

Cranbrook Operatic and Dramatic Society

**Report of the Trustees and Accounts
for the Year Ended 31 December 2022**



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**Independent Examiner's Report
to the Trustees of Cranbrook Operatic and Dramatic Society
for the Year Ended 31 December 2022**

I report on the accounts of the Trust for the year ended 31 December 2022, which are set out on pages two to seven.

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5) (b) of the Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of 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 matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

M G Humphreys FCCA
McCabe Ford Williams
Bank Chambers
61 High Street
Cranbrook
Kent
TN17 3EG

Date:

Trustees' Annual Report for the Year Ended 31 December 2022

Names of the charity trustees who manage the charity

John Tapper
Marian Cumberland
James Hanaway
Glyn Roberts
Annie Hatcher
Sharon Pickles

Executive Committee

Presidents
Chairman
Vice Chairman
Treasurer
Business Manager
Technical Manager

to AGM 2022

Bernard Beardsmore
Louisa Nelson-Chambers
Sharon Pickles
Glyn Roberts
Guy Fillmore

from AGM 2022

Rita and Maurice Wilkins
Louisa Nelson-Chambers
Sharon Pickles
Glyn Roberts
Guy Fillmore
James Harper

Committee Members

Karen Kember
Alison Withey-Harrison
Annie Hatcher
Andy Clarke

Karen Kember
Alison Withey-Harrison
Annie Hatcher
Katie Kember

Bankers

NatWest
High Street
Cranbrook
Kent
TN17 3EG

Independent Examiner

M G Humphreys FCCA
McCabe Ford Williams
Bank Chambers
61 High Street
Cranbrook
Kent
TN17 3EG

Type of Governing Document

The Society is governed by a Constitution adopted on 3 June 2004 and amended 12 May 2015.

How the Charity is constituted

The Society is constituted as an unincorporated association.

Charity Trustee selection methods

Trustees are appointed by the Executive Committee. The Committee is elected by the members at the Annual General Meeting.

The objects of the Society

As a charity, the objects of the Society are to educate the public in the dramatic and operatic arts and to further the development of the public appreciation and taste in the said arts.

Summary of the main activities in relation to the objects

The main activity has been to stage shows in the Queen's Hall, Cranbrook. Members are invited to audition and take part in any or all these productions either on the stage or behind the scenes in various capacities needed to stage a successful production. All performances are open to any member of the public to attend and are staged by a large team of local volunteers embracing many different skills and age groups. The Trustees have complied with the duty in Section 17(5) of the Charities Act 2011 to have regard to the public benefit guidance published by the Charity Commission.

Summary of the main achievements during the year

Following a depressing 2021, we were looking forward to a significant improvement in 2022, both from an activity and financial perspective. After the encouraging reaction to the pantomime in 2021, we were hopeful that audiences would return to live theatre in Cranbrook, but this was by no means a done deal.

Our 3 productions of the year were *The Vicar of Dibley* (directed by Louisa Nelson-Chambers), *Priscilla Queen of the Desert* (directed by Annie Hatcher) and our latest pantomime *Evermore!* (written and directed by Charlie Barnett) – all of which were a risk in some way, but we hoped that they would pay off.

The Vicar of Dibley was selected specifically to be a recognisable title, however doing something so popular could backfire if the audience is expecting something that is not possible to deliver. In the end, however, audiences loved the performances and turned out in greater numbers than expected – so a successful result all round.

Priscilla, by contrast, was a bit more of a risk, both from the content and staging perspectives – in order to do it right, we needed performers who were comfortable with the material as well as an effective set and so many costumes that the bill for these alone was close to £1,000. Then we needed audiences to turn up; was Cranbrook ready for it? The answer was a resounding 'Yes' as we had packed houses dancing in the aisles (a first for CODS, we believe).

Finally, Charlie Barnett wrote and directed a pantomime with a difference – but the outcome was no different to previous years, as the audiences returned and enjoyed it.

2022 has also seen greater collaboration with the operations at the Queen's Hall, including being able to share in the bar profits for the first time, which has helped to offset the reduction in income we have been receiving from the raffle and programmes at shows.

Although our membership is nothing like it used to be, we have been able to attract more new members during the year, both performers and back-stage, young and old. We hope to continue to attract new people into the society and keep them engaged.

In addition, we have received a couple of significant donations from the estate of Alan Pickett and the (unfortunately now defunct) Staplehurst Dramatic Society, which have helped to bolster our coffers further and give us the opportunity to look at improving the way we manage some of our equipment.

It is therefore a much more positive message at the end of 2022 than it was at the beginning, and we can look forward to continuing the progress of this year into 2023.

Reserves Policy

The charity's policy is to keep the cost of one major performance in reserve, so as to provide against a box office failure. In addition, a reserve of £12,000 is kept to cover the rental cost of the costume store.

Signed: Chairman – Louisa Nelson-Chambers

Signed: Treasurer – Glyn Roberts

Date:

Balance Sheet as at 31st December 2022

	31 Dec 2022	31 Dec 2021
Cash Balances		
Cash held	150	944
Natwest Current Account	17,961	9,802
Scottish Widows	12,000	12,000
	<u>30,111</u>	<u>22,746</u>
Other Assets		
Recovery of Arabian Nights Costs	-	800
Debtors	317	4,164
Prepayments	142	142
Expenditure on future shows	2,262	1,507
	<u>2,721</u>	<u>6,613</u>
	<u>32,832</u>	<u>29,359</u>
Liabilities		
Creditors	-	1,996
	<u>-</u>	<u>1,996</u>
	<u>£ 32,832</u>	<u>£ 27,363</u>
Represented by:		
General Fund		
Balance at 1st January 2022	23,819	25,538
Deficit for the year	5,432	(1,719)
	<u>29,251</u>	<u>23,819</u>
Restricted Fund		
Balance at 1st January 2022	3,544	3,824
Income received in year	1,000	-
Expenditure for year	(963)	(280)
	<u>3,581</u>	<u>3,544</u>
	<u>£ 32,832</u>	<u>£ 27,363</u>

Approved on behalf of the Executive Committee

Signed

Chairman - Louisa Nelson-Chambers

Signed:

Treasurer - Glyn Roberts

Date:

Cranbrook Operatic and Dramatic Society
Registered Charity No. 1105153

Statement of Financial Activities
for the year ended 31st December 2022

Incoming resources	31 Dec 2022		31 Dec 2021	
	General Fund	Restricted Fund	General Fund	Restricted Fund
Incoming resources from generated funds				
Members' subscriptions	678		904	
Other donations	873	1,000	100	
	1,551	1,000	1,004	-
Activities for generating funds				
Quiz nights	-		-	
Hire or sale of costumes	-		-	
Hire or sale of equipment	-		-	
	-		-	
Investment income				
Bank and Building Society interest	-		-	
Incoming resources from charitable activities				
KDA Radio play	-		(10)	
Panto 2021	-		899	
Arabian Nights abortive costs	-		(886)	
Vicar of Dibley	2,335		-	
Priscilla Queen of the Desert	2,153		-	
Evermore!	3,846		-	
	8,334	-	3	
Total incoming resources	9,885	1,000	1,007	-
		-		-
Carried down	9,885	1,000	1,007	-

Cranbrook Operatic and Dramatic Society
Registered Charity No. 1105153

Statement of Financial Activities
for the year ended 31st December 2022

	31 Dec 2022		31 Dec 2021	
	General Fund	Restricted Fund	General Fund	Restricted Fund
Brought down	9,885	1,000	1,007	-
Resources expended				
Costs of generating funds				
Quiz nights	-		-	
Members' evening	-		-	
	-		-	
Charitable activities				
			-	-
			-	-
			-	-
			-	-
			-	-
Other resource expended				
Subscriptions and fees	163		132	
Rent of Gray Room	1,803		-	
Flishinghurst rent	1,380		1,380	
Insurance	709		710	
Printing, postage, stationery and telephone	-		-	
Flishinghurst repairs and other scenery costs	-		218	
Equipment and small repairs	15		-	
Advertising and publicity	187		85	
Software and website	8		201	
Lighting	150		-	
Costumes	38		-	
Refreshments	-		-	
Anniversary dinner	-		-	
Sundry expenses	-		-	
AGM expenses	-		-	
	4,453		2,726	
Total resources expended	4,453	-	2,726	-
Deficit/Surplus for the year	5,432	1,000	(1,719)	-
Allocated to shows in the year		(963)		(280)
Funds brought forward	23,819	3,544	25,538	3,824
	<u>£29,251</u>	<u>£3,581</u>	<u>£23,819</u>	<u>£3,544</u>

Cranbrook Operatic and Dramatic Society
Registered Charity No. 1105153

Production Income and Expenses
for the year ended 31st December 2022

Income	Vicar of Dibley	Priscilla Queen of the Desert	Evermore!
Box Office	4,620.23	10,350.80	5,939.83
Advertising	132.00	246.00	132.00
Programme sales	170.00	320.00	112.00
Profit on raffle	146.20	197.00	114.00
Bar	-	846.95	317.05
Show fees	80.00	400.00	205.00
Photos and CD sales	15.00	95.00	-
Sponsorship	200.00	400.00	250.00
Costumes	-	-	197.00
Transfer from Access All Areas	514.00	250.00	198.75
Other			
	<u>5,877.43</u>	<u>13,105.75</u>	<u>7,465.63</u>
Expenses			
Royalties/licences	1,112.08	3,662.40	1,234.02
Libs and scores	110.70	726.00	82.80
Musicians	-	1,120.00	150.00
Musical Director	-	450.00	-
Choreographer	-	180.00	-
Raffle	-	140.39	89.25
Scenery	-	422.38	420.00
Props	6.64	133.76	-
Lighting, sound and effects	400.00	26.57	32.33
Costumes	42.85	1,265.12	-
Make-up and wigs	-	5.95	-
Programmes	198.00	396.00	226.00
Accessibility services	250.00	250.00	198.75
Publicity	442.17	480.52	314.60
Director's expenses	-	94.50	-
Fuel	-	40.00	-
Rehearsal room	980.00	1,559.00	872.00
	<u>3,542.44</u>	<u>10,952.59</u>	<u>3,619.75</u>
Surplus on Production	<u>£2,334.99</u>	<u>£2,153.16</u>	<u>£3,845.88</u>

**Additional Notes for the information of members
for the year ended 31 December 2022
(not forming part of the accounts)**

Peter Gray room in Queens Hall

The sum of £12,000 has been set aside in the Scottish Widows account with the intention that the interest from this deposit can pay a contribution towards the rent which Cranbrook School charges for the use of this room.