

Cranbrook Operatic and Dramatic Society

**Report of the Trustees and Accounts
for the Year Ended 31 December 2023**



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**Independent Examiner's Report
to the Trustees of Cranbrook Operatic and Dramatic Society
for the Year Ended 31 December 2023**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2023, which are set out on pages two to seven.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

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 2023

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
Secretary
Treasurer
Business Manager
Technical Manager

to AGM 2023

Rita and Maurice Wilkins
Louisa Nelson-Chambers
Sharon Pickles

Glyn Roberts
Guy Fillmore
James Harper

from AGM 2023

Rita and Maurice Wilkins
James Harper

Penny Tobin
Glyn Roberts
Guy Fillmore

Karen Kember
Alison Withey-Harrison
Annie Hatcher
Rebecca Evans
Mark Jeffery

Committee Members

Karen Kember
Alison Withey-Harrison
Annie Hatcher
Katie Kember

Bankers

NatWest

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 more successful year in 2022, we hoped to continue both the creative and financial momentum we had established into 2023.

Our three productions of the year were Blackadder (directed for the first time, by Katie Kember), Made in Dagenham (directed, again for the first time with us, by Angela Wright and Wendy Thomas) and The Adventures of Treasure Island (see below for more details).

Blackadder was a resounding success as a first venture for Katie Kember. Her vision and sensitive direction, combined with a strong cast delivering strong performances and an excellent set produced a memorable night for the many that went to see it. Successful all round, including financially.

Made in Dagenham was yet another risk, as we were not sure how well it would attract an audience. Angela and Wendy managed to pull together a great cast, with striking authentic costumes, an excellent set and called in a few favours to get amazing technical setup to support them. Audiences were wowed by excellent performances from some regulars and many new faces – and we broke even despite some significant expenditure on costumes and set.

Unfortunately, the year ended on a less positive note, as no-one was found to direct a CODS-pantomime. We decided to take the risk of buying one in from a professional company, to ensure some type of continuity and aimed only to cover our costs. This was a calculated risk and almost paid off – the production itself did not attract the normal audience, but at least we provided some entertainment for the younger audience members and only suffered a small loss.

We have continued to collaborate closely with the Queen's Hall, and this is enabling us to both publicise our productions more widely and to stage them more effectively. Our membership has also stayed stable again by attracting more new members to refresh the society, both performers and helpers back-stage and Front of House. It is nice to see the gradual decline being reversed.

Probably the most significant financial event of the year, however, was the surprise legacy from one of our most loyal members, Dennis Russell, who sadly died in 2022. This significant sum has provided the trustees and committee with an (admittedly pleasant) challenge of using it effectively. We have invested a significant amount to provide a regular income to support our fixed outgoings and aim to find constructive and appropriate uses for the remainder both within the society and in the creative community around Cranbrook.

We are looking forward to 2024 to take advantage of our strong position and use it to make a real impact for our members and our future.

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 – James Harper

Signed: Treasurer – Glyn Roberts

Date:

Balance Sheet as at 31st December 2023

	31 Dec 2023	31 Dec 2022
Cash Balances		
Cash held	150	150
Natwest Current Account	93,915	17,961
CCLA COIF Charities Ethical Investment Fund	85,000	-
Scottish Widows	12,000	12,000
	<u>191,065</u>	<u>30,111</u>
Other Assets		
Debtors	-	317
Prepayments	150	142
Expenditure on future shows	-	2,262
	<u>150</u>	<u>2,721</u>
	<u>191,215</u>	<u>32,832</u>
Liabilities		
Creditors	688	-
	<u>688</u>	<u>-</u>
	<u>£ 190,527</u>	<u>£ 32,832</u>
Represented by:		
General Fund		
Balance at 1st January 2023	29,251	23,819
Deficit for the year	158,195	5,432
	<u>187,446</u>	<u>29,251</u>
Restricted Fund		
Balance at 1st January 2023	3,581	3,544
Income received in year	-	1,000
Expenditure for year	(500)	(963)
	<u>3,081</u>	<u>3,581</u>
	<u>£ 190,527</u>	<u>£ 32,832</u>

Approved on behalf of the Executive Committee

Signed

Chairman - James Harper

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 2023		31 Dec 2022	
	General Fund	Restricted Fund	General Fund	Restricted Fund
Incoming resources from generated funds				
Members' subscriptions	590		678	
Other donations	<u>160,188</u>	<u> </u>	<u>873</u>	<u>1,000.00</u>
	160,778	-	1,551	1,000
Activities for generating funds				
Hire or sale of costumes	<u>86</u>	<u> </u>	<u>-</u>	<u> </u>
	86		-	
Investment income				
Bank and Building Society interest	-		-	
Incoming resources from charitable activities				
Vicar of Dibley	-		2,335	
Priscilla Queen of the Desert	-		2,153	
Evermore!	-		3,846	
Blackadder	2,227		-	
Made in Dagenham	(54)		-	
Adventures of Treasure Island	<u>(138)</u>	<u> </u>	<u>-</u>	<u> </u>
	2,035	-	8,334	
Total incoming resources	<u>162,899</u>	<u>-</u>	<u>9,885</u>	<u>1,000</u>
Carried down	<u>162,899</u>	<u>-</u>	<u>9,885</u>	<u>1,000</u>

Statement of Financial Activities
for the year ended 31st December 2023

	31 Dec 2023		31 Dec 2022	
	General Fund	Restricted Fund	General Fund	Restricted Fund
Brought down	162,899	-	9,885	1,000
Resources expended				
Costs of generating funds				
Hire of sale of costumes	-	-	-	-
Charitable activities	-	-	-	-
Other resources expended				
Subscriptions and fees	250		163	
Rent of Gray Room	285		1,803	
Flishinghurst rent	1,380		1,380	
Insurance	726		709	
Equipment and small repairs	16		15	
Advertising and publicity	-		187	
Software and website	138		8	
Lighting	184		150	
Costumes	-		38	
Refreshments	62		-	
Trophies and awards	85		-	
Donation to Hospice in the Weald	1,500		-	
Gifts	48		-	
AGM expenses	30		-	
	4,704		4,453	
Total resources expended	4,704	-	4,453	-
Deficit/Surplus for the year	158,195	-	5,432	1,000
Allocated to shows in the year	-	(500)	-	(963)
Funds brought forward	30,970	3,581	25,538	3,544
	<u>£189,165</u>	<u>£3,081</u>	<u>£30,970</u>	<u>£3,581</u>

Production Income and Expenses
for the year ended 31st December 2023

Income	Blackadder	Made in Dagenham	Adventures of Treasure Island
Box Office	5,713.53	8,995.13	1,703.35
Advertising	172.00	202.00	112.00
Programme sales	187.10	252.00	-
Profit on raffle	181.00	252.60	70.00
Bar	502.16	536.15	52.78
Show fees	75.00	487.50	-
Sponsorship	200.00	200.00	100.00
Transfer from Access All Areas	250.00	250.00	-
	<u>7,280.79</u>	<u>11,175.38</u>	<u>2,038.13</u>
Expenses			
Royalties/licences	1,461.00	3,941.60	1,941.84
Libs and scores	-	606.79	-
Musicians	-	1,163.00	-
Musical Director	-	450.00	-
Raffle	56.40	4.50	14.85
Scenery	854.90	205.67	-
Props	18.14	280.58	-
Lighting, sound and effects		1,025.96	-
Costumes	815.69	1,119.00	-
Make-up and wigs	11.43	65.45	-
Programmes	216.60	210.34	-
Accessibility services	250.00	250.00	-
Publicity	247.13	261.48	219.50
Director's expenses	108.01	-	-
IT costs	-	20.00	-
Membership	35.00	-	-
Rehearsal room	980.00	1,625.00	-
	<u>5,054.30</u>	<u>11,229.37</u>	<u>2,176.19</u>
Surplus on Production	<u>£2,226.49</u>	<u>(£53.99)</u>	<u>(£138.06)</u>

**Additional Notes for the information of members
for the year ended 31 December 2023
(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.