

Company number: 05407741  
Charity number: 1112523

# **Gravesend and District Theatre Guild**

**(A company limited by guarantee)**

**Report and Financial Statements**

**For the year ended  
31 March 2022**

## Company Information

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DIRECTORS AND TRUSTEES	Mr David Ames Mr Michael Smith
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COMPANY SECRETARY	Mr Michael Smith
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COMPANY NUMBER	05407741
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REGISTERED OFFICE	Guild Theatre Vale Road Northfleet Kent DA11 8BZ
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## Contents

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	Page
Trustees' Report	1 - 3
Report of the Independent Examiner	4
Statement of Financial Activities	5 - 6
Balance Sheet	7
Notes to the Accounts	8 - 10

## **Report of the Trustees**

### **For the year ended 31 March 2022**

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The directors and trustees present their report and the financial statements for the year ended 31 March 2022.

The financial statements comply with current statutory requirements, generally accepted accounting practice, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities 2005 ("SORP 2005").

#### **STATEMENT OF DIRECTORS' AND TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The directors and trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors and trustees to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors and trustees are responsible for keeping proper 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.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

Company registration number: 05407741

Charity registration number: 1112523

#### **Directors and trustees**

The directors of the company, who are the charity trustees and who served during the year were:

D Ames  
M Smith

The trustees are appointed by the members to serve a maximum term of two years before re-appointment.

#### **Registered and principal office**

Guild Theatre  
Vale Road  
Northfleet  
Kent  
DA11 8BW

## **Report of the Trustees**

### **For the year ended 31 March 2022**

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Constitution**

The Company is incorporated under the Companies Acts and registered in England and Wales under number 05407741. It is limited by guarantee and is a registered charity under number 1112523, governed by its Memorandum and Articles of Association, and does not have a share capital.

##### **Recruitment of trustees and executive members**

Potential executive members are identified by current trustees on the basis of particular skills and an existing commitment to the Charity. Executive members are elected to the committee at the Annual General Meeting of members and each post is re-elected at least every two years.

##### **Organisation**

The trustees, who are responsible for the management of the Company, operate through a series of committees to which certain executive members are co-opted. These committees include further members of the society and determine and carry out the policies of the trustees.

#### **OBJECTIVES AND ACTIVITIES**

##### **Charitable objects of the Company**

The objects of the company are to advance the education of the public in the dramatic and operatic arts and the development of public appreciation in such arts, in particular, but not exclusively by;

- providing facilities and opportunities for young persons to be educated in the dramatic and operatic arts
- the public performance of drama and musical plays

##### **Activities of the Company**

The principal activity of the Charity continues to be the production and performance of plays, musicals and choral works.

##### **Aims**

The Charity aims to:

- continue to offer the local community the opportunity to be involved or appreciate different art forms organised and arranged by their local theatre group;
- build upon the success of our existing youth groups and the development of our adult members to ensure that the Gravesend & District Theatre Guild continues to provide continued art forms for future generations.

#### **ACHIEVEMENTS AND PERFORMANCE**

The trustees are pleased to report a surplus for the year to 31 March 2022 which has been achieved through a varying programme of productions from plays to musicals. Activities and events were held to generate additional income to help towards repairs and improvements of the building and facilities. The trustees have taken advantage of all available Government support grants made available to them during the year.

## **Report of the Trustees**

**For the year ended 31 March 2022**

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### **FINANCIAL REVIEW**

#### **Results**

The surplus for the year amounted to £1,666 (*2021 deficit: £6,170*) .

#### **Reserves policy**

The unrestricted funds at the balance sheet date amounted to £16,595 These funds are retained in order to finance the assets and general operations of the Company. The directors consider the level of funds held to be adequate.

The restricted funds at the balance sheet date amounted to £13,478. These funds are raised specifically for use in improvements to the theatre building and facilities. The directors consider the level of funds held to be adequate.

This report was approved by the board on

and signed on its behalf.

D Ames  
Director

## **Independent examiner's report to the trustees of "Gravesend & District Theatre Guild"**

I report on the accounts of the company for the year ended 31 March 2022, which are set out on pages 5 to 10.

### **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. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 2011 Act
- to state whether particular matters have come to my attention

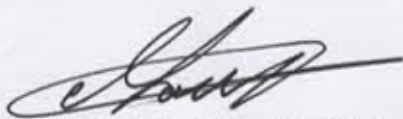
### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 you as 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 qualified statement**

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met.



Michael Latif ACMA CGMA  
24 Northfield Road, London, W139SY

Date: 13<sup>th</sup> December 2022

**Statement of Financial Activities**

(including income and expenditure account)

For the year ended 31 March 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Incoming resources</b>					
<i>Incoming resources from generated funds:</i>					
<i>Voluntary income</i>					
Membership fees		4,318	-	4,318	510
Donations		589	-	589	58
<i>Activities for generating funds</i>					
Rental income		380	-	380	-
Production income: Box office		12,435	-	12,435	295
Production income: Other		750	-	750	-
Bar income		18	-	18	-
<i>Investment income</i>					
Bank interest		-	-	-	-
<i>Incoming resources from charitable activities:</i>					
Fundraising and events		85	-	85	-
<i>Other incoming resources:</i>					
Other income		10,412	-	10,412	11,547
<b>Total incoming resources</b>		<b>28,987</b>	<b>-</b>	<b>28,987</b>	<b>12,410</b>
<b>Resources expended</b>					
<i>Costs of generating funds:</i>					
<i>Costs of generating voluntary income</i>					
Rent and rates		7,786	-	7,786	7,503
Repairs and maintenance		1,156	-	1,156	528
Light and heat		1,273	-	1,273	2,412
Licence fees and subscriptions		1,861	-	1,861	1,520
Production expenses	5	7,773	-	7,773	-
<i>Fundraising trading: cost of goods sold and other costs</i>					
Bar expenses		-	-	-	616
Event costs		-	-	-	-
<i>Charitable activities:</i>					
Donations		-	-	-	-
<i>Governance costs:</i>					
Insurances		2,872	-	2,872	2,818
Audit fees		-	-	-	-
<i>Other resources expended:</i>					
Youth expenses		-	-	-	-
Waste collection		-	-	-	-
Miscellaneous expenditure		3,343	-	3,343	1,069
Printing, postage and stationery		907	-	907	-
Depreciation		349	-	349	2,113
<b>Total resources expended</b>		<b>27,320</b>	<b>-</b>	<b>27,320</b>	<b>18,579</b>



## Statement of Financial Activities

(including income and expenditure account)

For the year ended 31 March 2022

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Net income/(expenditure) for the year	1,667	-	1,667	(6,170)
Spend from Restricted Funds		-	-	-
<b>Reconciliation of funds</b>				
Total funds brought forward	14,927	13,478	28,405	34,575
<b>Total funds carried forward</b>	<b>16,594</b>	<b>13,478</b>	<b>30,072</b>	<b>28,405</b>

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

**Balance Sheet**

As at 31 March 2022

	Note	2022 £	2022 £	2021 £	2021 £
<b>Fixed assets</b>					
Tangible assets	4		1,210		1,560
<b>Current assets</b>					
Stock	7	-		-	
Trade debtors					
Prepayments and accrued income		1,275		1,275	
Cash at bank and in hand		28,252		26,237	
<b>Total current assets</b>		<u>29,527</u>		<u>27,512</u>	
<b>Liabilities</b>					
Trade creditors		-		-	
Accruals and deferred income		665		665	
<b>Net current assets</b>			<u>28,862</u>		<u>26,847</u>
<b>Total assets less current liabilities</b>			<u>30,073</u>		<u>28,406</u>
Creditors: falling due after more than 1 year			-		-
<b>Net assets</b>			<u><u>30,073</u></u>		<u><u>28,406</u></u>
<b>Total retained funds:</b>					
Unrestricted income funds			16,595		14,928
Restricted income funds			13,478		13,478
<b>Total charity funds</b>			<u><u>30,073</u></u>		<u><u>28,406</u></u>

These financial statements have been prepared under the special provisions of the Companies Act relating to small companies.

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the period in question in accordance with section 476 of the Act. The directors acknowledge their responsibility for ensuring that the company keeps accounting records which comply with section 386 of the Act and preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2012 and of its surplus or deficit for the period then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirement of the Companies Act 2006 relating to the financial statements so far as applicable to the company.

The financial statements were approved and authorised for issue by the board and were signed on its behalf on

**D Ames**  
Director

The notes on pages 7 to 10 form part of these financial statements.

## **Notes to the accounts**

### **For the year ended 31 March 2022**

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#### **1. Accounting policies**

##### **1.1 Basis of preparation of account**

The accounts have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005), applicable UK Accounting Standards and the Companies Act 2006.

##### **1.2 Incoming resources**

All incoming resources are accounted for when the charity has entitlement to the funds, certainty of receipt and the amount is measurable. Where income is received in advance of a performance or other specified service it is deferred until the charity is entitled to that income.

##### **1.3 Interest receivable**

Interest on funds held on deposit is included when receivable by the charity.

##### **1.4 Fund accounting**

Unrestricted funds are available to use to further any of the purposes of charity. Restricted funds are donated or raised for particular areas of the charity work or specific projects undertaken.

##### **1.5 Resources expended and irrecoverable VAT**

All resources expended are recognised once there is a legal or constructive obligation to make a payment to a third party. All resources expended are classified under activity headings that aggregate all costs related to the category.

Costs of generating funds comprise the costs of commercial trading.

Charitable activities include the costs of performances, fundraising activities and other educational activities undertaken to further the purposes of the charity.

Governance costs represent those costs of the strategic management of the charity and of complying with constitutional and statutory requirements.

Irrecoverable VAT is charged against the category or resources expended for which it was incurred.

##### **1.6 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Assets costing over £50 are capitalised at the balance sheet. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over the expected useful lives on the following bases:

Equipment, fixtures and fittings	- 20% reducing balance
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##### **1.7 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowances for obsolete and slow-moving stocks. Net realisable value is based on an estimate of selling price, less any costs of realisation. All stocks relate to bar items held-for-sale.

## Notes to the accounts

For the year ended 31 March 2022

### 2. Net incoming / (outgoing) resources for the year

	2022	2021
	£	£
This is stated after charging:		
Depreciation	349	349
Audit fees	-	-
	<u>          </u>	<u>          </u>

### 3. Corporation taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 4. Tangible fixed assets

	Equipment, fixtures and fittings £
Cost:	
As at 31 March 2021	21,011
Additions	
Disposals	-
As at 31 March 2022	<u>21,011</u>
Depreciation:	
As at 31 March 2021	19,451
Charge for the year	349
Disposals	-
As at 31 March 2022	<u>19,800</u>
Net book value:	
As at 31 March 2021	<u>1,560</u>
As at 31 March 2022	<u>1,211</u>

## Notes to the accounts

For the year ended 31 March 2022

### 5. Production expenses

	2022	2021
	£	£
Venue hire	-	-
Music	3,395	-
Scenery and props	380	-
Licences	596	-
Advertising	-	-
Scripts	1,026	-
Costumes	-	-
Miscellaneous production expenses	2,376	-
	<u>7,773</u>	<u>-</u>

### 6. Remuneration

No remuneration or personal expenses were received by any trustee in either accounting period.

### 7. Additional stock

The Company holds additional stock which does not appear within the Balance sheet as the original cost is unknown. In total these assets are valued, for insurance purposes, at £37,000.