

THE INCOGNITO THEATRE GROUP

England & Wales · Charity number 1102558

Details

Status Registered

Legal form Charitable company

Company number [04988774](#)

Registered 2004-03-09

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

Contact

Address Incognito Theatre
106A Holly Park Road
London
N11 3HB

Phone 07912875700

Email askaquestion@incognit theatre.co.uk

Website www.incognit theatre.com

Activities

Objects: TO EDUCATE AND ENTERTAIN THE PUBLIC IN THE THEATRICAL ARTS; TO FURTHER THE DEVELOPMENT OF PUBLIC APPRECIATION AND TASTE IN THE SAID ARTS, TO ASSIST AND FURTHER SUCH CHARITABLE INSTITUTIONS AND CHARITABLE PURPOSES AS THE TRUSTEES SHALL FROM TIME TO TIME DETERMINE.

Activities: The charity leases its own well equipped 64 seat theatre and aims to make high quality live theatre accessible to local actors, back-stage crew, technicians, directors, designers, writers and audiences and so enrich their lives and benefit the community generally.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** NOT DEFINED. IN PRCATICE FRIERN BARNET, NEW SOUTHGATE AND HERTFORDSHIRE
- Barnet
- Enfield
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£34,151	£32,969	-	-
2024-07-31	£39,811	£28,126	-	-
2023-07-31	£32,054	£32,174	-	-
2022-07-31	£24,762	£18,111	-	-
2021-07-31	£4,493	£7,918	-	-
2020-07-31	£27,034	£19,363	-	-

Trustees

Name	Role	Appointed
Christopher John Mason		2017-10-11
Christopher Sly		2021-04-21
HUW MORGAN		
JOHN DAVID SAVAGE		2013-10-13
Louise McKie		2025-11-19
Margaret Susan Johnson		2019-11-06
Mary Groom		2021-05-26
Naomi Claire Smallwood		2025-12-16

THE INCOGNITO THEATRE GROUP

England & Wales - Charity number 1102558

Accounts

The Incognito Theatre Group

Company registration no. 04988774
Registered Charity 1102558

Trustees Report and Financial Statements

For the Year Ended 31st July 2025

The Incognito Theatre Group
Report of the Trustees for the year ended 31st July 2025

Reference and Administrative Information

Registered Charity:	1102558
Company registration:	04988774
Registered Office:	106A Holly Park Road London, N11 3HB
Operational Address:	Incognito Theatre 106A Holly Park Road London, N11 3HB

Trustees and Officers

The Incognito Theatre Group (the Charity) is a company limited by guarantee and a registered charity. As such its directors are collectively referred to as the trustees.

Mary Groom	Programme group member
Margaret Johnson	Programme group co-ordinator
Jill Lomas	Social / Health and Safety oversight
Chris Mason	Technical management and Co. Secretary
Huw Morgan	Information systems and web site
Julianne Mullen	Programme group member
John Savage	Theatre manager
Christopher Sly	Finance

Company Secretary	Chris Mason
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Bankers	CAF Bank Limited
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Reporting Accountant	Christopher Goldie
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The Incognito Theatre Group

Report of the Trustees for the year ended 31st July 2025 (continued)

Structure, Governance, and Management

Governing Document

The Incognito Theatre Group ("the Charity") was incorporated on 9th December 2003 as a company limited by guarantee. It is governed by its Memorandum and Articles of Association dated 9th December 2003 as subsequently amended, most recently by a Special Resolution dated 21st July 2021 which was intended to update the Articles in line with the model provisions published by the Charity Commission.

The liability of each member in the event of a winding up is limited to one pound sterling, for the payment of creditors of the Charity contracted before he/she ceases to be a member, or within one year thereafter. At 31st July 2025 there were 74 guarantors in the register of members (2024: 90).

Appointment of Trustees

The board of trustees (who are also directors of the company for the purposes of company law) governs the Charity. In accordance with the Articles of Association the trustees are elected at an annual general meeting when a third of the existing trustees retire by rotation.

Trustees are eligible for re-election.

There is a minimum of three trustees and, between annual general meetings, additional trustees may be co-opted by the board for a term until the next AGM where they may be confirmed as new trustees.

Related Parties

The Charity is independent of any other charities or organisations but works closely with other organisations and leases the theatre from the London Borough of Barnet.

Risk Management

The trustees undertake regularly a review of the major risks to which the Charity is exposed and establish systems to mitigate those risks.

Objectives and activities

The Charity was established in 2003 to take over the assets, liabilities, and all activities of the previous Incognito Theatre Group, a private theatre club which had been in existence since 1938. The Charity leases its own well equipped 64 seat theatre and aims to make high quality live theatre accessible to local actors, back-stage crew, technicians, directors, designers, writers and audiences and so enrich their lives and benefit the community generally.

The Incognito Theatre Group

Report of the Trustees for the year ended 31st July 2025 (continued)

Achievements and Performance

The year under review was the third full year of productions after the closure caused by the Covid19 pandemic, and the Group put on a slightly amended run of five productions roughly nine to ten weeks apart after a slightly longer summer break. And there were two other imported shows.

The programming of the 2024/25 season developed the recent trend of including more adventurous programming with modern themes relevant to life in the 21st century and one classic.

The season started with a play called **Home, I'm Darling** by Laura Wade, about a couple fixated on the 1950s, in particular the lifestyle, décor, dress and appliances. In early December there was the American classic

A Streetcar Named Desire by Tennessee Williams about the decline of Blanche Dubois. February saw

The Revlon Girl by Neil Anthony Docking, about the bereaved mothers of Aberfan in the late 1960s following the mining tip collapse. The very end of April saw the opening of Terrence Rattigan's **Flare Path** set in a hotel on the edge of a Lincolnshire airfield which dealt with some issues rarely talked about at the time.

There then followed a theatre hire by Zips who did a play about a charity moonwalk supporting Breast Cancer

The fifth production was an adaptation of Shakespeare's **Julius Caesar** with a very simple set,

dramatic lighting and modern music. Another hire ended the year under review with a play about the Bronte family but concentrating on the fall of Branwell Bronte. It was titled **Infernal** and presented by Room One Theatre Company. There was also one rehearsed reading of **Quartermain's Terms** for two shows but participants hardly needed scripts. It adapted the Revlon Girl set.

With this and the two hires, there were as many performances as the 6 show series.

Starting the season a little later and finishing a little earlier did assist in attracting cast members.

During the year the Trustees agreed to continue for the season 2025/26, the five show pattern and keep the diverse range of plays we produce, but due to shortage of backstage and support people to have a moratorium on lettings and costume and prop hire.

Audience habits appear to be returning to pre pandemic patterns and the use of social media has increased sales. Some have turned up on the night and found performances sold-out. Two productions sold out completely and two others achieved 92% and 97% sales. As expected the Shakespeare adaptation (an acquired taste) achieved 65% sales, producing overall healthy returns. The outside hires also generated the income lost by not having a 6th show. The set building crew are proud of their re-use of materials and other savings in production costs such as the sourcing from upcycling sites, other theatres and selling-on after the play items too specialised to keep as regular stock. The Shakespeare adaptation did not attract royalty fees.

On the social side there was a barbeque in the autumn of 2024 and a New Year party in January 2025.

Tuesday morning work parties continue to attract more person hours than the old Wednesday club nights, so the latter have been abandoned. Now in its 11th year the Monday Club meets every other week to involve people retired or working flexibly.

The Incognito Theatre Group

Report of the Trustees for the year ended 31st July 2025 (continued)

Financial Review

Results for the year

During the year to 31st July 2025 the charity showed a surplus of £1,182 (2024 surplus of £11,684) which, when combined with assets brought forward, lead to net assets held by the charity at the year end of £54,789 (2024 £53,607).

Format of the Accounts

The accounts comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice 'Accounting and Reporting by Charities' (Charities SORP (FRS 102)) effective 1 January 2019.

Investment Powers

The trustees are empowered by the Articles of Association to invest the funds of the Charity as they deem appropriate. Investment in a more efficient heating system occurred in May 2025

Trustee Assurance

The trustees can confirm that the Charity's Assets are sufficient to fulfil its obligations and that all cash and investments held by the Charity have been acquired in accordance with the powers available to them under the Articles of Association.

Reserves Policy

The company has reserves of over £50,000.

Current expenditure is intended to be covered by ticket sales, members' and friends' subscriptions, donations, bar sales, and when we recruit more helpers to ease the management the restoration of hiring out of the theatre, costumes, and properties.

Plans for Future Periods

The Charity aims to continue its development in and contribution to the local community.

In respect of the building, improvements to the lighting and sound characteristics of the Foyer / Bar have been planned and this will make it a more user friendly and flexible space for letting and studio performances, asd well as internal use for readings and member sessions.

The Incognito Theatre Group
Report of the Trustees for the year ended 31st July 2025 (continued)

Statement of Trustees Responsibilities

The trustees are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and regulations.

Company Law requires the trustees to prepare financial statements for each financial period. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure of the Charity for that year.

In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on

and signed on their behalf by.....

The Incognito Theatre Group

Independent Examiner's Report to the Board of Trustees on the unaudited accounts of The Incognito Theatre Group

For the Year Ended 31st July 2025

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

The trustees consider that an audit is not required for this year under part 16 of the Companies Act 2006 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which give me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006, or
- the accounts do not accord with such records, or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Christopher Goldie
Reporting Accountant
11 Kings Road
Barnet
Hertfordshire
EN5 4EF

The Incognito Theatre Group

Financial Statements

For the Year Ended 31st July 2025

Statement of Financial Activities

	Unrestricted Funds	
	2025	2024
	£	£
Incoming Resources		
Income from Productions	24,501	24,397
Hire of Theatre	1,875	2,325
Income from Social Events	103	384
Grants and Donations (note 4)	2,131	4,235
Profit on refreshments and bar	1,701	2,303
Membership Subscriptions	2,001	2,060
Interest	832	80
Other income	1,007	810
	<u>34,151</u>	<u>36,594</u>
Total Incoming Resources		
	<u>34,151</u>	<u>36,594</u>
Resources Expended		
Charitable Activities:		
Production Costs	10,169	10,266
Theatre Maintenance and Administration	22,787	14,631
Governance Costs	13	13
	<u>32,969</u>	<u>24,910</u>
Total Resources Expended		
	<u>32,969</u>	<u>24,910</u>
Net Movement of Funds	1,182	11,684
Fund Balances at 1st August 2024	<u>53,607</u>	<u>41,923</u>
Fund Balances at 31st July 2025	<u>54,789</u>	<u>53,607</u>

All activities relate to continuing operations. There are no other recognised gains or losses apart from those shown above.

The Incognito Theatre Group

Financial Statements

As at 31st July 2025

Balance Sheet

	2025	2024
	£	£
Fixed Assets		
Cost of land purchased in 2011 (note 5)	1,040	1,040
	<u>1,040</u>	<u>1,040</u>
Current Assets		
CAF Gold account opened 2023-24	40,803	40,000
Cash at Bank and in Hand	7,666	10,517
Prepayments and sundry debtors	5,564	3,880
	<u>54,033</u>	<u>54,397</u>
Creditors, Accruals, and Deferred Income:		
Amounts falling due within one year	284	1,830
	<u>53,749</u>	<u>52,567</u>
Net Current Assets/(Liabilities)		
	<u>53,749</u>	<u>52,567</u>
Net Assets	<u>54,789</u>	<u>53,607</u>
 Represented by:		
Restricted Funds	-	-
Unrestricted Funds	54,789	53,607
	<u>54,789</u>	<u>53,607</u>

For the year ending 31st July 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS102 SORP.

Approved by the Trustees on

and signed on their behalf by.....

The Incognito Theatre Group

Notes to Financial Statements

For the Year Ended 31st July 2025

1. Basis of Preparation

(a) Basis of Accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16th July 2014, and with the Charities Act 2011.

(b) Going Concern

The Trustees consider there is reasonable expectation that the Charity has adequate resources to consider an operational existence for the foreseeable future. Accordingly we continue to adopt the going concern basis in preparing this annual report and financial statements.

(c) Change of Accounting Policy

The accounts present a true and fair view and no changes have been made to the accounting policy.

(d) Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period.

(e) Material prior year errors

No material prior year errors have been identified in the reporting period.

2. Accounting Policies

(a) Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources,
- it is more likely than not that the trustees will receive the resources,
- the monetary value can be measured with sufficient reliability.

(b) Funds Structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the funder. There were no restricted funds received in this period or brought forward from the previous period.

(c) Grants and Donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources. Donations represent voluntary amounts received during the year.

(d) Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that donation and is treated in addition to the same fund as the initial donation unless the donor or the terms of the appeal have been specified otherwise.

(e) Recognition of Expenditure

Liabilities are recognised as expenditure as soon as there is legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities.

The Incognito Theatre Group

Notes to Financial Statements (continued)

For the Year Ended 31st July 2025

2. Accounting Policies (continued)

(f) Depreciation

All assets except property (see note 5) are written off in the year of the expense.

(g) Operating leases

The theatre is leased from the London Borough of Barnet. The previous 10 year lease expired on 23 March 2019 and after protracted negotiations a new lease was eventually granted for a 25 year term from 24 March 2023 with rent reviews every 5 years. There are options to break for the landlord at 15 and 20 years and for the tenant every 5 years. The initial market rent is stated as £9,000 p.a. but this is currently reduced to £900 p.a. under a separate 5 year agreement with LBB, pursuant to the council's Community Benefit Assessment Tool scheme.

3. Legal Status of the Charity

The charity is a company limited by guarantee and has no share capital. In the event of the Charity being wound up the liability in respect of the guarantee is limited to £1 per member of the Charity.

4. Grants and Donations

	2025	2024
	£	£
Donations		
Other Donations (including Gift Aid)	<u>2,131</u>	<u>4,235</u>

5. Fixed Assets

Cost of land purchased in 2011	<u>1,040</u>	<u>1,040</u>
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THE INCOGNITO THEATRE GROUP

England & Wales - Charity number 1102558

Accounts

The Incognito Theatre Group

Company registration no. 04988774
Registered Charity 1102558

Trustees Report and Financial Statements

For the Year Ended 31st July 2024

The Incognito Theatre Group
Report of the Trustees for the year ended 31st July 2024

Reference and Administrative Information

Registered Charity:	1102558
Company registration:	04988774
Registered Office:	106A Holly Park Road London, N11 3HB
Operational Address:	Incognito Theatre Holly Park Road London, N11 3HB

Trustees and Officers

The Incognito Theatre Group (the Charity) is a company limited by guarantee and a registered charity. As such its directors are collectively referred to as the trustees.

Maria Casey (resigned 15 Nov 2023)	Trustee without portfolio
Jacque Cassidy (appointed 20 Feb 2024, resigned 23 July 2024)	Trustee without portfolio
Alexandra Charalambous (resigned 15 Nov 2023)	Programme group member
Jeremy Davies (appointed 15 Nov 2023, resigned 19 Feb 2024)	Programme group member
Mary Groom	Programme group member
Ruth Huggett (appointed 15 Nov 2023, resigned 23 July 2024)	Communications and image
Margaret Johnson	Programme group co-ordinator
Jill Lomas	Social / Health and Safety oversight
Chris Mason	Technical management and Co. Secretary
Huw Morgan	Information systems and web site
Julianne Mullen (appointed 15 Nov 2023)	Programme group member
John Savage	Theatre manager
Christopher Sly	Finance

Company Secretary Chris Mason

Bankers CAF Bank Limited

Reporting Accountant Christopher Goldie

The Incognito Theatre Group

Report of the Trustees for the year ended 31st July 2024 (continued)

Structure, Governance, and Management

Governing Document

The Incognito Theatre Group ("the Charity") was incorporated on 9th December 2003 as a company limited by guarantee. It is governed by its Memorandum and Articles of Association dated 9th December 2003 as subsequently amended, most recently by a Special Resolution dated 21st July 2021 which was intended to update the Articles in line with the model provisions published by the Charity Commission.

The liability of each member in the event of a winding up is limited to one pound sterling, for the payment of creditors of the Charity contracted before he/she ceases to be a member, or within one year thereafter. At 31st July 2024 there were 90 guarantors in the register of members (2023: 84).

Appointment of Trustees

The board of trustees (who are also directors of the company for the purposes of company law) governs the Charity. In accordance with the Articles of Association the trustees may be elected by ordinary resolution of the Charity and there must be a minimum of three trustees. One third of the existing trustees must retire by rotation at the AGM and are eligible for re-election. Additional trustees may be co-opted by the board between AGMs for a term until the next AGM where they must retire and may stand for reelection.

Related Parties

The Charity is independent of any other charities or organisations but works closely with other organisations and leases the theatre from the London Borough of Barnet.

Risk Management

The trustees undertake regularly a review of the major risks to which the Charity is exposed and establish systems to mitigate those risks.

Objectives and activities

The Charity was established in 2003 to take over the assets, liabilities, and all activities of the existing Incognito Theatre Group, a private theatre club which has now been in existence for over 86 years. The Charity leases its own well equipped 64 seat theatre and aims to make high quality live theatre accessible to local actors, back-stage crew, technicians, directors, designers, writers and audiences and so enrich their lives and benefit the community generally.

The Incognito Theatre Group

Report of the Trustees for the year ended 31st July 2024 (continued)

Achievements and Performance

The year under review was the second full year of productions after the closure caused by the Covid19 pandemic, and the Group put on its customary run of six productions roughly eight to nine weeks apart after a slightly longer summer break.

The programming of the 2023/24 season developed the recent trend of including more adventurous programming with modern themes relevant to life in the 21st century.

The 2023/2024 season started with a play called **The Awkward Squad** by Karin Young about women activists in a mining town. In late November there was an adaptation of Dickens's classic **A Christmas Carol** by Karen Louise Hebden. January saw **The Weir** by Conor McPherson with chilling tales told in a remote Irish pub. A lighter production followed in March with **Caroline's Kitchen** by Torben Betts about the secret lives of a TV chef and her family.

The programme did contain a classic in May, the melodrama **Gaslight** by Patrick Hamilton. The season concluded with **Rabbit Hole** by David Lindsay-Abaire, a modern American drama about a couple moving on after the loss of a child. These were directed by a mix of experienced members and newer directors, as well as experienced directors new to the group; and provided plenty of acting opportunities, with many challenging and rewarding roles, and a number of enjoyable ensemble parts.

During the year the Trustees agreed to experiment for the season 2024/25, to maintain the variety of plays we produce, but to reduce the programme to five full productions instead of six, and to supplement these with rehearsed and unrehearsed readings, workshops and other member-led activities, which we hope will provide more opportunities for involvement. By starting the season a little later and finishing a little earlier, it is hoped to avoid the reduced popularity of shows too near the main summer holiday period. During the year the theatre hosted some visiting companies, with both week-long hires and shorter one- or two-night events, and we plan to continue this trend so that the overall number of performances remains the same at around 48 in the season.

Audience habits have changed since the pandemic with many leaving booking to the last minute. Some have turned up on the night and found performances sold-out. Whilst audience numbers have not fully returned to pre-covid levels, some productions have had high sales levels, and there has been a healthy surplus from our own productions, with outside hires also generating additional income. The set building crew are proud of their re-use of materials and other savings in production costs such as the sourcing from upcycling sites, other theatres and selling-on after the play items too specialised to keep as regular stock.

On the social side there was a barbeque in the autumn of 2023. The Wednesday club nights have not reconvened after Covid but the Tuesday morning work parties continue to attract more dedicated helpers. Now in its 10th year, the Monday Club meets every other week to involve people retired or working flexibly. In May the theatre hosted a class from the Mayor of London's Creative Arts Academy and it is hoped this collaboration will continue and open the theatre's opportunities to those developing theatre skills.

The Incognito Theatre Group

Report of the Trustees for the year ended 31st July 2024 (continued)

Financial Review

Results for the year

During the year to 31st July 2024 the charity showed a surplus of £11,684 (2023 deficit £120) which, when combined with assets brought forward, led to net assets held by the charity at the year end of £53,607 (2023 £41,923).

Format of the Accounts

The accounts comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice 'Accounting and Reporting by Charities' (Charities SORP (FRS 102)) effective 1 January 2019.

Investment Powers

The trustees are empowered by the Articles of Association to invest the funds of the Charity as they deem appropriate.

Trustee Assurance

The trustees can confirm that the Charity's Assets are sufficient to fulfil its obligations and that all cash and investments held by the Charity have been acquired in accordance with the powers available to them under the Articles of Association.

Reserves Policy

The company has reserves of over £50,000.

Current expenditure is intended to be covered by ticket sales, members' and friends' subscriptions, donations, bar sales, and hiring out of the theatre, costumes, and properties.

Statement on Public Benefit

The trustees have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including public benefit guidance.

Plans for Future Periods

The Charity aims to continue its development in and contribution to the local community.

The Incognito Theatre Group
Report of the Trustees for the year ended 31st July 2024 (continued)

Statement of Trustees Responsibilities

The trustees are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and regulations.

Company Law requires the trustees to prepare financial statements for each financial period. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure of the Charity for that year.

In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on

and signed on their behalf by.....

The Incognito Theatre Group

Independent Examiner's Report to the Board of Trustees on the unaudited accounts of The Incognito Theatre Group

For the Year Ended 31st July 2024

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

The trustees consider that an audit is not required for this year under part 16 of the Companies Act 2006 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which give me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006, or
- the accounts do not accord with such records, or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Christopher Goldie
Reporting Accountant
11 Kings Road
Barnet
Hertfordshire
EN5 4EF

The Incognito Theatre Group

Financial Statements

For the Year Ended 31st July 2024

Statement of Financial Activities

	Unrestricted Funds	
	2024	2023
	£	£
Incoming Resources		
Income from Productions	24,397	22,684
Hire of Theatre	2,325	120
Income from Social Events	384	150
Grants and Donations (note 4)	4,235	2,733
Profit on refreshments and bar	2,303	723
Membership Subscriptions	2,060	1,921
Interest	80	70
Other income	810	953
Total Incoming Resources	<u>36,594</u>	<u>29,354</u>
Resources Expended		
Charitable Activities:		
Production Costs	10,266	10,561
Theatre Maintenance and Administration	14,631	18,900
Governance Costs	13	13
Total Resources Expended	<u>24,910</u>	<u>29,474</u>
Net Movement of Funds	11,684	(120)
Fund Balances at 1st August 2023	<u>41,923</u>	<u>42,043</u>
Fund Balances at 31st July 2024	<u>53,607</u>	<u>41,923</u>

All activities relate to continuing operations. There are no other recognised gains or losses apart from those shown above.

The Incognito Theatre Group

Financial Statements

As at 31st July 2023

Balance Sheet

	2024	2023
	£	£
Fixed Assets		
Cost of land purchased in 2011 (note 5)	1,040	1,040
Investments		
CAF Gold account opened 2023-24	40,000	-
	<u>41,040</u>	<u>1,040</u>
Current Assets		
Cash at Bank and in Hand	10,517	37,060
Prepayments and sundry debtors	<u>3,880</u>	<u>5,232</u>
	14,397	42,292
Creditors, Accruals, and Deferred Income:		
Amounts falling due within one year	1,830	1,409
	<u>12,567</u>	<u>40,883</u>
Net Current Assets/(Liabilities)		
	<u>53,607</u>	<u>41,923</u>
Net Assets		
	<u>53,607</u>	<u>41,923</u>
Represented by:		
Restricted Funds	-	-
Unrestricted Funds	53,607	41,923
	<u>53,607</u>	<u>41,923</u>

For the year ending 31st July 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with Charities SORP (FRS102).

Approved by the Trustees on

and signed on their behalf by.....

The Incognito Theatre Group

Notes to Financial Statements

For the Year Ended 31st July 2024

1. Basis of Preparation

(a) Basis of Accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Charities SORP (FRS 102) "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 (FRS102)(effective 1 January 2019) " and the Companies Act 2006.

(b) Going Concern

The Trustees consider there is reasonable expectation that the Charity has adequate resources to consider an operational existence for the foreseeable future. Accordingly we continue to adopt the going concern basis in preparing this annual report and financial statements.

(c) Change of Accounting Policy

The accounts present a true and fair view and no changes have been made to the accounting policy.

(d) Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period.

(e) Material prior year errors

No material prior year errors have been identified in the reporting period.

2. Accounting Policies

(a) Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources,
- it is more likely than not that the trustees will receive the resources,
- the monetary value can be measured with sufficient reliability.

(b) Funds Structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the funder. There were no restricted funds received in this period or brought forward from the previous period.

(c) Grants and Donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources. Donations represent voluntary amounts received during the year.

(d) Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor.

Any Gift Aid amount recovered on a donation is considered to be part of that donation and is treated in addition to the same fund as the initial donation unless the donor or the terms of the appeal have been specified otherwise.

(e) Recognition of Expenditure

Liabilities are recognised as expenditure as soon as there is legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities.

The Incognito Theatre Group

Notes to Financial Statements (continued)

For the Year Ended 31st July 2024

2. Accounting Policies (continued)

(f) Depreciation

All assets except property (see note 5) are written off in the year of the expense.

(g) Operating leases

The theatre is leased from the London Borough of Barnet for a 25 year term from 24 March 2023 with rent reviews every 5 years. There are options to break for the landlord at 15 and 20 years and for the tenant every 5 years. The initial market rent is stated as £9,000 p.a. but this is currently reduced to £900 p.a. under a separate 5 year agreement with LBB, pursuant to the council's Community Benefit Assessment Tool scheme.

3. Legal Status of the Charity

The charity is a company limited by guarantee and has no share capital. In the event of the Charity being wound up the liability in respect of the guarantee is limited to £1 per member of the Charity.

4. Grants and Donations

	2024	2023
	£	£
Donations		
Other Donations (including Gift Aid)	<u>4,235</u>	<u>2,732</u>

5. Fixed Assets

Cost of land purchased in 2011	<u>1,040</u>	<u>1,040</u>
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THE INCOGNITO THEATRE GROUP

England & Wales - Charity number 1102558

Accounts

The Incognito Theatre Group

Company registration no. 04988774
Registered Charity 1102558

Trustees Report and Financial Statements

For the Year Ended 31st July 2023

The Incognito Theatre Group
Report of the Trustees for the year ended 31st July 2023

Reference and Administrative Information

Registered Charity:	1102558
Company registration:	04988774
Registered Office:	106A Holly Park Road London, N11 3HB
Operational Address:	Incognito Theatre Holly Park Road London, N11 3HB

Trustees and Officers

The Incognito Theatre Group (the Charity) is a company limited by guarantee and a registered charity. As such its directors are collectively referred to as the trustees.

Maria Casey	Trustee without portfolio
Alexandra Charalambous	Programme group member
Mary Groom	Programme group member
Margaret Johnson	Programme group co-ordinator
Jill Lomas	Social / Health and Safety oversight
Chris Mason	Technical management and Company Secretary
Huw Morgan	Information systems and web site
John Savage	Theatre manager
Christopher Sly	Finance manager

Company Secretary Chris Mason

Bankers CAF Bank Limited

Reporting Accountant Christopher Goldie

The Incognito Theatre Group

Report of the Trustees for the year ended 31st July 2023 (continued)

Structure, Governance, and Management

Governing Document

The company was formed by the Memorandum and Articles of Association dated 9th December 2003. The Incognito Theatre Group is a company limited by guarantee and does not have a share capital.

The liability of each member in the event of a winding up is limited to one pound sterling, for the payment of creditors of the Charity contracted before he/she ceases to be a member, or within one year thereafter. At 31st July 2023 there were 84 guarantors in the register of members (2022: 74).

Appointment of Trustees

The board of trustees governs the Charity. In accordance with the Articles of Association the board of trustees is elected at an annual general meeting when a third of the existing trustees retire by rotation. Trustees are eligible for re-election.

There is a minimum of three trustees and, between annual general meetings, additional trustees may be co-opted by the board for a term until the next AGM where they may be confirmed as new trustees.

Related Parties

The Charity is independent of any other charities or organisations but works closely with other organisations and leases the theatre from the London Borough of Barnet.

Risk Management

The trustees undertake regularly a review of the major risks to which the Charity is exposed and establish systems to mitigate those risks.

Objectives and activities

The Charity was established in 2003 to take over the assets, liabilities, and all activities of the existing Incognito Theatre Group, a private theatre club which has now been in existence for over 85 years. The Charity leases its own well equipped 64 seat theatre and aims to make high quality live theatre accessible to local actors, back-stage crew, technicians, directors, designers, writers and audiences and so enrich their lives and benefit the community generally.

Achievements and Performance

The year under review was the first full year of productions since the Covid19 pandemic, and the Group put on its customary run of six productions roughly eight to nine weeks apart after a slightly longer summer break.

The programming of the 2022/23 season developed the recent trend of including more adventurous programming with modern themes relevant to life in the 21st century. The first in the season was **3Women** which explored the rivalries and differences between a grandmother, her presently unmarried daughter and the granddaughter on the eve of the marriage of the middle one. The play was set in a perfectly realised Park Lane hotel room.

The Incognito Theatre Group
Report of the Trustees for the year ended 31st July 2023 (continued)

Achievements and Performance (continued)

The second production of the season (in late November/early December) was a modern take on the creation and nativity story and was previously at the National Theatre. This interpretation, called **The Nativity**, involved an imaginative set that featured as a backdrop the outside wall of the theatre as it was when first converted in 1948. Many of the cast were in 1940s working clothes, God was a woman and Mary was of Afro-Caribbean heritage. Some members of the audience were invited to be on the stage and the aisles and back row were cleared to allow action to take place all round the 50 cinema seats the theatre has in the auditorium. During a longer than usual Sunday rehearsal we had an open day and around 40 visitors witnessed the rehearsal and were shown round the theatre and its ancillary spaces.

The February production was an American play called **Deathtrap** set in the office (a converted stable) of a writer and featured the interaction of the established writer and an upstart who had good ideas ripe to be stolen. As the title suggests not all survived the play which had some interesting twists to the plot.

In March, we were transported to a remote cottage in the west of Ireland, where a wily old mother tries to control the life of her spinster daughter, known locally as **The Beauty Queen of Leenane** of the play's title, with shocking results. The set was was one of the most interesting the theatre has seen for years and the use of sound and lighting supported the acting to give a gripping performance.

In a month of three public holidays and a Coronation, a full week without holidays in May saw a modern take of the horrific story of **The Trojan Women**. It was transcribed into the labour ward of a prison hospital in war-torn Ukraine and had a spectacular end with the reveal of a truck taking the inmates away.

The final play of the season, **Home** is a one the Group had tried to get rights for before the pandemic and finally we were able to stage this gentle interaction between inmates in a residential home, set in the rather run-down garden of the institution.

Audience habits appear to have changed since the pandemic with many leaving booking to the last minute. Some may still be wary of the risks of sitting in the closed auditorium for a couple of hours. Whilst audience numbers were slightly down, a healthy net surplus from most productions was generally maintained aided by the careful re-use of materials and other savings in production costs e.g. the re-sale of props purchased for specific productions.

The Trustees are of the view that the Group needs a balanced programme including some am-dram favourites and other more adventurous material which pushes the boundaries. The reduced houses are in line with many other companies but with prudent management of expenditure the finances remain stable so the Group's financial performance remains healthy despite some one-off costs noted elsewhere in this report.

On the social side there was no barbeque in the year under review as the one in 2022 was held in July, before the year started, and the 2023 event was deferred until September, after the year had ended. The Wednesday Club Nights have not reconvened after Covid but the Wednesday evening slots have been used for trustee meetings, readings and training for a newly acquired defibrillator funded by a donation. Key helpers who came together after the worst of Covid was over to volunteer have established a regular Tuesday morning work party and Monday Club which meets every other week also involves people retired or working flexibly. There is an intention to do more things in the evenings so people of working age can be included in activities.

The Incognito Theatre Group
Report of the Trustees for the year ended 31st July 2023 (continued)

Financial Review

Results for the year

During the year to 31st July 2023 the charity showed a deficit of £120 (2022 surplus £6,651) which, when combined with assets brought forward, led to net assets held by the charity at the year end of £41,923 (2022 £42,043).

Format of the Accounts

The accounts comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005) issued in March 2005.

Investment Powers

The trustees are empowered by the Articles of Association to invest the funds of the Charity as they deem appropriate.

Trustee Assurance

The trustees can confirm that the Charity's Assets are sufficient to fulfil its obligations and that all cash and investments held by the Charity have been acquired in accordance with the powers available to them under the Articles of Association.

Reserves Policy

The company has reserves of over £40,000.

Current expenditure is intended to be covered by ticket sales, members' and friends' subscriptions, donations, bar sales, and hiring out of the theatre, costumes, and properties.

Plans for Future Periods

The Charity aims to continue its development in and contribution to the local community.

The Incognito Theatre Group

Report of the Trustees for the year ended 31st July 2023 (continued)

Statement of Trustees Responsibilities

The trustees are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and regulations.

Company Law requires the trustees to prepare financial statements for each financial period. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure of the Charity for that year.

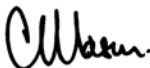
In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

24th October 2023

Approved by the Trustees on



and signed on their behalf by

The Incognito Theatre Group

Independent Examiner's Report to the Board of Trustees on the unaudited accounts of The Incognito Theatre Group

For the Year Ended 31st July 2023

Respective responsibilities of trustees and examiner

The Charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

The Charity's trustees consider that an audit is not required for this year under part 16 of the Companies Act 2006 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which give me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006, or
- the accounts do not accord with such records, or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Christopher Goldie & Co
Reporting Accountants
11 Kings Road
Barnet
Hertfordshire
EN5 4EF

The Incognito Theatre Group

Financial Statements

For the Year Ended 31st July 2023

Statement of Financial Activities

	Unrestricted Funds	
	2023	2022
	£	£
Incoming Resources		
Income from Productions	22,684	17,191
Hire of Theatre	120	1,220
Profit/(Loss) on Social Events	(67)	70
Grants and Donations (note 4)	2,733	747
Profit on refreshments and bar	940	764
Membership Subscriptions	1,921	1,697
Interest	70	3
Other income	953	827
	<u>29,354</u>	<u>22,519</u>
Total Incoming Resources		
	<u>29,354</u>	<u>22,519</u>
Resources Expended		
Charitable Activities:		
Production Costs	10,561	6,770
Theatre Maintenance and Administration	18,900	9,085
Governance Costs	13	13
	<u>29,474</u>	<u>15,868</u>
Total Resources Expended		
	<u>29,474</u>	<u>15,868</u>
Net Movement of Funds	(120)	6,651
Fund Balances at 1st August 2022	<u>42,043</u>	<u>35,392</u>
Fund Balances at 31st July 2023	<u>41,923</u>	<u>42,043</u>

All activities relate to continuing operations. There are no other recognised gains or losses apart from those shown above.

The Incognito Theatre Group

Financial Statements

As at 31st July 2023

Balance Sheet

	2023	2022
	£	£
Fixed Assets		
Cost of land purchased in 2011 (note 5)	1,040	1,040
Investments		
COIF Charity Investment Fund (account closed July 2021)	-	-
	<u>1,040</u>	<u>1,040</u>
Current Assets		
Cash at Bank and in Hand	37,060	37,511
Prepayments and sundry debtors	5,232	5,272
	<u>42,292</u>	<u>42,783</u>
Creditors, Accruals, and Deferred Income:		
Amounts falling due within one year	1,409	1,779
Net Current Assets/(Liabilities)	<u>40,883</u>	<u>41,004</u>
Net Assets	<u>41,923</u>	<u>42,044</u>
Represented by:		
Restricted Funds	-	-
Unrestricted Funds	41,923	42,044
	<u>41,923</u>	<u>42,044</u>

For the year ending 31 st July 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

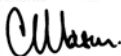
Trustees' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS102 SORP.

24th October 2023

Approved by the Trustees on



and signed on their behalf by.....

The Incognito Theatre Group

Notes to Financial Statements

For the Year Ended 31st July 2023

1. Basis of Preparation

(a) Basis of Accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16th July 2014, and with the Charities Act 2011.

(b) Going Concern

The Trustees consider there is reasonable expectation that the Charity has adequate resources to consider an operational existence for the foreseeable future. Accordingly we continue to adopt the going concern basis in preparing this annual report and financial statements.

(c) Change of Accounting Policy

The accounts present a true and fair view and no changes have been made to the accounting policy.

(d) Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period.

(e) Material prior year errors

No material prior year errors have been identified in the reporting period.

2. Accounting Policies

(a) Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources,
- it is more likely than not that the trustees will receive the resources,
- the monetary value can be measured with sufficient reliability.

(b) Funds Structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the funder. There were no restricted funds received in this period or brought forward from the previous period.

(c) Grants and Donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources. Donations represent voluntary amounts received during the year.

(d) Tax reliefs on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor.

Any Gift Aid amount recovered on a donation is considered to be part of that donation and is treated in addition to the same fund as the initial donation unless the donor or the terms of the appeal have been specified otherwise.

(e) Recognition of Expenditure

Liabilities are recognised as expenditure as soon as there is legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities.

The Incognito Theatre Group

Notes to Financial Statements (continued)

For the Year Ended 31st July 2023

2. Accounting Policies (continued)

(f) Depreciation

All assets except property (see note 5) are written off in the year of the expense.

(g) Operating leases

The theatre is leased from the London Borough of Barnet. The previous 10 year lease expired on 23 March 2019 and after protracted negotiations a new lease was eventually granted for a 25 year term from 24 March 2023 with rent reviews every 5 years. There are options to break for the landlord at 15 and 20 years and for the tenant every 5 years. The initial market rent is stated as £9,000 p.a. but this is currently reduced to £900 p.a. under a separate 5 year agreement with LBB, pursuant to the council's Community Benefit Assessment Tool scheme.

The rent for the 4 years between the termination of the old lease and the commencement of the new lease was also agreed at £900.

3. Legal Status of the Charity

The charity is a company limited by guarantee and has no share capital. In the event of the Charity being wound up the liability in respect of the guarantee is limited to £1 per member of the Charity.

4. Grants and Donations

	2023	2022
	£	£
Donations		
Other Donations (including Gift Aid)	<u>2,732</u>	<u>747</u>

5. Fixed Assets

Cost of land purchased in 2011	<u>1,040</u>	<u>1,040</u>
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THE INCOGNITO THEATRE GROUP

England & Wales - Charity number 1102558

Accounts

The Incognito Theatre Group

Company registration No. 04988774

Registered Charity 1102558

Trustees Report and Financial Statements

For the Year Ended 31st July 2020

The Incognito Theatre Group

Report of the Trustees for the year ended 31st July 2020

Reference and Administrative Information

Registered Charity:	1102558
Company registration:	04988774
Registered Office:	106A Holly Park Road London, N11 3HB
Operational Address:	Incognito Theatre 106A Holly Park Road London, N11 3HB

Trustees and Officers

The directors of the charitable company (the Charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. There have been no changes to the trustees during the year other than listed below.

Margaret Johnson (appointed 6th November 2019)
Peter Kenyon
Jill Lomas
Chris Mason
Jennie Mende
Mike Mende
Huw Morgan
Andrew Robinson
John Savage

Members of the Management Committee

Chris Mason	Chair
Peter Kenyon	Treasurer
John Savage	Theatre Manager
Andrew Robinson	Programme and mentoring productions
Jennie Mende	Membership and Minutes Secretary
Huw Morgan	Box Office and Website Manager
Mike Mende	Marketing and Communications
Jill Lomas	Health and Safety
Margaret Johnson	Programme and mentoring productions

Company Secretary

Mike Mende

Bankers

Charities Aid Foundation
COIF Charities Deposit Fund

Reporting Accountant

Christopher Goldie

The Incognito Theatre Group

Report of the Trustees for the year ended 31st July 2020 (continued)

Structure, Governance, and Management

Governing Document

The company was formed by the Memorandum and Articles of Association dated 9th December 2003. The Incognito Theatre Group is a company limited by guarantee and does not have a share capital.

The liability of each member in the event of a winding up is limited to one pound sterling, for the payment of creditors of the Charity contracted before he/she ceases to be a member, or within one year thereafter. At 31st July 2020 there were 72 guarantors in the register of members (2019: 89).

Appointment of Trustees

A management committee consisting of a board of trustees and other volunteers governs the Charity. The board of trustees is elected at annual general meetings in accordance with the Articles of Association, when a third of the existing trustees retire from office. Trustees are eligible for re-election. There is a minimum of three trustees and, between annual general meetings, additional trustees may be co-opted by the board for a term until the next AGM where they may be confirmed as new trustees.

Related Parties

The charity is independent of any other charities or organisations but works closely with other organisations and leases the theatre from the London Borough of Barnet.

Risk Management

The trustees undertake regularly a review of the major risks to which the company is exposed and establish systems to mitigate those risks.

Objectives and activities

The company was founded in 2003 to take over the assets, liabilities, and all activities of an earlier Incognito Theatre Group, a private theatre club that had been in existence in that name since 1948. The company leases its own well equipped 64 seat theatre and aims to make high quality live theatre accessible to local actors, back-stage crew, technicians, directors, designers, writers and audiences and so enrich their lives and benefit the community generally.

The Incognito Theatre Group

Report of the Trustees for the year ended 31st July 2020 (continued)

Achievements and Performance

The theatre group had a good first half of a year and a very successful season with three full length plays. The plays have been very well received with very good attendances throughout. The Covid 19 pandemic closed the theatre in March 2020 as the fourth show was in Dress Rehearsal. All remains in place for a resumption when safe to do so.

"Tom Jones" was our entry at this year's Barnet Borough Arts Festival where one actress won an award for best supporting actress as well as a couple of other nominations. In the theatre the main expense has been the insulation of and repairs to the roof, in addition to ongoing electrical renovations.

Other maintenance work in the theatre and in the grounds continues to be carried out by our members, as well as ongoing upgrading to modern, low energy LED light fittings where old fluorescent lamps were failing.

Other aspects of the Incognito Theatre Group continued to prosper before lockdown, including hosting two magic shows from a local performer. As always, thanks must go to all those members who contribute with their continued hard work in all areas of the theatre.

Financial Review

Results for the year

During the year to 31st July 2020 the charity showed a surplus of £7,671 (2019 deficit £3,444) which, when combined with assets brought forward, led to net assets held by the charity at the year end of £38,817 (2019 £31,146).

Format of the Accounts

The accounts comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005) issued in March 2005.

Investment Powers

The trustees are empowered by the Articles of Association to invest the funds of the Charity as they deem appropriate.

Trustee Assurance

The Trustees can confirm that the Charity's Assets are sufficient to fulfil its obligations and that all cash and investments held by the Charity have been acquired in accordance with the powers available to them under the Articles of Association.

Reserves Policy

The company has reserves of over £38,000.

Current expenditure is intended to be covered by ticket sales and members' subscriptions.

The Incognito Theatre Group
Report of the Trustees for the year ended 31st July 2020 (continued)

Plans for Future Periods

The Incognito Theatre Group aims to continue its development in the local community.

Statement of Trustees Responsibilities

The Trustees are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and regulations.

Company Law requires the Trustees to prepare financial statements for each financial period. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure of the Charity for that year.

In preparing these financial statements the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

Approved by the Trustees on 16th September 2020



and signed on their behalf by.....

The Incognito Theatre Group

Independent Examiner's Report to the Board of Trustees on the unaudited accounts of The Incognito Theatre Group

For the Year Ended 31st July 2020

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

The charity's trustees consider that an audit is not required for this year under part 16 of the Companies Act 2006 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which give me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006, or
- the accounts do not accord with such records, or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Christopher Goldie & Co
Reporting Accountants
11 Kings Road
Barnet
Hertfordshire
EN5 4EF

The Incognito Theatre Group

Financial Statements

For the Year Ended 31st July 2020

Statement of Financial Activities

	Unrestricted Funds	
	2020	2019
	£	£
Incoming Resources		
Income from Productions	11,099	23,561
Hire of Theatre	450	1,250
Fundraising Events	50	17
Grants and Donations (note 4)	12,724	700
Profit on refreshments and bar	208	1,637
Membership Subscriptions	2,047	2,341
Interest	84	85
Other income	372	583
Total Incoming Resources	<u>27,034</u>	<u>30,174</u>
Resources Expended		
Charitable Activities:		
Production Costs	3,250	9,225
Theatre Maintenance and Administration	11,688	10,880
Building Development (note 6)	4,412	13,500
Governance Costs	13	13
Total Resources Expended	<u>19,363</u>	<u>33,618</u>
Net Movement of Funds	7,671	(3,444)
Fund Balances at 1st August 2019	<u>31,146</u>	<u>34,590</u>
Fund Balances at 31st July 2020	<u>38,817</u>	<u>31,146</u>

All activities relate to continuing operations. There are no other recognised gains or losses apart from those shown above.

The Incognito Theatre Group

Financial Statements

As at 31st July 2020

Balance Sheet

	2020 £	2019 £
Fixed Assets		
Cost of land purchased in 2011 (note 5)	1,040	1,040
Investments		
COIF Charity Investment Fund	15,936	15,852
	<u>16,976</u>	<u>16,892</u>
Current Assets		
Cash at Bank and in Hand	20,868	11,560
Prepayments and sundry debtors	<u>2,156</u>	<u>3,568</u>
	23,024	15,128
Creditors, Accruals, and Deferred Income:		
Amounts falling due within one year	1,183	874
	<u>21,841</u>	<u>14,254</u>
Net Current Assets/(Liabilities)	<u>21,841</u>	<u>14,254</u>
Net Assets	<u>38,817</u>	<u>31,146</u>
Represented by:		
Restricted Funds	-	-
Unrestricted Funds	38,817	31,146
	<u>38,817</u>	<u>31,146</u>

For the year ending 31st July 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS102 SORP.

Approved by the Trustees on 16th September 2020

and signed on their behalf by



The Incognito Theatre Group

Notes to Financial Statements

For the Year Ended 31st July 2020

1. Basis of Preparation

(a) Basis of Accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16th July 2014, and with the Charities Act 2011.

(b) Going Concern

The Trustees consider there is reasonable expectation that the Charity has adequate resources to consider an operational existence for the foreseeable future. Accordingly we continue to adopt the going concern basis in preparing this annual report and financial statements.

(c) Change of Accounting Policy

The accounts present a true and fair view and no changes have been made to the accounting policy.

(d) Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period.

(e) Material prior year errors

No material prior year errors have been identified in the reporting period.

2. Accounting Policies

(a) Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources,
- it is more likely than not that the trustees will receive the resources,
- the monetary value can be measured with sufficient reliability.

(b) Funds Structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the funder. There were no restricted funds received in this period or brought forward from the previous period.

(c) Grants and Donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources. Donations represent voluntary amounts received during the year.

(d) Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor.

Any Gift Aid amount recovered on a donation is considered to be part of that gift aid and is treated in addition to the same fund as the initial donation unless the donor or the terms of the appeal have been specified otherwise.

(e) Recognition of Expenditure

Liabilities are recognised as expenditure as soon as there is legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities.

(f) Depreciation

All assets except property (see note 5) are written off in the year of the expense.

(g) Operating leases

The theatre is leased from the London Borough of Barnet. The last lease was for ten years. The lease expired on 23rd March 2019 and a new 24 year lease is still to be finalised.

Rent owed under the new lease has been provisionally accrued as per the expected figures. The Theatre is running on under the terms of the expired lease.

The Incognito Theatre Group

Notes to Financial Statements (continued)

For the Year Ended 31st July 2020

3 Legal Status of the Charity

The charity is a company limited by guarantee and has no share capital. In the event of the Charity being wound up the liability in respect of the guarantee is limited to £1 per member of the Charity.

4	Grants and Donations	2020 £	2019 £
	Grants		
	Local Authority Covid-19 grant	10,000	-
	Individual trusts and legacies	-	-
		<u>10,000</u>	<u>-</u>
	Donations		
	Other Donations (including Gift Aid)	<u>2,724</u>	<u>700</u>
5	Fixed Assets		
	Cost of land purchased in 2011	<u>1,040</u>	<u>1,040</u>
6	Development Costs		
	Roof repairs and insulation	4,412	9,840
	Electrical and lighting Infrastructure	-	3,660
		<u>4,412</u>	<u>13,500</u>