern MBA FCCA FMAAT ATT(Fellow)  
Brendan P Byrne & Co Ltd Accountants, Bexley

Independent Examiner

Date 5/10/24.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Statement of Financial Performance (including Income and Expenditure Account) for the year ended 31 July 2024

|   | Notes | Total Funds<br>Year<br>2024 |                | Total Funds<br>Year<br>2023 |                |
|---|-------|-----------------------------|----------------|-----------------------------|----------------|
|   |       | £                           | £              | £                           | £              |
| <b>Incoming Resources</b>                       |       |                             |                |                             |                |
| General donations and similar income            | 3     |                             | 67             |                             | 1,174          |
| Activities to further the charity's objectives: | 2     |                             |                |                             |                |
| Seat sales                                      |       | 90,365                      |                | 89,767                      |                |
| Subscriptions                                   |       | 10,738                      |                | 8,450                       |                |
| Touring productions                             |       | 0                           |                | 35,222                      |                |
|   |       |                             | 101,102        |                             | 133,440        |
| Activities to generate funds:                   |       |                             |                |                             |                |
| Bar profit/(loss)                               |       | 8,506                       |                | 8,027                       |                |
| Coffee shop profit/(loss)                       |       | 3,077                       |                | 3,052                       |                |
| Other   |       | 1,367                       |                | 175                         |                |
|   |       |                             | 12,950         |                             | 11,253         |
| Grants  |       |                             | 0              |                             | 0              |
| Interest Received                               |       |                             | 3,474          |                             | 1,685          |
|   |       |                             | <u>117,593</u> |                             | <u>147,553</u> |
| <b>Resources Expended</b>                       |       |                             |                |                             |                |
| Costs of generating funds:                      |       |                             |                |                             |                |
| Bank charges and interest                       |       |                             | 1,601          |                             | 2,391          |
| Building Expenditure:                           |       |                             |                |                             |                |
| Rates   |       | 1,035                       |                | 1,263                       |                |
| Energy  |       | 14,550                      |                | 12,699                      |                |
| Insurance                                       |       | 8,622                       |                | 8,446                       |                |
| Repairs and renewals                            |       | 17,764                      |                | 15,804                      |                |
| Professional fees                               |       | 1,035                       |                | 571                         |                |
| Telephone                                       |       | 784                         |                | 711                         |                |
| Depreciation                                    |       | 16,753                      |                | 15,311                      |                |
| Sundry expenses                                 |       | 5,487                       |                | 3,999                       |                |
|   |       |                             | 66,029         |                             | 58,804         |
| Drama Expenditure:                              |       |                             |                |                             |                |
| Production expenses                             |       | 39,472                      |                | 62,421                      |                |
| Computer costs and website                      |       | 283                         |                | 180                         |                |
| Printing and publicity                          |       | 6,465                       |                | 14,761                      |                |
| Programmes                                      |       | 2,335                       |                | 2,320                       |                |
|   |       |                             | 48,555         |                             | 79,682         |
| Total Resources Expended                        |       |                             | <u>116,184</u> |                             | <u>140,877</u> |
| <b>Net Movement in Funds</b>                    | 10    |                             | <u>1,409</u>   |                             | <u>6,675</u>   |

None of the other funds are restricted in nature for 2023 or 2024.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Statement of Financial Position (Balance Sheet) as at 31 July 2024

|   | Notes | 2024           | 2023           |
|---|-------|----------------|----------------|
|   |       | £              | £              |
| <b>Fixed Assets</b>                                   |       |                |                |
| Tangible Assets                                       | 4     | 257,989        | 261,336        |
| <b>Current Assets</b>                                 |       |                |                |
| Stocks  |       | 9,717          | 3,709          |
| Debtors   | 5     | 19,840         | 17,877         |
| Cash at bank and in hand                              | 6     | <u>141,730</u> | <u>140,455</u> |
|   |       | 171,287        | 162,041        |
| <b>Creditors: amounts falling due within one year</b> | 7     | (13,416)       | (8,563)        |
| <b>Net current liabilities</b>                        |       | <u>157,871</u> | <u>153,477</u> |
| <b>Total assets less current liabilities</b>          |       | <u>415,860</u> | <u>414,813</u> |
| <b>The Funds of the Charity</b>                       | 10    |                |                |
| Appeal fund   |       | -              | -              |
| Life membership fund                                  |       | 4,569          | 4,931          |
| Accumulated fund                                      |       | 411,291        | 409,882        |
|   |       | <u>415,860</u> | <u>414,813</u> |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 July 2023 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements were approved by the Board of Directors on  
and were signed on its behalf by:

5<sup>th</sup> October 2024

Director



# GEOFFREY WHITWORTH THEATRE LIMITED

## Notes to the accounts at 31 July 2024

### 1. Accounting Policies

#### Basis of Preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The Geoffrey Whitworth Theatre Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### Depreciation

No depreciation has been provided on freehold property because it is the practice to maintain the property in a continual state of sound repair. The life of the building and its residual value is considered to be so high that depreciation should not be provided. Any improvements to the premises will be depreciated at the rate of 25% per annum on a reducing balance basis except specific fixtures which have been determined to have a 20 year life. The rest of the equipment that is owned by the company is depreciated using the straight-line method over 3, 5 or 10 years depending on the expected useful life of each item purchased, this methodology has been adopted from the club's previous practices and deemed appropriate to continue.

#### Funds

Unrestricted funds are incoming resources receivable without further specified purpose and are available as general funds, restricted funds are to be used for specific purposes as laid down by the donor

#### Resources Expended

Resources expended are recognised in the period in which they are incurred, they include VAT which cannot be recovered but do not include the value of services provided by volunteers

#### Risk Management

The Company's risk management programme seeks to minimise potential adverse effects on the Company's financial performance as described in the Trustees' Report on pages 2 to 5.

#### Interest

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank

### 2. Incoming resources from activities to further the charities objectives

Incoming Resources, which is stated net of value added tax, represents amounts charged to the membership for subscriptions to the theatre, seat sales for members and public watching performances, further funds come from ancillary income from the sales of

### 3. General donations and similar income

Donations can include sums from sales of unused items from the props store or wardrobe of the theatre and although the funds are not formally restricted in nature it is the intention of the Trustees to use the cash generated to purchase costumes and the like for use in future productions.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Notes to the accounts, continued at 31 July 2024

### 4. Tangible fixed assets

|                        | Freehold<br>Property<br>£ | Freehold<br>Land<br>£ | Improvements<br>and Fixtures<br>£ | Plant and<br>Machinery<br>£ | Total<br>£     |
|------------------------|---------------------------|-----------------------|-----------------------------------|-----------------------------|----------------|
| <b>Cost</b>            |                           |                       |                                   |                             |                |
| At 1 August 2023       | 38,373                    | 72,395                | 391,727                           | 246,659                     | 749,154        |
| Additions              | -                         | -                     | 11,716                            | 1,689                       | 13,405         |
| Disposals              | -                         | -                     | -                                 | -                           | -              |
| At 31 July 2024        | <u>38,373</u>             | <u>72,395</u>         | <u>403,443</u>                    | <u>248,348</u>              | <u>762,559</u> |
| <b>Depreciation</b>    |                           |                       |                                   |                             |                |
| At 1 August 2023       | -                         | -                     | 293,020                           | 194,798                     | 487,818        |
| Charge for the Year    | -                         | -                     | 7,381                             | 9,372                       | 16,753         |
| Eliminated on Disposal | -                         | -                     | -                                 | -                           | -              |
| At 31 July 2024        | <u>-</u>                  | <u>-</u>              | <u>300,401</u>                    | <u>204,170</u>              | <u>504,571</u> |
| <b>Net book value</b>  |                           |                       |                                   |                             |                |
| At 31 July 2024        | <u>38,373</u>             | <u>72,395</u>         | <u>103,042</u>                    | <u>44,179</u>               | <u>257,989</u> |
| At 31 July 2023        | <u>38,373</u>             | <u>72,395</u>         | <u>98,707</u>                     | <u>51,861</u>               | <u>261,336</u> |

Freehold Land represents the purchase cost of some land for additional car parking adjacent to the Freehold Property that consists of the theatre itself.

The brought forward balances for improvements to premises include projects approved by the Arts Council for a lottery grant and the expenditure includes the completed projects so far such as the extra land, extension, seating, artwork, car park and disabled facilities. These figures have been stated net of that grant received. A similar approach was adopted for the later refurbishment of the toilets, included in additions at 31 July 2020. The expenditure was also shown net of the grant received from the Theatres Trust for accessibility.

### 5. Debtors

|                               | 2024          | 2023          |
|-------------------------------|---------------|---------------|
|                               | £             | £             |
| Other debtors and prepayments | 19,840        | 17,877        |
| Value added tax               | -             | -             |
|                               | <u>19,840</u> | <u>17,877</u> |

### 6. Cash at bank and in hand

|                          | 2024           | 2023           |
|--------------------------|----------------|----------------|
|                          | £              | £              |
| Premium business account | 79,321         | 80,876         |
| Current accounts         | 31,619         | 28,789         |
| Fixed term deposits      | 30,000         | 30,000         |
| Cash in hand             | 790            | 790            |
|                          | <u>141,730</u> | <u>140,455</u> |

# GEOFFREY WHITWORTH THEATRE LIMITED

## Notes to the accounts, continued at 31 July 2024

### 7. Creditors: amounts falling due within one year

|  | 2024          | 2023         |
|--|---------------|--------------|
|  | £             | £            |
| Sundry creditors, accruals and deferred income | 11,673        | 6,703        |
| Provision for taxation                         | 1,743         | 1,861        |
|  | <u>13,416</u> | <u>8,563</u> |

### 8. Share capital

The company is limited by guarantee with no share capital. The liability of each member is limited by guarantee. Each member has agreed to contribute ten pounds in the event of the club being wound up.

### 9. Taxation

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by sub sections 466-517 Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes. Consequently there is no taxation charge for the year (2023: £nil).

### 10. Statement of Total Recognised Gains and Losses

|  | 2024           | 2023           |
|--|----------------|----------------|
|  | £              | £              |
| Restricted Funds - Appeal Fund:              |                |                |
| At 1 August                                  | -              | -              |
| Funds allocated to expenditure on roof works | -              | -              |
| At 31 July                                   | <u>-</u>       | <u>-</u>       |
| Restricted Funds - Life membership fund:     |                |                |
| At 1 August                                  | 4,931          | 5,021          |
| Reduction in numbers                         | (362)          | (90)           |
| At 31 July                                   | <u>4,569</u>   | <u>4,931</u>   |
|  | <b>2024</b>    | <b>2023</b>    |
|  | <b>£</b>       | <b>£</b>       |
| Unrestricted Funds - Accumulated Fund        |                |                |
| At 1 August                                  | 409,882        | 403,207        |
| Net movement of funds for the current year   | 1,409          | 6,675          |
| At 31 July                                   | <u>411,291</u> | <u>409,882</u> |

**GEOFFREY WHITWORTH THEATRE LIMITED**

England & Wales - Charity number 1099081

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# Accounts

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Registered number 631812

Charity number 1099081

GEOFFREY WHITWORTH THEATRE LIMITED

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for the year ended 31 July 2023

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# **GEOFFREY WHITWORTH THEATRE LIMITED**

(Limited by Guarantee)

**Unaudited Accounts  
for the year ended  
31 July 2023**

Trustees Report

Independent Examiner's Report

Statement of Financial Performance (including Income and Expenditure Account)

Statement of Financial Position

Notes

Information for the Trustees only

Registered number 031812

# GEOFFREY WHITWORTH THEATRE LIMITED

## Contents of the Accounts for the year ended 31 July 2023

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# **GEOFFREY WHITWORTH THEATRE LIMITED**

## **Trustees' Report for the year ending 31 July 2023**

The Trustees are pleased to present their annual report together with the financial statements of the charity for the year ended 31 July 2023 which are also prepared to meet the requirements for a Trustees' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

### **OBJECTIVES AND ACTIVITIES**

The charity owns and operates an amateur theatre, to promote, maintain, improve and advance public education in artistic taste for appreciation of the arts in the London Borough of Bexley and the neighbourhood. The theatre presents approximately 10 productions each year including dance, drama, music and singing making particular provisions for educational and community programmes for the benefit of the public.

The members of the theatre pay an annual subscription. The theatre operates via two sub-committees to govern both the drama content and manage the running of the theatre building.

### **ACHIEVEMENTS AND PERFORMANCE**

The Board has been convened 12 times since the last AGM and has always had a quorum (a minimum of three members). Procedure at Board meetings is governed by the Standing Orders. Standard items on the agenda at all meetings are the financial reports for the Company, the Secretary's report and correspondence and the reports of the Club and Drama Committees.

In conducting our affairs, the Trustees' paramount concern is to secure the long term future of the theatre, an endeavour for which we have provided evidence to the Charity Commission, and for the safety, comfort and enjoyment of our audiences, actors and all of the voluntary workers. As a charity we see our principal public benefit as being the continued provision of high quality amateur drama to the people of Crayford and the surrounding area which we are able to do at low prices by virtue of all actors and theatre staff being unpaid.

Following a successful tour to the Minack Theatre in Cornwall Trustees had the funding to implement elements from the development plan that would develop an infrastructure to support sustainability for the future.

With fluctuating interest rates, the Trustees continually review market interest rates to maximise returns on the theatre's investments.

During the year our work has included: some roof repairs; an update to our CCTV system; the purchase of a rolling tool chest for our set builders; repairs to the roofs of our storage containers; improved access to our roof; the installation of a battery store in readiness for improved use of solar energy; remedial work to our fire alarm system; and repairs to our passenger lift. A significant project has been the new stage surface, based on a design by one of our technical members.

The continuation of ever increasing energy bills have prompted the Trustees to look closely at effective ways of reducing our energy usage. The Trustees are actively exploring the feasibility of increasing the use of solar energy and preparing for ways of storing it. The move towards more LED lighting while energy saving will also be necessary as the tungsten bulbs are no longer made. Many departments, including backstage and wardrobe, for example, are very adept at reusing and recycling materials in line with the Little Theatre Guild's "Green Book".

# GEOFFREY WHITWORTH THEATRE LIMITED

## Trustees' Report , continued for the year ending 31 July 2023

During the 2022–23 season the theatre celebrated its 75th Anniversary – a considerable achievement, especially taking into account the last few years. To celebrate, the theatre held a Gala performance on the first night of Twelfth Night, the last show of the season. The performance was very well attended, and as well as the show being very well received, the evening raised £550 for charity. The anniversary was also celebrated by the updating of John Measures' original booklet covering the first 50 years of the GWT. Maurice Tripp was responsible for the time-consuming task of adding the last 25 years to produce our 75th anniversary booklet.

### FINANCIAL REVIEW

The net incoming resources for the year totalled £6,675 (2022 £884). None of the resources is to be used on restricted projects.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

The Company was incorporated on 3 July 1959 and is governed by a Memorandum of Association adopted in revised form on 5 October 2002, when the Company gained charitable status. Following the merger of the Company and the Club, the Memorandum and Articles of Association were updated again and the changes formally adopted in February 2016.

Board membership is limited to nine. As stipulated in the Articles of Association, the number of trustees nearest to, but not exceeding, one third, being those who have served longest since appointment or reappointment, are subject to retirement by rotation and are eligible for re-appointment in Annual General Meeting. New Trustees may be appointed in Annual General Meeting.

The Trustees and Committee Members who served as directors throughout the year were:-

|                                   |           |             |            |
|-----------------------------------|-----------|-------------|------------|
| M Tripp (Resigned 1 October 2022) | L Watling | V Goodwin   | E Naisbitt |
| D Webster (Chair)                 | L Robins  | S Higginson |            |
| R Lindsey (Secretary)             | S Grubb   | D Adams     |            |

The Club has an active and enthusiastic youth theatre group. We are very proud of our Youth Group which we see as our future set of volunteers bringing their acting and technical talents to the work of the adult theatre. The charity also encourages the inclusion in its annual season plays that feature in local school syllabuses.

#### Club Committee

(Whose responsibilities are to administer a public theatre)

Gill Gray  
Keith Dunn  
Richard Percival  
Alan Peck  
Lesley Robins (Chair)  
Ceb Zebrat  
Kyle Marsh

#### Drama Committee

(Whose responsibilities are to stage drama productions)

Holly Shaw  
Mike Higginson (Chair)  
Gaynor Griffin  
Helen England  
Brian Kemp (Co-Opted)  
David Webster (secretary)  
Dominic Higginson Clark

Only Company members are eligible for appointment as Trustees and only members of the Club with at least two years' standing may become members of the Company. Thus any new Trustee will already be familiar with the work of the charity, having been involved with it for a number of years. A new Trustee receives the Memorandum and Articles of Association of the Company and the Rules of the GWT, as well as a copy of the Charity Commission document *The Essential Trustee: What You Need To Know*

# GEOFFREY WHITWORTH THEATRE LIMITED

## Trustees' Report , continued for the year ending 31 July 2023

### TRUSTEES RESPONSIBILITIES

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Company and of the net movement of funds for that period.

In preparing those accounts, 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 statement; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the accounts comply with the Companies Act 2006 and the Charities Act 2011. They are also responsible for safeguarding the assets of the Company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

### RISK MANAGEMENT

The Trustees confirm that the major risks to which the charitable Company is exposed, as identified by the Trustees, have been reviewed and systems have been established to manage those risks.

There are governance risks which may arise from inappropriate or inadequate organisational structures, from difficulties in recruiting Trustees and other leading personnel with relevant skills and from conflicts of interest.

As safeguards we have:

- the Memorandum of Association and Articles of the Company;
- the Rules of the Club which have been drawn up by the Trustees;
- The Standing Orders for the conduct of Trustees' meetings;
- the Report of the Trustees (in addition to the statutory required report attached to the accounts) presented to each Annual General Meeting; and
- the Trustees' liability insurance, reviewed annually.

There are operational risks which may arise from failures in service quality, inadequate controls on contract pricing, welfare and health and safety complaints from our volunteers, fraud and misappropriation.

As safeguards we have:

- the responsibilities of the Club and its Drama Sub Committee closely defined in the Rules, with monthly reports presented to Trustees;
- insurances, including both public and employer's liability insurance, which documents are displayed in the foyer;
- policies in respect of financial management and all risks to our volunteer workers and audience.

There are financial risks which may arise from failures in the accuracy and timeliness of financial information, from the inadequacy of reserves, from cash-flow difficulties, from the diversity of income sources and from the risks involved in investment management. As safeguards we have:

- a financial management policy (listed above);
- a policy on reserves;
- monthly financial reports, and
- annual accounts, reviewed by an accountant and presented to the Annual General Meeting.

There are risks to the conduct of the business due to external factors, including public perception, adverse publicity, demographic changes and government policy. As safeguards we have:

# GEOFFREY WHITWORTH THEATRE LIMITED

## Trustees' Report , continued for the year ending 31 July 2023

- our affiliation to the Little Theatre Guild of Great Britain, an umbrella organisation which is a source of information and advice;
- our publicity machinery, including press releases, widely distributed brochures and posters, and the Club's monthly magazine distributed to approximately 1,100 members.

We may face minor risks arising from failure to comply with the law and local or national government regulations, which might lead us to infringe trust law, employment law and regulatory requirements for such activities as fund-raising, the protection of our volunteers, Club members and the children attending the Club's Youth Theatre. In order to minimise such risks we have:

- a Premises Licence from the London Borough of Bexley
- a child protection policy and health and safety policies which, as with all other policies, are controlled by the Trustees;
- annual health and safety inspections as required by our insurers;
- our disaster response and recovery plan;
- insurance cover for the building and its contents, reviewed annually; - the Club's uncommitted reserves, which are currently maintained in excess of £75,000.

There is the general risk to the continuation of the business of the theatre, which could arise from such an event as a fire or, for example, illness among several members of the cast of a play, necessitating its cancellation. We have to safeguard against the loss of the theatre's sole source of income: ticket sales and bar and coffee bar sales. Accordingly we have:

- our disaster response and recovery plan;
- insurance cover for the building and its contents, reviewed annually;
- the Club's uncommitted reserves, which are currently maintained in excess of £75,000.

The above policies were urgently reviewed by the Trustees when the government-imposed lockdown restrictions were put in place in order to ensure that the contents of the policies remain correct and that working practices are in compliance and it was found that previous prudent management had provided robust cover. The policies are readily available to all volunteers and Club members. Copies of certain policies are given to those volunteers for whom they should be working guidelines.

### FUTURE STRATEGY

Among its objects the charity seeks to promote young people's enthusiasm for drama and their involvement in the dramatic arts by including them wherever possible in acting and backstage work for productions. A continuing priority is to secure a volunteer workforce that can support the season. Usually approximately 200 volunteers work throughout the season to support us in meeting our aims and objectives. While we are very encouraged that audience figures are gradually rising this remains an area for constant vigilance.

The Trustees continue to consider future developments that meet their major priority of building sustainability for the future, whilst also building and maintaining sufficient reserves to cover a major eventuality.

### REFERENCE AND DEMONSTRATIVE DETAILS

The Geoffrey Whitworth Theatre Limited is a company (registered number 631812) limited by guarantee and therefore with no share capital, and a registered charity (number 1099081)

### REGISTERED OFFICE

4 Downs Valley  
Hartley  
Longfield  
Kent  
DA3 7RA

# GEOFFREY WHITWORTH THEATRE LIMITED

## Trustees' Report , continued for the year ending 31 July 2023

### ASSOCIATION SECRETARY

R Lindsey

### BANKERS

HSBC Bank plc  
38 High Street  
Dartford DA1 1DG

### SMALL COMPANY PROVISIONS

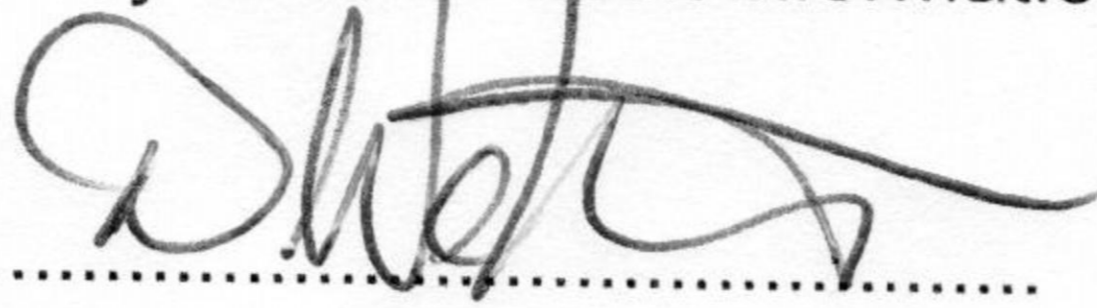
This report of the Trustees has been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies.

### STATEMENT AS TO DISCLOSURE TO OUR INDEPENDENT EXAMINER

In so far as the Trustees are aware at the time of approving our annual report:

- there is no relevant information, being information needed by the accountant in connection with preparing their report, of which the Independent Examiner is unaware, and
- the Trustees, having made enquiries of fellow Trustees and the Independent Examiner, that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a Trustee in order to make themselves aware of any relevant audit information and to establish that the Independent Examiner is aware of that information.

Approved by the Board on .....

 30/09/23

D Webster  
Chair

# GEOFFREY WHITWORTH THEATRE LIMITED

## Independent Examiner's Report

### Accountant's Report on the unaudited accounts to the directors of GEOFFREY WHITWORTH THEATRE LIMITED

In accordance with the engagement letter dated 28 September 2018, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company which comprise the Statement of Financial Activities, Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Company's Board of Trustees, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Trustees that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Trustees, as a body, for our work or for this report.

You have acknowledged on the Balance Sheet for the year ended 31 July 2023 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.



Joanna McGovern MBA FCCA FMAAT ATT(Fellow)  
Brendan P Byrne & Co Ltd Accountants, Bexley

Independent Examiner

Date 30/9/2023

# GEOFFREY WHITWORTH THEATRE LIMITED

## Statement of Financial Performance (including Income and Expenditure Account) for the year ended 31 July 2023

|   | Notes | Total Funds<br>Year<br>2023 |                | Total Funds<br>Year<br>2022 |               |
|---|-------|-----------------------------|----------------|-----------------------------|---------------|
|   |       | £                           | £              | £                           | £             |
| <b>Incoming Resources</b>                       |       |                             |                |                             |               |
| General donations and similar income            | 3     |                             | 1,174          |                             | 875           |
| Activities to further the charity's objectives: | 2     |                             |                |                             |               |
| Seat sales                                      |       | 89,767                      |                | 73,266                      |               |
| Subscriptions                                   |       | 8,450                       |                | 8,195                       |               |
| Touring productions                             |       | 35,222                      |                | -                           |               |
|   |       |                             | 133,440        |                             | 81,461        |
| Activities to generate funds:                   |       |                             |                |                             |               |
| Bar profit/(loss)                               |       | 8,027                       |                | 8,017                       |               |
| Coffee shop profit/(loss)                       |       | 3,052                       |                | 2,297                       |               |
| Other   |       | 175                         |                | 267                         |               |
|   |       |                             | 11,253         |                             | 10,581        |
| Grants  |       |                             | 0              |                             | 2,667         |
| Interest Received                               |       |                             | 1,685          |                             | 659           |
|   |       |                             | <u>147,553</u> |                             | <u>96,244</u> |
| <b>Resources Expended</b>                       |       |                             |                |                             |               |
| Costs of generating funds:                      |       |                             |                |                             |               |
| Bank charges and interest                       |       |                             | 2,391          |                             | 1,724         |
| Building Expenditure:                           |       |                             |                |                             |               |
| Rates   |       | 1,263                       |                | 800                         |               |
| Energy  |       | 12,699                      |                | 6,269                       |               |
| Insurance                                       |       | 8,446                       |                | 7,571                       |               |
| Repairs and renewals                            |       | 15,804                      |                | 11,606                      |               |
| Professional fees                               |       | 571                         |                | 140                         |               |
| Telephone                                       |       | 711                         |                | 699                         |               |
| Depreciation                                    |       | 15,311                      |                | 12,403                      |               |
| Sundry expenses                                 |       | 3,999                       |                | 4,249                       |               |
|   |       |                             | 58,804         |                             | 43,737        |
| Drama Expenditure:                              |       |                             |                |                             |               |
| Production expenses                             |       | 62,421                      |                | 39,558                      |               |
| Computer costs and website                      |       | 180                         |                | 210                         |               |
| Printing and publicity                          |       | 14,761                      |                | 7,901                       |               |
| Programmes                                      |       | 2,320                       |                | 2,230                       |               |
|   |       |                             | 79,682         |                             | 49,898        |
| Total Resources Expended                        |       |                             | <u>140,877</u> |                             | <u>95,360</u> |
| <b>Net Movement in Funds</b>                    | 10    |                             | <u>6,675</u>   |                             | <u>884</u>    |

None of the other funds are restricted in nature for 2022 or 2023.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Statement of Financial Position (Balance Sheet) as at 31 July 2023

|   | Notes | 2023<br>£      | 2022<br>£      |
|---|-------|----------------|----------------|
| <b>Fixed Assets</b>                                   |       |                |                |
| Tangible Assets                                       | 4     | 261,336        | 234,481        |
| <b>Current Assets</b>                                 |       |                |                |
| Stocks  |       | 3,709          | 9,007          |
| Debtors   | 5     | 17,877         | 25,471         |
| Cash at bank and in hand                              | 6     | 140,455        | 148,060        |
|   |       | <u>162,041</u> | <u>182,538</u> |
| <b>Creditors: amounts falling due within one year</b> | 7     | (8,563)        | (8,792)        |
| <b>Net current liabilities</b>                        |       | <u>153,477</u> | <u>173,747</u> |
| <b>Total assets less current liabilities</b>          |       | <u>414,813</u> | <u>408,228</u> |
| <b>The Funds of the Charity</b>                       | 10    |                |                |
| Appeal fund   |       | -              | -              |
| Life membership fund                                  |       | 4,931          | 5,021          |
| Accumulated fund                                      |       | 409,882        | 403,207        |
|   |       | <u>414,813</u> | <u>408,228</u> |

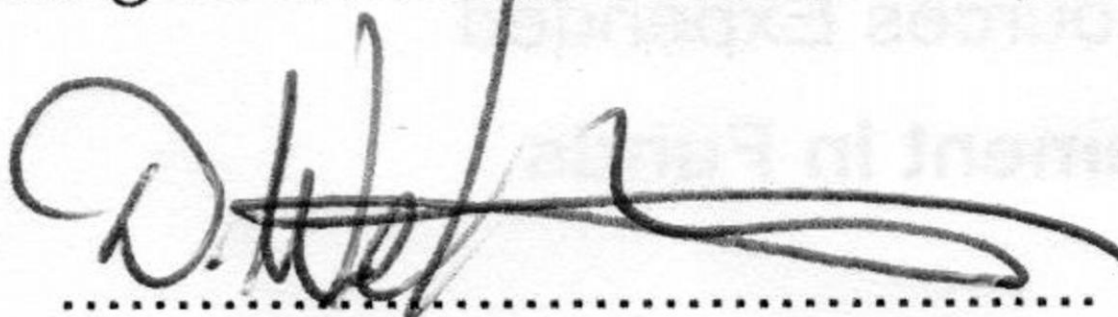
The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 July 2023 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements were approved by the Board of Directors on .....  
and were signed on its behalf by:

 30/09/23

Director

# GEOFFREY WHITWORTH THEATRE LIMITED

## Notes to the accounts at 31 July 2023

### 1. Accounting Policies

#### Basis of Preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The Geoffrey Whitworth Theatre Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### Depreciation

No depreciation has been provided on freehold property because it is the practice to maintain the property in a continual state of sound repair. The life of the building and its residual value is considered to be so high that depreciation should not be provided. Any improvements to the premises will be depreciated at the rate of 25% per annum on a reducing balance basis except specific fixtures which have been determined to have a 20 year life. The rest of the equipment that is owned by the company is depreciated using the straight-line method over 3, 5 or 10 years depending on the expected useful life of each item purchased, this methodology has been adopted from the club's previous practices and deemed appropriate to continue.

#### Funds

Unrestricted funds are incoming resources receivable without further specified purpose and are available as general funds, restricted funds are to be used for specific purposes as laid down by the donor

#### Resources Expended

Resources expended are recognised in the period in which they are incurred, they include VAT which cannot be recovered but do not include the value of services provided by volunteers

#### Risk Management

The Company's risk management programme seeks to minimise potential adverse effects on the Company's financial performance as described in the Trustees' Report on pages 2 to 5.

#### Interest

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank

### 2. Incoming resources from activities to further the charities objectives

Incoming Resources, which is stated net of value added tax, represents amounts charged to the membership for subscriptions to the theatre, seat sales for members and public watching performances, further funds come from ancillary income from the sales of

### 3. General donations and similar income

Donations can include sums from sales of unused items from the props store or wardrobe of the theatre and although the funds are not formally restricted in nature it is the intention of the Trustees to use the cash generated to purchase costumes and the like for use in future productions.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Notes to the accounts, continued at 31 July 2023

### 4. Tangible fixed assets

|                        | Freehold<br>Property<br>£ | Freehold<br>Land<br>£ | Improvements<br>and Fixtures<br>£ | Plant and<br>Machinery<br>£ | Total<br>£     |
|------------------------|---------------------------|-----------------------|-----------------------------------|-----------------------------|----------------|
| <b>Cost</b>            |                           |                       |                                   |                             |                |
| At 1 August 2022       | 38,373                    | 72,395                | 385,537                           | 210,683                     | 706,988        |
| Additions              | -                         | -                     | 6,190                             | 35,976                      | 42,166         |
| Disposals              | -                         | -                     | -                                 | -                           | -              |
| At 31 July 2023        | <u>38,373</u>             | <u>72,395</u>         | <u>391,727</u>                    | <u>246,659</u>              | <u>749,154</u> |
| <b>Depreciation</b>    |                           |                       |                                   |                             |                |
| At 1 August 2022       | -                         | -                     | 286,811                           | 185,696                     | 472,507        |
| Charge for the Year    | -                         | -                     | 6,209                             | 9,102                       | 15,311         |
| Eliminated on Disposal | -                         | -                     | -                                 | -                           | -              |
| At 31 July 2023        | <u>-</u>                  | <u>-</u>              | <u>293,020</u>                    | <u>194,798</u>              | <u>487,818</u> |
| <b>Net book value</b>  |                           |                       |                                   |                             |                |
| At 31 July 2023        | <u>38,373</u>             | <u>72,395</u>         | <u>98,707</u>                     | <u>51,861</u>               | <u>261,336</u> |
| At 31 July 2022        | <u>38,373</u>             | <u>72,395</u>         | <u>98,726</u>                     | <u>24,987</u>               | <u>234,481</u> |

Freehold Land represents the purchase cost of some land for additional car parking adjacent to the Freehold Property that consists of the theatre itself.

The brought forward balances for improvements to premises include projects approved by the Arts Council for a lottery grant and the expenditure includes the completed projects so far such as the extra land, extension, seating, artwork, car park and disabled facilities. These figures have been stated net of that grant received. A similar approach was adopted for the recent refurbishment of the toilets, included in additions at 31 July 2020. The expenditure has been shown net of the grant received from the Theatres Trust for accessibility.

### 5. Debtors

|                               | 2023          | 2022          |
|-------------------------------|---------------|---------------|
|                               | £             | £             |
| Other debtors and prepayments | 17,877        | 25,471        |
| Value added tax               | -             | -             |
|                               | <u>17,877</u> | <u>25,471</u> |

### 6. Cash at bank and in hand

|                          | 2023           | 2022           |
|--------------------------|----------------|----------------|
|                          | £              | £              |
| Premium business account | 80,876         | 15,426         |
| Current accounts         | 28,789         | 36,658         |
| Fixed term deposits      | 30,000         | 95,186         |
| Cash in hand             | 790            | 790            |
|                          | <u>140,455</u> | <u>148,060</u> |

# GEOFFREY WHITWORTH THEATRE LIMITED

## Notes to the accounts, continued at 31 July 2023

### 7. Creditors: amounts falling due within one year

|  | 2023         | 2022         |
|--|--------------|--------------|
|  | £            | £            |
| Sundry creditors, accruals and deferred income | 6,703        | 8,324        |
| Provision for taxation                         | 1,861        | 467          |
|  | <u>8,563</u> | <u>8,792</u> |

### 8. Share capital

The company is limited by guarantee with no share capital. The liability of each member is limited by guarantee. Each member has agreed to contribute ten pounds in the event of the club being wound up.

### 9. Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Income and Corporation Taxes Act 1988 as any excesses of income over expenditure, if made, are applied to its charitable objects.

### 10. Statement of Total Recognised Gains and Losses

|  | 2023           | 2022           |
|--|----------------|----------------|
|  | £              | £              |
| Restricted Funds - Appeal Fund:              |                |                |
| At 1 August                                  | -              | -              |
| Funds allocated to expenditure on roof works | -              | -              |
| At 31 July                                   | <u>-</u>       | <u>-</u>       |
| Restricted Funds - Life membership fund:     |                |                |
| At 1 August                                  | 5,021          | 5,245          |
| Reduction in numbers                         | (90)           | (224)          |
| At 31 July                                   | <u>4,931</u>   | <u>5,021</u>   |
|  | <b>2023</b>    | <b>2022</b>    |
|  | £              | £              |
| Unrestricted Funds - Accumulated Fund        |                |                |
| At 1 August                                  | 403,207        | 402,323        |
| Net movement of funds for the current year   | 6,675          | 884            |
| At 31 July                                   | <u>409,882</u> | <u>403,207</u> |

**GEOFFREY WHITWORTH THEATRE LIMITED**

England & Wales - Charity number 1099081

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# Accounts

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Registered number 631812  
Charity number 1099081

**GEOFFREY WHITWORTH THEATRE LIMITED**  
(Limited by Guarantee)

**Unaudited Accounts  
for the year ended  
31 July 2022**

# **GEOFFREY WHITWORTH THEATRE LIMITED**

## **Contents of the Accounts for the year ended 31 July 2022**

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# **GEOFFREY WHITWORTH THEATRE LIMITED**

## **Trustees' Report (Trustees are Directors of the Company) for the year ending 31 July 2022**

The Trustees are pleased to present their annual report together with the financial statements of the charity for the year ended 31 July 2022 which are also prepared to meet the requirements for a Trustees' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

### **OBJECTIVES AND ACTIVITIES**

The charity owns and operates an amateur theatre, to promote, maintain, improve and advance public education in artistic taste for appreciation of the arts in the London Borough of Bexley and the neighbourhood. The theatre usually presents approximately 10 productions each year including dance, drama, music and singing making particular provisions for educational and community programmes for the benefit of the public.

The members of the theatre pay an annual subscription. The theatre operates via two sub-committees to govern both the drama content and manage the running of the theatre building.

### **ACHIEVEMENTS AND PERFORMANCE**

The Board has been convened 12 times since the last AGM and has always had a quorum (a minimum of three members). Procedure at Board meetings is governed by the Standing Orders. Standard items on the agenda at all meetings are the financial reports for the Company, the Secretary's report and correspondence and the reports of the Club and Drama Committees.

In conducting our affairs, the Trustees' paramount concern is to secure the long term future of the theatre, an endeavour for which we have provided evidence to the Charity Commission, and for the safety, comfort and enjoyment of our audiences, actors and all of the voluntary workers. As a charity we see our principal public benefit as being the continued provision of high quality amateur drama to the people of Crayford and the surrounding area which we are able to do at low prices by virtue of all actors and theatre staff being unpaid.

In preparation for the new season the Trustees agreed to invest in a new lighting board that would support newly acquired 'moving' lights and LED lights in the future. Training was held for all interested directors and lighting technicians.

Trustees focused on supporting the Club and Drama Committee prepare for and launch our new season. While audience attendance was not where it had been pre pandemic we were very encouraged that audiences continued to attend and follow the procedure we had in place. With all the challenges faced Trustees were pleased only one performance in the entire season was lost to COVID.

The Little Theatre Guild in conjunction with the Theatres Trust produced the 'Green Book' to support more sustainable theatres for the future. Trustees have looked at this and conclude we do much to reduce, renew and recycle. The ever increasing energy bills have prompted Trustees to look closely at effective ways of reducing our energy usage. Trustees first need to have a clear understanding of our usage and are currently looking at energy bills to monitor this. Trustees are also looking at the feasibility of increasing the solar panels or looking at ways of storing energy from the panels which would support our use of energy. Many departments, back stage and wardrobe for example, are very adept at reusing and recycling materials. We have asked the Little Theatre Guild to consider the purchasing power that may come from negotiating energy rates for theatre members from a supplier.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Trustees' Report (continued) for the year ending 31 July 2022

Financially, with fluctuating interest rates Trustees agreed to reinvest bonds for a 6 month period. Early in the season the Trustees took advantage of applying for rate reduction and a government grant to support businesses manage the impact of the omicron variant on Trade and were awarded £2667. Trustees have supported the Club arranging for the auditorium to be re decorated.

Trustees are very grateful to both Drama and Club Committee for the hard work and time they put into arranging, organising and ensuring all aspects of the theatre are working perfectly for every production.

### FINANCIAL REVIEW

The net incoming resources for the year totalled £884 (2020 outgoing resources of £1,210). None of the resources is to be used on restricted projects.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

The Company was incorporated on 3 July 1959 and is governed by a Memorandum of Association adopted in revised form on 5 October 2002, when the Company gained charitable status. Following the merger of the Company and the Club, the Memorandum and Articles of Association were updated again and the changes formally adopted in February 2016.

Board membership is limited to nine. As stipulated in the Articles of Association, the number of trustees nearest to, but not exceeding, one third, being those who have served longest since appointment or reappointment, are subject to retirement by rotation and are eligible for re-appointment in Annual General Meeting. New Trustees may be appointed in Annual General Meeting.

The Trustees and Committee Members who served throughout the year were:-

|                                |                             |                                |
|--------------------------------|-----------------------------|--------------------------------|
| M Tripp (Chair)                | P Allen (resigned 02/10/21) | R Lindsey (Secretary)          |
| L Robins                       | D Adams                     | S Higginson (Treasurer)        |
| E Naisbitt                     | D Webster                   | V Goodwin (appointed 23/02/22) |
| L Watling (appointed 02/10/21) |                             |                                |

The Board of Trustees does not have a person with significant control.

The Board of Trustees does not have a person who would be liable for disqualification against the Charity Commission guidelines.

#### Club Committee

(Whose responsibilities are to public theatre)

Lesley Robins (Chair)  
Paul Allen  
Keith Dunn  
Gill Gray  
Alan Peck  
Richard Percival

#### Drama Committee

(Whose responsibilities are to stage administer a drama productions)

Mike Higginson (Chair)  
Gaynor Griffin  
Lisa Harris  
Steve Hunt  
Helen England  
Fynn McGee  
David Webster (secretary)

Only Company members are eligible for appointment as Trustees and only members of the Club with at least two years' standing may become members of the Company. Thus any new Trustee will already be familiar with the work of the charity, having been involved with it for a number of years. A new Trustee receives the Memorandum and Articles of Association of the Company and the Rules of the GWT, as well as a copy of the Charity Commission documents *The Essential Trustee: What You Need To Know* and the quarterly newsletter.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Trustees' Report (continued) for the year ending 31 July 2022

### TRUSTEES RESPONSIBILITIES

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Company and of the net movement of funds for that period.

In preparing those accounts, 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 statement; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the accounts comply with the Companies Act 2006 and the Charities Act 2011. They are also responsible for safeguarding the assets of the Company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Board is responsible for the insurances covering the building and its content, public and employer's liability, directors' indemnity, the stage winch lifting gear, the passenger lift and the lifting platform. These insurances have cost in total £ 8184.25 which include cover for costumes and props going to Minack. The cost of annual licences and required recurrent safety inspections, including portable electrical appliances, our three gas boilers and two space heaters, the fire alarm system, fire extinguishers, the intruder alarm and CCTV system, the passenger lift and all stage lifting gear, totalled in excess of £4,500.

### RISK MANAGEMENT

The Trustees confirm that the major risks to which the charitable Company is exposed, as identified by the Trustees, have been reviewed and systems have been established to manage those risks.

There are governance risks which may arise from inappropriate or inadequate organisational structures, from difficulties in recruiting Trustees and other leading personnel with relevant skills and from conflicts of interest. As safeguards we have:

- the Memorandum of Association and Articles of the Company;
- the Rules of the Club which have been drawn up by the Trustees;
- the Standing Orders for the conduct of Trustees' meetings;
- this Report of the Trustees (in addition to the statutory required report attached to the accounts) presented to each Annual General Meeting; and
- the Trustees' liability insurance, reviewed annually.

There are operational risks which may arise from failures in service quality, inadequate controls on contract pricing, welfare and health and safety complaints from our volunteers, fraud and misappropriation.

As safeguards we have:

- the responsibilities of the Club and its Drama Sub Committee closely defined in the Rules, with monthly reports presented to Trustees;
- policies in respect of financial management and all risks to our volunteer workers and audience.
- insurances, including both public and employer's liability insurance, which documents are displayed in the foyer.

# **GEOFFREY WHITWORTH THEATRE LIMITED**

## **Trustees' Report (continued) for the year ending 31 July 2022**

There are financial risks which may arise from failures in the accuracy and timeliness of financial information, from the inadequacy of reserves, from cash-flow difficulties, from the diversity of income sources and from the risks involved in investment management. As safeguards we have:

- a financial management policy (listed above);
- a policy on reserves;
- monthly financial reports, and
- annual accounts, reviewed by an accountant and presented to the Annual General Meeting.

There are risks to the conduct of the business due to external factors, including public perception, adverse publicity, demographic changes and government policy. As safeguards we have:

- our affiliation to the Little Theatre Guild of Great Britain, an umbrella organisation which is a source of information and advice;
- our publicity machinery, including press releases, widely distributed brochures and posters, and the Club's monthly magazine distributed to 987 club members.

We may face minor risks arising from failure to comply with the law and local or national government regulations, which might lead us to infringe trust law, employment law and regulatory requirements for such activities as fund-raising, the protection of our volunteers, Club members and the children attending the Club's Youth Theatre. In order to minimise such risks we have:

- a Premises Licence from the London Borough of Bexley
- a child protection policy and health and safety policies which, as with all other policies, are controlled by the Trustees;
- annual health and safety inspections as required by our insurers, mentioned in detail above;
- our disaster response and recovery plan;

There is the general risk to the continuation of the business of the theatre, which could arise from such an event as a fire or, for example, illness among several members of the cast of a play, necessitating its cancellation. We have to safeguard against the loss of the theatre's sole source of income: ticket sales and bar and coffee bar sales. Accordingly we have:

- our disaster response and recovery plan;
- insurance cover, reviewed annually;
- the Club's uncommitted reserves, which are currently maintained in excess of £75,000.

The above policies were urgently reviewed by the Trustees when the government-imposed lockdown restrictions were put in place in order to ensure that the contents of the policies remain correct and that working practices are compliant and it was found that previous prudent management had provided robust cover. The policies are readily available to all volunteers and Club members. Copies of certain policies are given to those volunteers for whom they should be working guidelines.

### **FUTURE STRATEGY**

An immediate priority for Trustees is to secure a volunteer workforce that can support the coming season. A significant shortage of backstage and set building volunteers could have a significant impact on the quality of productions we produce for our members. Following the auditions Trustees will endeavour to support Heads of Department train willing recruits. As the 22/23 season marks our 75th Anniversary we hope to develop a strong team to carry the theatre into the next 75 years.

Usually approximately 200 volunteers work throughout the season to support us in meeting our aims and objectives.

The Trustees continue to consider future developments and will take forward projects that can be achieved financially whilst also building and maintaining sufficient reserves to cover a major eventuality.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Trustees' Report (continued) for the year ending 31 July 2022

### REFERENCE AND DEMONSTRATIVE DETAILS

The Geoffrey Whitworth Theatre Limited is a company (registered number 631812) limited by guarantee and therefore with no share capital, and a registered charity (number 1099081)

### ASSOCIATION SECRETARY

R Lindsey

### REGISTERED OFFICE

4 Downs Valley  
Hartley  
Longfield  
Kent  
DA3 7RA

### BANKERS

HSBC Bank plc  
38 High Street  
Dartford DA1 1DG

### SMALL COMPANY PROVISIONS

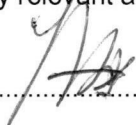
This report of the Trustees has been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies.

### STATEMENT AS TO DISCLOSURE TO OUR INDEPENDENT EXAMINER

In so far as the Trustees are aware at the time of approving our annual report:

- there is no relevant information, being information needed by the accountant in connection with preparing their report, of which the Independent Examiner is unaware, and
- the Trustees, having made enquiries of fellow Trustees and the Independent Examiner, that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a Trustee in order to make themselves aware of any relevant audit information and to establish that the Independent Examiner is aware of that information.

Approved by the Board on .....



.....date.

15<sup>th</sup> October 2022

M Tripp  
Trustee

# GEOFFREY WHITWORTH THEATRE LIMITED

## Independent Examiner's Report

### Accountant's Report on the unaudited accounts to the directors of GEOFFREY WHITWORTH THEATRE LIMITED

In accordance with the engagement letter dated 28 September 2018, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company which comprise the Statement of Financial Activities, Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Company's Board of Trustees, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Trustees that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Trustees, as a body, for our work or for this report.

You have acknowledged on the Balance Sheet for the year ended 31 July 2022 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.



Joanna McGovern MBA FCCA FMAAT ATT(Fellow)  
Brendan P Byrne & Co Ltd Accountants, Bexley

Independent Examiner

Date 1 October 2022

# GEOFFREY WHITWORTH THEATRE LIMITED

## Statement of Financial Performance (including Income and Expenditure Account) for the year ended 31 July 2022

|   | Notes | Total Funds<br>Year<br>2022 |               | Total Funds<br>Year<br>2021 |                |
|---|-------|-----------------------------|---------------|-----------------------------|----------------|
|   |       | £                           | £             | £                           | £              |
| <b>Incoming Resources</b>                       |       |                             |               |                             |                |
| General donations and similar income            | 3     |                             | 875           |                             | 2,330          |
| Activities to further the charity's objectives: | 2     |                             |               |                             |                |
| Seat sales                                      |       | 73,266                      |               | 514                         |                |
| Subscriptions                                   |       | 8,195                       |               | 5,889                       |                |
| Touring productions                             |       | 0                           |               | 0                           |                |
|   |       |                             | 81,461        |                             | 6,403          |
| Activities to generate funds:                   |       |                             |               |                             |                |
| Bar profit/(loss)                               |       | 8,017                       |               | (151)                       |                |
| Coffee shop profit/(loss)                       |       | 2,297                       |               | (172)                       |                |
| Other   |       | 267                         |               | 675                         |                |
|   |       |                             | 10,581        |                             | 352            |
| Grants  |       |                             | 2,667         |                             | 37,235         |
| Interest Received                               |       |                             | 659           |                             | 671            |
|   |       |                             | <u>96,244</u> |                             | <u>46,991</u>  |
| <b>Resources Expended</b>                       |       |                             |               |                             |                |
| Costs of generating funds:                      |       |                             |               |                             |                |
| Bank charges and interest                       |       |                             | 1,724         |                             | 254            |
| Building Expenditure:                           |       |                             |               |                             |                |
| Rates   |       | 800                         |               | 325                         |                |
| Energy  |       | 6,269                       |               | 4,744                       |                |
| Insurance                                       |       | 7,571                       |               | 7,311                       |                |
| Repairs and renewals                            |       | 11,606                      |               | 5,738                       |                |
| Professional fees                               |       | 140                         |               | 130                         |                |
| Telephone                                       |       | 699                         |               | 650                         |                |
| Depreciation                                    |       | 12,403                      |               | 10,597                      |                |
| Sundry expenses                                 |       | 4,249                       |               | 1,861                       |                |
|   |       |                             | 43,737        |                             | 31,356         |
| Drama Expenditure:                              |       |                             |               |                             |                |
| Production expenses                             |       | 39,558                      |               | 5,774                       |                |
| Computer costs and website                      |       | 210                         |               | 9,115                       |                |
| Printing and publicity                          |       | 7,901                       |               | 1,702                       |                |
| Programmes                                      |       | 2,230                       |               | -                           |                |
|   |       |                             | 49,898        |                             | 16,591         |
| Total Resources Expended                        |       |                             | <u>95,360</u> |                             | <u>48,201</u>  |
| <b>Net Movement in Funds</b>                    | 10    |                             | <u>884</u>    |                             | <u>(1,210)</u> |

None of the other funds are restricted in nature for 2021 or 2022.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Statement of Financial Position (Balance Sheet) as at 31 July 2022

|   | Notes | 2022<br>£             | 2021<br>£             |
|---|-------|-----------------------|-----------------------|
| <b>Fixed Assets</b>                                   |       |                       |                       |
| Tangible Assets                                       | 4     | 234,481               | 236,957               |
| <b>Current Assets</b>                                 |       |                       |                       |
| Stocks  |       | 9,007                 | 8,161                 |
| Debtors   | 5     | 25,471                | 19,423                |
| Cash at bank and in hand                              | 6     | 148,060               | 147,061               |
|   |       | <u>182,538</u>        | <u>174,645</u>        |
| <b>Creditors: amounts falling due within one year</b> | 7     | (8,792)               | (4,034)               |
| <b>Net current assets</b>                             |       | <u>173,747</u>        | <u>170,611</u>        |
| <b>Total assets less current liabilities</b>          |       | <u><u>408,228</u></u> | <u><u>407,568</u></u> |
| <b>The Funds of the Charity</b>                       |       |                       |                       |
| Appeal fund   | 10    | 0                     | 0                     |
| Life membership fund                                  |       | 5,021                 | 5,245                 |
| Accumulated fund                                      |       | 403,207               | 402,323               |
|   |       | <u>408,228</u>        | <u>407,568</u>        |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2022 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements were approved by the Board of Directors on 15<sup>th</sup> October 2022 and were signed on its behalf by:

M Tripp  
Director



# GEOFFREY WHITWORTH THEATRE LIMITED

## Notes to the accounts at 31 July 2022

### 1. Accounting Policies

#### Basis of Preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The Geoffrey Whitworth Theatre Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### Depreciation

No depreciation has been provided on freehold property because it is the practice to maintain the property in a continual state of sound repair. The life of the building and its residual value is considered to be so high that depreciation should not be provided. Any improvements to the premises will be depreciated at the rate of 25% per annum on a reducing balance basis except specific fixtures which have been determined to have a 20 year life. The rest of the equipment that is owned by the company is depreciated using the straight-line method over 3, 5 or 10 years depending on the expected useful life of each item purchased, this methodology has been adopted from the club's previous practices and deemed appropriate to continue.

#### Funds

Unrestricted funds are incoming resources receivable without further specified purpose and are available as general funds, restricted funds are to be used for specific purposes as laid down by the donor

#### Resources Expended

Resources expended are recognised in the period in which they are incurred, they include VAT which cannot be recovered but do not include the value of services provided by volunteers

#### Risk Management

The Company's risk management programme seeks to minimise potential adverse effects on the Company's financial performance as described in the Trustees' Report on pages 2 to 5.

#### Interest

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank

### 2. Incoming resources from activities to further the charities objectives

Incoming Resources, which is stated net of value added tax, represents amounts charged to the membership for subscriptions to the theatre, seat sales for members and public watching performances, further funds come from ancillary income from the

### 3. General donations and similar income

Donations can include sums from sales of unused items from the props store or wardrobe of the theatre and although the funds are not formally restricted in nature it is the intention of the Trustees to use the cash generated to purchase costumes and the like for use in future productions.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Notes to the accounts, continued at 31 July 2022

### 4. Tangible fixed assets

|                        | Freehold<br>Property<br>£ | Freehold<br>Land<br>£ | Improvements<br>and Fixtures<br>£ | Plant and<br>Machinery<br>£ | Total<br>£     |
|------------------------|---------------------------|-----------------------|-----------------------------------|-----------------------------|----------------|
| <b>Cost</b>            |                           |                       |                                   |                             |                |
| At 1 August 2021       | 38,373                    | 72,395                | 385,537                           | 200,756                     | 697,061        |
| Additions              | -                         | -                     | -                                 | 9,927                       | 9,927          |
| Disposals              | -                         | -                     | -                                 | -                           | -              |
| At 31 July 2022        | <u>38,373</u>             | <u>72,395</u>         | <u>385,537</u>                    | <u>210,683</u>              | <u>706,988</u> |
| <b>Depreciation</b>    |                           |                       |                                   |                             |                |
| At 1 August 2021       | -                         | -                     | 281,086                           | 179,018                     | 460,104        |
| Charge for the Year    | -                         | -                     | 5,725                             | 6,678                       | 12,403         |
| Eliminated on Disposal | -                         | -                     | -                                 | -                           | -              |
| At 31 July 2022        | <u>-</u>                  | <u>-</u>              | <u>286,811</u>                    | <u>185,696</u>              | <u>472,507</u> |
| <b>Net book value</b>  |                           |                       |                                   |                             |                |
| At 31 July 2022        | <u>38,373</u>             | <u>72,395</u>         | <u>98,726</u>                     | <u>24,987</u>               | <u>234,481</u> |
| At 31 July 2021        | <u>38,373</u>             | <u>72,395</u>         | <u>104,451</u>                    | <u>21,738</u>               | <u>236,957</u> |

Freehold Land represents the purchase cost of some land for additional car parking adjacent to the Freehold Property that consists of the theatre itself.

The brought forward balances for improvements to premises include projects approved by the Arts Council for a lottery grant and the expenditure includes the completed projects so far such as the extra land, extension, seating, artwork, car park and disabled facilities. These figures have been stated net of that grant received. A similar approach was adopted for the recent refurbishment of the toilets, included in additions at 31 July 2020. The expenditure has been shown net of the grant received from the Theatres Trust for accessibility.

### 5. Debtors

|                               | 2022          | 2021          |
|-------------------------------|---------------|---------------|
|                               | £             | £             |
| Other debtors and prepayments | 25,471        | 18,094        |
| Value added tax               | -             | 1,329         |
|                               | <u>25,471</u> | <u>19,423</u> |

### 6. Cash at bank and in hand

|                          | 2022           | 2021           |
|--------------------------|----------------|----------------|
|                          | £              | £              |
| Premium business account | 15,426         | 31,158         |
| Current accounts         | 36,658         | 20,562         |
| Fixed term deposits      | 95,186         | 94,661         |
| Cash in hand             | 790            | 680            |
|                          | <u>148,060</u> | <u>147,061</u> |

# GEOFFREY WHITWORTH THEATRE LIMITED

## Notes to the accounts, continued at 31 July 2022

### 7. Creditors: amounts falling due within one year

|  | 2022         | 2021         |
|--|--------------|--------------|
|  | £            | £            |
| Sundry creditors, accruals and deferred income | 8,324        | 3,764        |
| Provision for taxation                         | 467          | 270          |
|  | <u>8,792</u> | <u>4,034</u> |

### 8. Share capital

The company is limited by guarantee with no share capital. The liability of each member is limited by guarantee. Each member has agreed to contribute ten pounds in the event of the club being wound up.

### 9. Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Income and Corporation Taxes Act 1988 as any excesses of income over expenditure, if made, are applied to its charitable objects.

### 10. Statement of Total Recognised Gains and Losses

|  | 2022           | 2021           |
|--|----------------|----------------|
|  | £              | £              |
| Restricted Funds - Appeal Fund:              |                |                |
| At 1 August                                  | -              | -              |
| Funds allocated to expenditure on roof works | -              | -              |
| At 31 July                                   | <u>-</u>       | <u>-</u>       |
| Restricted Funds - Life membership fund:     |                |                |
| At 1 August                                  | 5,245          | 5,338          |
| Reduction in numbers                         | (224)          | (93)           |
| At 31 July                                   | <u>5,021</u>   | <u>5,245</u>   |
|  | 2022           | 2021           |
|  | £              | £              |
| Unrestricted Funds - Accumulated Fund        |                |                |
| At 1 August                                  | 402,323        | 403,533        |
| Net movement of funds for the current year   | 884            | (1,210)        |
| At 31 July                                   | <u>403,207</u> | <u>402,323</u> |

**GEOFFREY WHITWORTH THEATRE LIMITED**

England & Wales - Charity number 1099081

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# Accounts

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**Registered number 631812**  
**Charity number 1099081**

**GEOFFREY WHITWORTH THEATRE LIMITED**  
**(Limited by Guarantee)**

**Unaudited Accounts**  
**for the year ended**  
**31 July 2021**

# **GEOFFREY WHITWORTH THEATRE LIMITED**

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# **GEOFFREY WHITWORTH THEATRE LIMITED**

## **Trustees' Report (Trustees are Directors of the Company) for the year ending 31 July 2021**

The Trustees are pleased to present their annual report together with the financial statements of the charity for the year ended 31 July 2021 which are also prepared to meet the requirements for a Trustees' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

### **OBJECTIVES AND ACTIVITIES**

The charity owns and operates an amateur theatre, to promote, maintain, improve and advance public education in artistic taste for appreciation of the arts in the London Borough of Bexley and the neighbourhood. The theatre usually presents approximately 10 productions each year including dance, drama, music and singing making particular provisions for educational and community programmes for the benefit of the public.

Since the merger of the Geoffrey Whitworth Theatre Limited and the Geoffrey Whitworth Theatre Club in 2015 Trustees have been in a position to invest monies into accounts which offer stronger interest rates. Comprehensive financial reports, received monthly, enable Trustees to monitor all aspects of theatre expenditure and income. Annual reporting to all members, Club and Company, is easier to compile as all transactions go through a financial database (SAGE). In 2018 Trustees took the decision to extend the year end to 31st July in order to make the cut-off for the last play of the season easier to manage.

The members of the theatre pay an annual subscription. The theatre operates via two sub-committees to govern both the drama content and manage the running of the theatre building.

### **ACHIEVEMENTS AND PERFORMANCE**

The Board has been convened 15 times since the last AGM and has always had a quorum (a minimum of three members). During the continuing COVID 19 pressures Trustees met via video links every two weeks until March 2021. Procedure at Board meetings is governed by the Standing Orders. Standard items on the agenda at all meetings are the financial reports for the Company, the Secretary's report and correspondence and the reports of the Club and Drama Committees.

Trustees were keen to maintain some level of development to move the theatre forward and supported the redesign of the web site as a necessary improvement for the future. A team of people worked closely with the company undertaking the implementation of this project and Trustees wish to record their thanks and congratulations on a very successful end product. The previous web site was managed and maintained by Ross Holland and Trustees extended their thanks to him for all his hard work over many years.

The Trustees supported the Drama Committee as they used their creative skills to develop 'theatre' for our members to watch and listen to. The programme of plays was promoted by the Club committee through Whitwords, newsletters, and social media. Audiences really appreciated the work undertaken to produce these pieces.

As restrictions lifted at various points during the year and then as the national lockdown came to an end Trustees were very appreciative of the small technical team, lead by Graham Lindsey, who met twice a week to undertake general stage maintenance and development to prepare the theatre for reopening. Trustees recognise the work and time of both the Club and Drama committees as they prepare the theatre for the coming season of plays. After successful auditions the publicity brochure and general infrastructure to support the season for cast, crew, audience and volunteers in a safe environment is well under way.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Trustees' Report, continued for the year ending 31 July 2021

Trustees supported the continuation of the Youth Group via Zoom and appreciate it was a challenging time for leaders and participants. We are very proud of our Youth Group which we see as our future set of volunteers, bringing their acting and technical talents to the work of the adult theatre.

In conducting our affairs, the Trustees' paramount concern is to secure the long term future of the theatre, an endeavour for which we have provided evidence to the Charity Commission, and for the safety, comfort and enjoyment of our audiences, actors and all of the voluntary workers. As a charity we see our principal public benefit as being the continued provision of high quality amateur drama to the people of Crayford and the surrounding area which we are able to do at low prices by virtue of all actors and theatre staff being unpaid. We are looking forward to restarting theatre productions

### FINANCIAL REVIEW

The net outgoing resources for the year totalled £1,210 (2020 incoming resources of £11,063). None of the resources is to be used on restricted projects. Previous fund raising accumulated funds for the roof and these balances held were spent during the comparative period.

In what has been an unprecedented year Trustees continued to conduct business in keeping with the 'standing orders'. All policies were reviewed and updated to reflect current circumstances when appropriate. The Theatre finances were closely monitored and appropriate action taken to protect investments while ensuring we could meet monthly expenditure. How We Manage Our Money, suspended in May 2020, continued, with any expenditure over £200 needing Trustee approval. The Trustees took advantage of Government Grants to support companies in the form of National Restrictions Grants, Additional Restriction Grants including those for Licensed Social Clubs. The Theatres Trust offered reopening grants for theatres in the London area and Trustees were very grateful to receive £3000 to support the purchase of screens, signage, thermometers and facial masks to meet our COVID Mitigation Policy. Trustees applied for and were given a restart Government Grant of £8000.

Usually approximately 200 volunteers work throughout the season to support us in meeting our aims and objectives. Trustees are looking forward to welcoming them all back in a safe environment when we start the new season. Training is provided for those involved in Box Office, Front of House, Bar, Coffee Bar and Back Stage.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

The Company was incorporated on 3 July 1959 and is governed by a Memorandum of Association adopted in revised form on 5 October 2002, when the Company gained charitable status. Following the merger of the Company and the Club, the Memorandum and Articles of Association were updated again and the changes formally adopted in February 2016.

Board membership is limited to nine. As stipulated in the Articles of Association, the number of trustees nearest to, but not exceeding, one third, being those who have served longest since appointment or reappointment, are subject to retirement by rotation and are eligible for re-appointment in Annual General Meeting. New Trustees may be appointed in Annual General Meeting.

The Trustees and Committee Members who served throughout the year were:-

|                 |           |                                   |
|-----------------|-----------|-----------------------------------|
| M Tripp (Chair) | P Allen   | R Lindsey (Secretary)             |
| L Robins        | D Adams   | S Higginson (Treasurer)           |
| E Naisbitt      | D Webster | V Cleary (resigned February 2021) |

The Board of Trustees does not have a person with significant control.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Trustees' Report, continued for the year ending 31 July 2021

The Board of Trustees does not have a person who would be liable for disqualification against the Charity Commission guidelines.

### Club Committee

(Whose responsibilities are to administer a public theatre)

Vivien Cleary

Keith Dunn

Paul Allen (Co-Opted)

Brian Hudson

Alan Peck

Claire Dingley (Co-Opted)

Lisa Haynes

Lesley Robins (Chair)

### Drama Committee

(Whose responsibilities are to stage drama productions)

Sarah Hills

Julia Kemp (Chair)

Gaynor Griffin

Steve Hunt

Brian Kemp (Co-Opted)

David Webster (secretary)

Finn McGee

Lisa Harris

Only Company members are eligible for appointment as Trustees and only members of the Club with at least two years' standing may become members of the Company. Thus any new Trustee will already be familiar with the work of the charity, having been involved with it for a number of years. A new Trustee receives the Memorandum and Articles of Association of the Company and the Rules of the GWT, as well as a copy of the Charity Commission documents *The Essential Trustee: What You Need To Know* and the quarterly newsletter.

## TRUSTEES RESPONSIBILITIES

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Company and of the net movement of funds for that period.

In preparing those accounts, 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 statement; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the accounts comply with the Companies Act 2006 and the Charities Act 2011. They are also responsible for safeguarding the assets of the Company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

## RISK MANAGEMENT

The Trustees confirm that the major risks to which the charitable Company is exposed, as identified by the Trustees, have been reviewed and systems have been established to manage those risks.

There are governance risks which may arise from inappropriate or inadequate organisational structures, from difficulties in recruiting Trustees and other leading personnel with relevant skills and from conflicts of interest. As safeguards we have:

- the Memorandum of Association and Articles of the Company;
- the Rules of the Club which have been drawn up by the Trustees;
- the Standing Orders for the conduct of Trustees' meetings;

# GEOFFREY WHITWORTH THEATRE LIMITED

## Trustees' Report, continued for the year ending 31 July 2021

- this Report of the Trustees (in addition to the statutory required report attached to the accounts) presented to each Annual General Meeting; and
- the Trustees' liability insurance, reviewed annually.

There are operational risks which may arise from failures in service quality, inadequate controls on contract pricing, welfare and health and safety complaints from our volunteers, fraud and misappropriation.

As safeguards we have:

- the responsibilities of the Club and its Drama Sub Committee closely defined in the Rules, with monthly reports presented to Trustees;
- policies in respect of financial management and all risks to our volunteer workers and audience.
- insurances, including both public and employer's liability insurance, which documents are displayed in the foyer. These policies cover not only the building and its content, public and employer's liability, directors' indemnity, but also the stage winch lifting gear, the passenger lift and the lifting platform and demand annual licences and required recurrent safety inspections, including portable electrical appliances, three gas boilers and two space heaters, the fire alarm system, fire extinguishers, the intruder alarm and CCTV system, the passenger lift and all stage lifting gear.

There are financial risks which may arise from failures in the accuracy and timeliness of financial information, from the inadequacy of reserves, from cash-flow difficulties, from the diversity of income sources and from the risks involved in investment management. As safeguards we have:

- a financial management policy (listed above);
- a policy on reserves;
- monthly financial reports, and
- annual accounts, reviewed by an accountant and presented to the Annual General Meeting.

There are risks to the conduct of the business due to external factors, including public perception, adverse publicity, demographic changes and government policy. As safeguards we have:

- our affiliation to the Little Theatre Guild of Great Britain, an umbrella organisation which is a source of information and advice;
- our publicity machinery, including press releases, widely distributed brochures and posters, and the Club's monthly magazine distributed to approximately 1,100 members.

We may face minor risks arising from failure to comply with the law and local or national government regulations, which might lead us to infringe trust law, employment law and regulatory requirements for such activities as fund-raising, the protection of our volunteers, Club members and the children attending the Club's Youth Theatre. In order to minimise such risks we have:

- a Premises Licence from the London Borough of Bexley
- a child protection policy and health and safety policies which, as with all other policies, are controlled by the Trustees;
- annual health and safety inspections as required by our insurers, mentioned in detail above;
- our disaster response and recovery plan;

There is the general risk to the continuation of the business of the theatre, which could arise from such an event as a fire or, for example, illness among several members of the cast of a play, necessitating its cancellation. We have to safeguard against the loss of the theatre's sole source of income: ticket sales and bar and coffee bar sales. Accordingly we have:

- our disaster response and recovery plan;
- insurance cover, reviewed annually;
- the Club's uncommitted reserves, which are currently maintained in excess of £75,000.

The above policies were urgently reviewed by the Trustees when the government-imposed lockdown restrictions were put in place in order to ensure that the contents of the policies remain correct and that working practices are compliant and it was found that previous prudent management had provided robust

# GEOFFREY WHITWORTH THEATRE LIMITED

## Trustees' Report, continued for the year ending 31 July 2021

cover. The policies are readily available to all volunteers and Club members. Copies of certain policies are given to those volunteers for whom they should be working guidelines.

### FUTURE STRATEGY

An immediate priority is the re-opening of the theatre and attracting, encouraging and maintaining volunteers and audiences. The development plan has been put on hold until we can assess the full impact of the COVID 19 closure on theatre financial resources.

The Trustees continue to consider future developments and will take forward projects that can be achieved financially whilst also building and maintaining sufficient reserves to cover a major eventuality.

### REFERENCE AND DEMONSTRATIVE DETAILS

The Geoffrey Whitworth Theatre Limited is a company (registered number 631812) limited by guarantee and therefore with no share capital, and a registered charity (number 1099081)

### ASSOCIATION SECRETARY

R Lindsey

### REGISTERED OFFICE

4 Downs Valley  
Hartley  
Longfield  
Kent  
DA3 7RA

### BANKERS

HSBC Bank plc  
38 High Street  
Dartford DA1 1DG

### SMALL COMPANY PROVISIONS

This report of the Trustees has been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies.

### STATEMENT AS TO DISCLOSURE TO OUR INDEPENDENT EXAMINER

In so far as the Trustees are aware at the time of approving our annual report:

- there is no relevant information, being information needed by the accountant in connection with preparing their report, of which the Independent Examiner is unaware, and
- the Trustees, having made enquiries of fellow Trustees and the Independent Examiner, that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a Trustee in order to make themselves aware of any relevant audit information and to establish that the Independent Examiner is aware of that information.

Approved by the Board on .....date. 2.10.21

M Tripp  
Trustee

# GEOFFREY WHITWORTH THEATRE LIMITED

## Independent Examiner's Report

### Accountant's Report on the unaudited accounts to the directors of GEOFFREY WHITWORTH THEATRE LIMITED

In accordance with the engagement letter dated 28 September 2018, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company which comprise the Statement of Financial Activities, Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Company's Board of Trustees, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Trustees that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Trustees, as a body, for our work or for this report.

You have acknowledged on the Balance Sheet for the year ended 31 July 2021 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.



Joanna McGovern MBA FCCA FMAAT ATT(Fellow)  
Brendan P Byrne & Co Ltd - Accountants, Bexley

Independent Examiner

Date 2.10.21

# GEOFFREY WHITWORTH THEATRE LIMITED

## Statement of Financial Performance (including Income and Expenditure Account) for the year ended 31 July 2021

|   | Notes | Total Funds<br>Year<br>2021 |                | Total Funds<br>Year<br>2020 |                |
|---|-------|-----------------------------|----------------|-----------------------------|----------------|
|   |       | £                           | £              | £                           | £              |
| <b>Incoming Resources</b>                       |       |                             |                |                             |                |
| General donations and similar income            | 3     |                             | 2,330          |                             | 873            |
| Activities to further the charity's objectives: | 2     |                             |                |                             |                |
| Seat sales                                      |       | 514                         |                | 71,175                      |                |
| Subscriptions                                   |       | 5,889                       |                | 8,677                       |                |
| Touring productions                             |       | 0                           |                | 0                           |                |
|   |       |                             | 6,403          |                             | 79,852         |
| Activities to generate funds:                   |       |                             |                |                             |                |
| Bar profit/(loss)                               |       | (151)                       |                | 5,663                       |                |
| Coffee shop profit/(loss)                       |       | (172)                       |                | 2,907                       |                |
| Other   |       | 675                         |                | 94                          |                |
|   |       |                             | 352            |                             | 8,664          |
| Grants  |       |                             | 37,235         |                             | 10,000         |
| Interest Received                               |       |                             | 671            |                             | 1,143          |
|   |       |                             | <u>46,991</u>  |                             | <u>100,532</u> |
| <b>Resources Expended</b>                       |       |                             |                |                             |                |
| Costs of generating funds:                      |       |                             |                |                             |                |
| Bank charges and interest                       |       |                             | 254            |                             | 1,666          |
| Building Expenditure:                           |       |                             |                |                             |                |
| Rates   |       | 325                         |                | 2,399                       |                |
| Energy  |       | 4,744                       |                | 6,789                       |                |
| Insurance                                       |       | 7,311                       |                | 8,379                       |                |
| Repairs and renewals                            |       | 5,738                       |                | 14,749                      |                |
| Professional fees                               |       | 130                         |                | 392                         |                |
| Telephone                                       |       | 650                         |                | 845                         |                |
| Depreciation                                    |       | 10,597                      |                | 11,249                      |                |
| Sundry expenses                                 |       | 1,861                       |                | 2,146                       |                |
|   |       |                             | 31,356         |                             | 46,948         |
| Drama Expenditure:                              |       |                             |                |                             |                |
| Production expenses                             |       | 5,774                       |                | 32,628                      |                |
| Computer costs and website                      |       | 9,115                       |                | -                           |                |
| Printing and publicity                          |       | 1,702                       |                | 6,737                       |                |
| Programmes                                      |       | -                           |                | 1,490                       |                |
|   |       |                             | 16,591         |                             | 40,855         |
| Total Resources Expended                        |       |                             | <u>48,201</u>  |                             | <u>89,469</u>  |
| <b>Net Movement in Funds</b>                    | 10    |                             | <u>(1,210)</u> |                             | <u>11,063</u>  |

None of the other funds are restricted in nature for 2021, 2020 comparatives contain expenditure on the roof net of the funds from the appeal fund raised for the purpose, as noted in the movements in funds disclosed in Note 10 to the financial statements.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Statement of Financial Position (Balance Sheet) as at 31 July 2021

|   | Notes | 2021                  | 2020                  |
|---|-------|-----------------------|-----------------------|
|   |       | £                     | £                     |
| <b>Fixed Assets</b>                                   |       |                       |                       |
| Tangible Assets                                       | 4     | 236,957               | 247,554               |
| <b>Current Assets</b>                                 |       |                       |                       |
| Stocks  |       | 8,161                 | 8,715                 |
| Debtors   | 5     | 19,423                | 17,379                |
| Cash at bank and in hand                              | 6     | 147,061               | 139,956               |
|   |       | <u>174,645</u>        | <u>166,050</u>        |
| <b>Creditors: amounts falling due within one year</b> | 7     | (4,034)               | (4,733)               |
| <b>Net current liabilities</b>                        |       | <u>170,611</u>        | <u>161,317</u>        |
| <b>Total assets less current liabilities</b>          |       | <u><u>407,568</u></u> | <u><u>408,871</u></u> |
| <b>The Funds of the Charity</b>                       | 10    |                       |                       |
| Appeal fund   |       | -                     | -                     |
| Life membership fund                                  |       | 5,245                 | 5,338                 |
| Accumulated fund                                      |       | 402,323               | 403,533               |
|   |       | <u><u>407,568</u></u> | <u><u>408,871</u></u> |

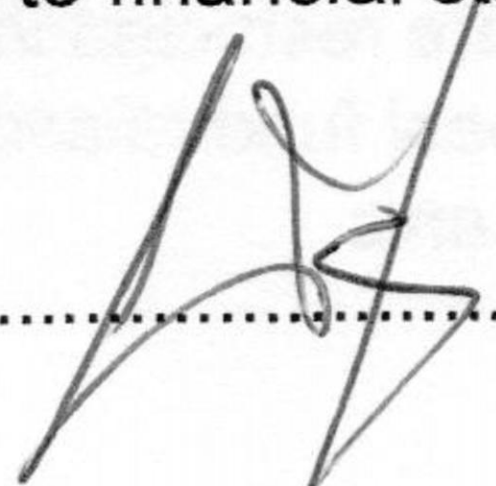
The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 July 2019 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements were approved by the Board of Directors on .....  
and were signed on its behalf by:

 2.10.21.

M Tripp  
Director

# GEOFFREY WHITWORTH THEATRE LIMITED

## Notes to the accounts at 31 July 2021

### 1. Accounting Policies

#### Basis of Preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The Geoffrey Whitworth Theatre Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### Depreciation

No depreciation has been provided on freehold property because it is the practice to maintain the property in a continual state of sound repair. The life of the building and its residual value is considered to be so high that depreciation should not be provided. Any improvements to the premises will be depreciated at the rate of 25% per annum on a reducing balance basis except specific fixtures which have been determined to have a 20 year life. The rest of the equipment that is owned by the company is depreciated using the straight-line method over 3, 5 or 10 years depending on the expected useful life of each item purchased, this methodology has been adopted from the club's previous practices and deemed appropriate to continue.

#### Funds

Unrestricted funds are incoming resources receivable without further specified purpose and are available as general funds, restricted funds are to be used for specific purposes as laid down by the donor

#### Resources Expended

Resources expended are recognised in the period in which they are incurred, they include VAT which cannot be recovered but do not include the value of services provided by volunteers

#### Risk Management

The Company's risk management programme seeks to minimise potential adverse effects on the Company's financial performance as described in the Trustees' Report on pages 2 to 5.

#### Interest

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank

### 2. Incoming resources from activities to further the charities objectives

Incoming Resources, which is stated net of value added tax, represents amounts charged to the membership for subscriptions to the theatre, seat sales for members and public watching performances, further funds come from ancillary income from the sales of refreshments and the like.

# GEOFFREY WHITWORTH THEATRE LIMITED

## Notes to the accounts, continued at 31 July 2021

### 3. General donations and similar income

Donations can include sums from sales of unused items from the props store or wardrobe of the theatre and although the funds are not formally restricted in nature it is the intention of the Trustees to use the cash generated to purchase costumes and the like for use in future productions.

### 4. Tangible fixed assets

|                        | Freehold<br>Property<br>£ | Freehold<br>Land<br>£ | Improvements<br>and Fixtures<br>£ | Plant and<br>Machinery<br>£ | Total<br>£     |
|------------------------|---------------------------|-----------------------|-----------------------------------|-----------------------------|----------------|
| <b>Cost</b>            |                           |                       |                                   |                             |                |
| At 1 August 2020       | 38,373                    | 72,395                | 385,537                           | 200,756                     | 697,061        |
| Additions              | -                         | -                     | -                                 | -                           | -              |
| Disposals              | -                         | -                     | -                                 | -                           | -              |
| At 31 July 2021        | <u>38,373</u>             | <u>72,395</u>         | <u>385,537</u>                    | <u>200,756</u>              | <u>697,061</u> |
| <b>Depreciation</b>    |                           |                       |                                   |                             |                |
| At 1 August 2020       | -                         | -                     | 275,182                           | 174,325                     | 449,507        |
| Charge for the Year    | -                         | -                     | 5,904                             | 4,693                       | 10,597         |
| Eliminated on Disposal | -                         | -                     | -                                 | -                           | -              |
| At 31 July 2021        | <u>-</u>                  | <u>-</u>              | <u>281,086</u>                    | <u>179,018</u>              | <u>460,104</u> |
| <b>Net book value</b>  |                           |                       |                                   |                             |                |
| At 31 July 2021        | <u>38,373</u>             | <u>72,395</u>         | <u>104,451</u>                    | <u>21,738</u>               | <u>236,957</u> |
| At 31 July 2020        | <u>38,373</u>             | <u>72,395</u>         | <u>110,355</u>                    | <u>26,431</u>               | <u>247,554</u> |

Freehold Land represents the purchase cost of some land for additional car parking adjacent to the Freehold Property that consists of the theatre itself.

The brought forward balances for improvements to premises include projects approved by the Arts Council for a lottery grant and the expenditure includes the completed projects so far such as the extra land, extension, seating, artwork, car park and disabled facilities. These figures have been stated net of that grant received. A similar approach was adopted for the recent refurbishment of the toilets, included in additions at 31 July 2020. The expenditure has been shown net of the grant received from the Theatres Trust for accessibility.

### 5. Debtors

|                               | 2021          | 2020          |
|-------------------------------|---------------|---------------|
|                               | £             | £             |
| Other debtors and prepayments | 18,094        | 17,379        |
| Value added tax               | 1,329         | -             |
|                               | <u>19,423</u> | <u>17,379</u> |

## GEOFFREY WHITWORTH THEATRE LIMITED

### Notes to the accounts, continued at 31 July 2021

| 6. Cash at bank and in hand | 2021           | 2020           |
|-----------------------------|----------------|----------------|
|                             | £              | £              |
| Premium business account    | 31,158         | 20,452         |
| Current accounts            | 20,562         | 33,686         |
| Fixed term deposits         | 94,661         | 84,991         |
| Cash in hand                | 680            | 827            |
|                             | <u>147,061</u> | <u>139,956</u> |

| 7. Creditors: amounts falling due within one year | 2021         | 2020         |
|---|--------------|--------------|
|   | £            | £            |
| Sundry creditors, accruals and deferred income    | 3,764        | 4,463        |
| Provision for taxation                            | 270          | 270          |
|   | <u>4,034</u> | <u>4,733</u> |

### 8. Share capital

The company is limited by guarantee with no share capital. The liability of each member is limited by guarantee. Each member has agreed to contribute ten pounds in the event of the club being wound up.

### 9. Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Income and Corporation Taxes Act 1988 as any excesses of income over expenditure, if made, are applied to its charitable objects.

### 10. Statement of Total Recognised Gains and Losses

|  | 2021           | 2020           |
|--|----------------|----------------|
|  | £              | £              |
| Restricted Funds - Appeal Fund:              |                |                |
| At 1 August                                  | -              | 19,242         |
| Funds allocated to expenditure on roof works | -              | (19,242)       |
| At 31 July                                   | <u>-</u>       | <u>-</u>       |
| Restricted Funds - Life membership fund:     |                |                |
| At 1 August                                  | 5,338          | 5,338          |
| Reduction in numbers                         | (93)           | -              |
| At 31 July                                   | <u>5,245</u>   | <u>5,338</u>   |
|  | <b>2021</b>    | <b>2020</b>    |
|  | £              | £              |
| Unrestricted Funds - Accumulated Fund        |                |                |
| At 1 August                                  | 403,533        | 392,470        |
| Net movement of funds for the current year   | (1,210)        | 11,063         |
| At 31 July                                   | <u>402,323</u> | <u>403,533</u> |