

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

	Page
Trustees' Report	1 - 5
Independent Examiner's Report	6
Statement of Financial Performance (including Income and Expenditure Account)	7
Statement of Financial Position (Balance Sheet)	8
Notes	9 - 11
Information for the Trustees only	12

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 ondate.

15th 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 Year 2022		Total Funds Year 2021	
		£	£	£	£
Incoming Resources					
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		<u>0</u>		<u>0</u>	
			81,461		6,403
Activities to generate funds:					
Bar profit/(loss)		8,017		(151)	
Coffee shop profit/(loss)		2,297		(172)	
Other		<u>267</u>		<u>675</u>	
			10,581		352
Grants			2,667		37,235
Interest Received			<u>659</u>		<u>671</u>
			<u>96,244</u>		<u>46,991</u>
Resources Expended					
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		<u>4,249</u>		<u>1,861</u>	
			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		<u>2,230</u>		<u>-</u>	
			49,898		16,591
Total Resources Expended			<u>95,360</u>		<u>48,201</u>
Net Movement in Funds	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	2021
		£	£
Fixed Assets			
Tangible Assets	4	234,481	236,957
Current Assets			
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>
Creditors: amounts falling due within one year	7	(8,792)	(4,034)
Net current assets		<u>173,747</u>	<u>170,611</u>
Total assets less current liabilities		<u><u>408,228</u></u>	<u><u>407,568</u></u>
The Funds of the Charity	10		
Appeal fund		0	0
Life membership fund		5,021	5,245
Accumulated fund		403,207	402,323
		<u><u>408,228</u></u>	<u><u>407,568</u></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:

- (a) ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- (b) 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 15th 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 Property £	Freehold Land £	Improvements and Fixtures £	Plant and Machinery £	Total £
Cost					
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>
Depreciation					
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>
Net book value					
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>