

Registered number 631812

Charity number 1099081

# **GEOFFREY WHITWORTH THEATRE LIMITED**

(Limited by Guarantee)

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

# GEOFFREY WHITWORTH THEATRE LIMITED

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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

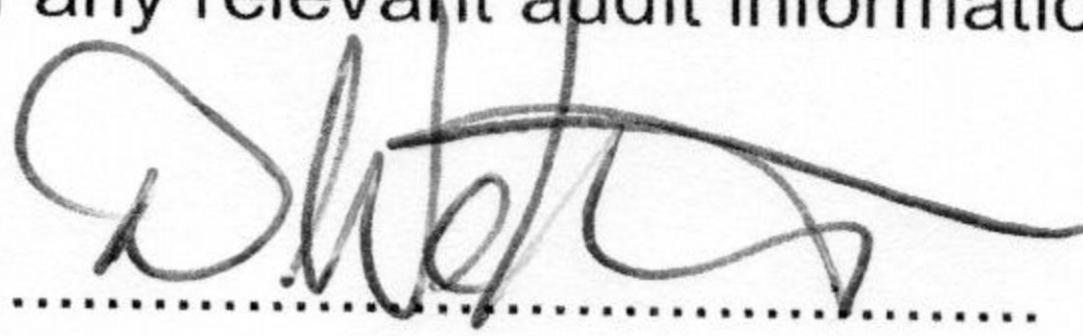
This report of the Trustees has been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies.

### 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 Year 2023		Total Funds Year 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
			147,553		96,244
<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			140,877		95,360
<b>Net Movement in Funds</b>	10		6,675		884

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	2022
		£	£
<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.

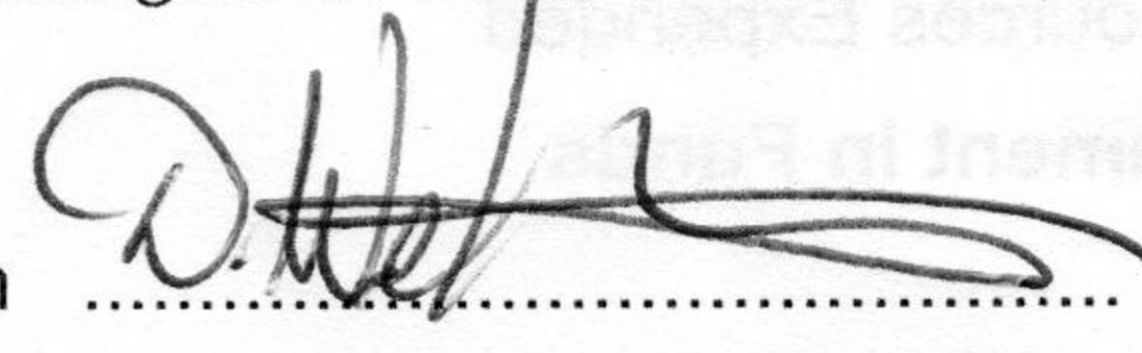
The members have not required the company to obtain an audit of its financial statements for the year ended 30 July 2023 in accordance with Section 476 of the Companies Act 2006.

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:

Director

 30/09/23



# 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 Property £	Freehold Land £	Improvements and Fixtures £	Plant and Machinery £	Total £
<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>

	2023	2022
	£	£
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>