

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

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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
(whose responsibility is to stage productions)
Ben Gaston Chair
David Webster Secretary
Helen England
Gaynor Griffin
Holly Shaw
Dominic Higginson Clark
Steve Hunt
Brian Kemp (Co-Opted)

Club
(whose responsibility is to administer a public theatre)
Lesley Robins Chair
Alan Peck
Richard Percival
Gillian Gray
Keith Dunn
Ceb Zebrat
Kyle Marsh
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 Year 2024		Total Funds Year 2023	
		£	£	£	£
Incoming Resources					
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		<u>0</u>		<u>35,222</u>	
			101,102		133,440
Activities to generate funds:					
Bar profit/(loss)		8,506		8,027	
Coffee shop profit/(loss)		3,077		3,052	
Other		<u>1,367</u>		<u>175</u>	
			12,950		11,253
Grants			0		0
Interest Received			<u>3,474</u>		<u>1,685</u>
			<u>117,593</u>		<u>147,553</u>
Resources Expended					
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		<u>5,487</u>		<u>3,999</u>	
			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		<u>2,335</u>		<u>2,320</u>	
			48,555		79,682
Total Resources Expended			<u>116,184</u>		<u>140,877</u>
Net Movement in Funds	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
		£	£
Fixed Assets			
Tangible Assets	4	257,989	261,336
Current Assets			
Stocks		9,717	3,709
Debtors	5	19,840	17,877
Cash at bank and in hand	6	141,730	140,455
		<u>171,287</u>	<u>162,041</u>
Creditors: amounts falling due within one year	7	(13,416)	(8,563)
Net current liabilities		<u>157,871</u>	<u>153,477</u>
Total assets less current liabilities		<u>415,860</u>	<u>414,813</u>
The Funds of the Charity	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:

Director



5th October 2024

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 Property £	Freehold Land £	Improvements and Fixtures £	Plant and Machinery £	Total £
Cost					
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>
Depreciation					
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>
Net book value					
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
Value added tax

19,840 17,877

- -

19,840 17,877

6. Cash at bank and in hand

2024 2023

£ £

Premium business account
Current accounts
Fixed term deposits
Cash in hand

79,321 80,876

31,619 28,789

30,000 30,000

790 790

141,730 140,455

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>
	2024	2023
	£	£
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>