

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.

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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;

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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 ondate. 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 Year 2021		Total Funds Year 2020	
		£	£	£	£
Incoming Resources					
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		<u>0</u>		<u>0</u>	
			6,403		79,852
Activities to generate funds:					
Bar profit/(loss)		(151)		5,663	
Coffee shop profit/(loss)		(172)		2,907	
Other		<u>675</u>		<u>94</u>	
			352		8,664
Grants			37,235		10,000
Interest Received			<u>671</u>		<u>1,143</u>
			<u>46,991</u>		<u>100,532</u>
Resources Expended					
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		<u>1,861</u>		<u>2,146</u>	
			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		<u>-</u>		<u>1,490</u>	
			16,591		40,855
Total Resources Expended			<u>48,201</u>		<u>89,469</u>
Net Movement in Funds	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
		£	£
Fixed Assets			
Tangible Assets	4	236,957	247,554
Current Assets			
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>
Creditors: amounts falling due within one year	7	(4,034)	(4,733)
Net current liabilities		<u>170,611</u>	<u>161,317</u>
Total assets less current liabilities		<u><u>407,568</u></u>	<u><u>408,871</u></u>
The Funds of the Charity	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>

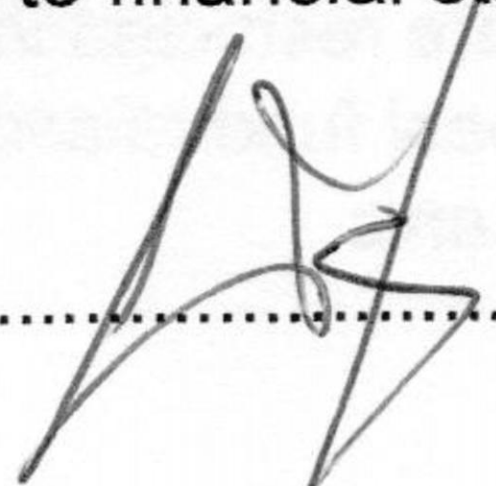
The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2021.

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 Property £	Freehold Land £	Improvements and Fixtures £	Plant and Machinery £	Total £
Cost					
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>
Depreciation					
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>
Net book value					
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>
	2021	2020
	£	£
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>