

**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
	£	£
<b>Incoming Resources</b>		
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
<b>Total Incoming Resources</b>	<b>36,594</b>	<b>29,354</b>
<b>Resources Expended</b>		
Charitable Activities:		
Production Costs	10,266	10,561
Theatre Maintenance and Administration	14,631	18,900
Governance Costs	13	13
<b>Total Resources Expended</b>	<b>24,910</b>	<b>29,474</b>
<b>Net Movement of Funds</b>	<b>11,684</b>	<b>(120)</b>
<b>Fund Balances at 1st August 2023</b>	<b>41,923</b>	<b>42,043</b>
<b>Fund Balances at 31st July 2024</b>	<b>53,607</b>	<b>41,923</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 2023

#### Balance Sheet

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