

**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
	£	£
<b>Incoming Resources</b>		
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
<b>Total Incoming Resources</b>	<b>27,034</b>	<b>30,174</b>
<b>Resources Expended</b>		
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
<b>Total Resources Expended</b>	<b>19,363</b>	<b>33,618</b>
<b>Net Movement of Funds</b>	<b>7,671</b>	<b>(3,444)</b>
<b>Fund Balances at 1st August 2019</b>	<b>31,146</b>	<b>34,590</b>
<b>Fund Balances at 31st July 2020</b>	<b>38,817</b>	<b>31,146</b>

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

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

-

-

10,000

-

**Donations**

Other Donations (including Gift Aid)

2,724

700

**5 Fixed Assets**

Cost of land purchased in 2011

1,040

1,040

**6 Development Costs**

Roof repairs and insulation

4,412

9,840

Electrical and lighting Infrastructure

-

3,660

4,412

13,500