

# Gatepost Theatre Company

## Trustees Annual Report

### 1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2024



## Objectives and Activities

The charity's objectives and activities are defined by the Constitution dated 21<sup>st</sup> March 2022.

### **Objects**

*To advance the education of persons aged 13 years and upwards in the arts of musical theatre, drama, singing, and dance and to further promote this educational development by encouraging participation in concerts and productions at local amateur and professional venues. In the instance of a show that requires a youth contingent, young persons will be recruited.*

### **Powers**

*In furtherance of these objects but not otherwise the Society through its Executive Committee may exercise the following powers:*

- *to promote plays, drama, comedies, operas, operettas and other dramatic and operatic works of educative value.*
- *subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Society.*
- *subject to any consent required by law to borrow money and to charge all or any part of the property of the Society with repayment of the money so borrowed.*
- *to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or similar charitable purposes and to exchange information and advice with them.*
- *to establish or support any charitable trusts, association or institutions formed for all or any of the objects.*
- *to assist and further such charitable institutions and charitable purposes as the Executive Committee shall from time to time determine.*
- *to appoint and constitute such advisory committees as the Executive Committee may think fit.*
- *to do all such other lawful things as are necessary for the achievement of the objects of the Society.*

## Achievements & Performance

During this financial period the company performed several shows. Revenue was generated from ticket sales, member subscription, and the sale of merchandise, refreshments and programmes.

- Performance of the musical School of Rock at the Duchess Theatre, Long Eaton, Nottinghamshire between 12<sup>th</sup> & 16<sup>th</sup> September 2023.
- Performance of the musical Rock of Ages at May Hall, Trent College, Long Eaton, Nottinghamshire between 26<sup>th</sup> & 30<sup>th</sup> March 2024.
- Several performances in collaboration with AgeUK Derby & Derbyshire, for which a performance fee was received.
  - Christmas Concert, in St Helens Church, Darley Abbey, December 2023
  - Remembrance Concert, Whitworth Centre, Darley Dale, November 2023

- In July 2024, the company was nominated for 7 Eagle Awards, recognising achievement in amateur theatre in the Derbyshire area.

The company's continued partnership with Age UK not only provides company members the opportunity to perform at different locations, but also to express themselves musically, often performing solo numbers. The benefits to the members of Age UK are numerous, but include social, and mental wellbeing.

## Financial Report

The company began the financial period with the following funds:

Bank Balance:	£2690.72
Petty Cash:	£59.82
<b>Total:</b>	<b>£2750.54</b>

Total Income for the financial period was £50302.24  
(Main income of £50259.24 plus £43.18 interest on BMM Account)

Total Expenditure for the financial period was £46878.22

The company ended the financial period with the following funds:

Bank Balance:	£6032.90
BMM Account	£3043.18
Petty Cash:	£93.73
<b>Total:</b>	<b>£11920.35</b>

## Savings

In December 2023, the committee felt that the state of the company's finances were stable enough to consider putting funds aside as a contingency. £3000 was transferred to the company's HSBC BMM account. Whilst the prevailing rate of interest is low, the account does allow instant access to funds which the committee agreed was prudent.

## Accounting Software

Given the increasing levels on income and expenditure of the company a proposal, by the treasurer, was agreed by the committee for the company to adopt a professional software package to record the company finances. The selected package, Quickfile, is more robust than the original spreadsheet, compliant with the FSA, allows a direct feed with the bank account and provides for more in depth analysis of the company's finances. The package was adopted for the beginning of the 2024-2025 Financial Year.

The accounts for the financial year 2023-2024 were submitted for audit by KLN Accountants, Heanor, Derbyshire. The audit report, dated 22<sup>nd</sup> November 2024, declared that the auditor was satisfied with the company accounts for the financial year.

## Structure, Governance & Management

The company is governed by a constitution document. The prevailing version is dated 21<sup>st</sup> March 2022.

The constitution details for the appointment of Trustees as follows:

*Nominations for election to the Board of Trustees must be made by members of the Society in writing and must be submitted to the Chairperson, upon receipt a Special Trustees Meeting can be called. Candidates must be nominated and seconded by 2 different members of the Board of Trustees.*

## **Reference & Administration**

The Gatepost Theatre Company is a registered in the UK with the registration number 116378.

The principal address for the company is 3 Pipers Court, Codnor Park, Ironville, NG16 5RZ.

Trustees during the financial year were:

Mrs Laura Stone, Chair

Mr Mark Green, Treasurer

Ms Jude Cliffman, Grant Funding Officer

Mr Alex Radford

Mrs Laura Stone stepped down as Chair, prior to the AGM held on 30<sup>th</sup> September 2024. Mr Sean Ince was duly elected as Chair and Trustee at the AGM held on 30<sup>th</sup> September.

There are no corporate trustees or trustees holding the title of property belonging to the company.

## **Exemptions from Disclosure**

There are no Exemptions from Disclosure.

## **Custodian Trustees**

Neither the company nor its trustees act as custodian trustees.

Completed by:



M Green

Treasurer

Gatepost Theatre Company

December 2024

Gatepost Theatre Company		
Bank Balance as at 31st August 2024		
Bank Balance Bt Forward from 2022/23		£ 2,690.79
Cash Balance Bt Forward from 2022/23	£ 59.82	
Total Received - Income		£ 50,259.24
Paid into Bank Account		£ 50,220.33
Paid into Petty Cash	£ 38.91	
Paid From Bank by Cheque		£ -
Paid from Bank by Transfer		£ 46,878.22
Paid from Club in Cash	£ -	
Cash and Balance in Hand as at 31/08/24	£ 98.73	
Balance in Bank Account as at 31/08/24		£ 6,032.90
Petty Cash	9/1/2023	8/31/2024
£20		£ 80.00
£10	£50.00	
£5	£5.00	
£2	£4.00	£ 2.00
£1		£ 9.00
50p	£0.50	£ -
20p	£0.20	£ 3.80
10p	£0.10	£ 2.80
5p		£ 0.40
2p	£0.02	£ 0.26
1p		£ 0.47
Total	£ 59.82	£ 98.73

0

Gatepost Theatre Company					
Balance Sheet and Accounts					
As At 31st August 2024					
<b>Opening Balances</b>			<b>Closing Balances</b>		
Bank Balance from 01/09/23		£ 2,690.79	Balance in Bank as at 31/08/24		£ 6,032.90
Cash In Hand from 01/09/23		£ 59.82	Cash in Hand as at 31/08/24		£ 98.73
<b>Total Opening Balance</b>		<b>£ 2,750.61</b>	<b>Total Closing Balances</b>		<b>£ 6,131.63</b>
<b>Income</b>	<b>Nom.</b>		<b>Expenditure</b>	<b>Nom.</b>	
Subscriptions	1	£ 3,662.71	Band inc MD	1	£ 3,480.00
Ticket Sales	2	£ 38,059.24	Costumes & Make-Up	2	£ 1,394.28
Programme Sales	3	£ 393.48	Lib & Score Hire	3	£ 2,759.00
Raffle Sales	4	£ 359.91	Membership, Insurance & Audit	4	£ 572.96
Performance Fees	5	£ 1,750.00	Stationary	5	£ 325.54
Adverting Income	6	£ 90.00	Postage/Courier	6	£ 198.84
Donations	7	£ -	Printing	7	£ 1,105.11
Merchandise	8	£ 655.50	Venue Hire	8	£ 6,625.25
Hire Income	9	£ -	Royalties	9	£ 4,527.36
DVD Sales	10	£ -	Sales & Marketing	10	£ 203.46
Gift Aid	11	£ 464.59	Set & Stage	11	£ 7,275.66
Grant Funding	12	£ 859.00	Sound & Lighting Equipment	12	£ 7,313.00
Other Income	13	£ 962.80	Sound & Lighting Technician	13	£ 921.00
Catering	14	£ 17.40	Transport, Travel & Storage	14	£ 1,374.00
Props Resale/Return	15	£ 79.63	Merchandise	15	£ 585.22
Costume Resale/Return	16	£ 110.46	Website & IT	16	£ 466.58
Concessions	17	£ 2,781.52	Other Expenditure	17	£ 687.00
Set Resale/Return	18	£ 13.00	Bank Charges	18	£ 76.42
			Director Fees	19	£ 667.00
			Catering	20	£ 1,967.76
			Props	21	£ 324.30
			Choreography	22	£ 930.00
			Fraud	23	£ 51.98
			Transfer of Funds	24	£ 3,000.00
			Ticket Refund	25	£ 46.50
<b>Total Income</b>		<b>£ 50,259.24</b>	<b>Total Expenditure</b>		<b>£ 46,878.22</b>
<b>Opening + Income</b>		<b>£ 53,009.85</b>	<b>Expenditure + Closing</b>		<b>£ 53,009.85</b>
<b>Variance</b>					<b>£ -</b>

Gatepost Theatre Company - BMM Account		
Bank Balance as at 31st August 2024		
Bank Balance Bt Forward from 2022/23		£ -
Total Received - Income		£ 3,043.18
Paid into Bank Account		£ 3,043.18
Paid from Bank by Transfer		£ -
Balance in Bank Account as at 31/08/24		£ 3,043.18

Gatepost Theatre Company - BMM Accounts					
Balance Sheet and Accounts					
As At 31st August 2024					
Opening Balances			Closing Balances		
Bank Balance from 01/09/23		£ -	Balance in Bank as at 31/08/24		£ 3,043.18
Total Opening Balance		£ -	Total Closing Balances		£ 3,043.18
Income	Nom.		Expenditure	Nom.	
Funds Transfer In	1	£ 3,000.00	Funds Transfer Out	1	
Interest	2	£ 43.18			
Total Income		£ 3,043.18	Total Expenditure		£ -
Opening + Income		£ 3,043.18	Expenditure + Closing		£ 3,043.18

Gatepost Theatre Company  
7 Douglas Avenue  
Heanor  
Derbyshire  
DE75 7FQ

22<sup>nd</sup> November 2024

Our Ref: KLN/LS/G031

Dear Committee,

**Review of Accounting Records & Supporting Documentation**

We have carried out a review of the records provided for 2023/2024.

We found the records to be in good order and are satisfied they give a true reading of the transactions which have taken place during these periods.

A copy of the audit report provided to us is enclosed which we have duly stamped and signed.

Finally, we enclose herewith our invoice which we trust you will find satisfactory.

Yours sincerely,



***Kym Louise Needham FMAAT AATQB  
Managing Director & Senior Accountant  
KLN Accountancy Services Ltd***





Gatepost Theatre Company					
Balance Sheet and Accounts					
As At 31st August 2024					
Opening Balances			Closing Balances		
Bank Balance from 01/09/23		£ 2,690.79	Balance in Bank as at 31/08/24		£ 6,032.90
Cash In Hand from 01/09/23		£ 59.82	Cash in Hand as at 31/08/24		£ 98.73
<b>Total Opening Balance</b>		<b>£ 2,750.61</b>	<b>Total Closing Balances</b>		<b>£ 6,131.63</b>
Income			Expenditure		
	Nom.			Nom.	
Subscriptions	1	£ 3,662.71	Band inc MD	1	£ 3,480.00
Ticket Sales	2	£ 38,059.24	Costumes & Make-Up	2	£ 1,394.28
Programme Sales	3	£ 393.48	Lib & Score Hire	3	£ 2,759.00
Raffle Sales	4	£ 359.91	Membership, Insurance & Audit	4	£ 572.96
Performance Fees	5	£ 1,750.00	Stationary	5	£ 325.54
Adverting Income	6	£ 90.00	Postage/Courier	6	£ 198.84
Donations	7	£ -	Printing	7	£ 1,105.11
Merchandise	8	£ 655.50	Venue Hire	8	£ 6,625.25
Hire Income	9	£ -	Royalties	9	£ 4,527.36
DVD Sales	10	£ -	Sales & Marketing	10	£ 203.46
Gift Aid	11	£ 464.59	Set & Stage	11	£ 7,275.66
Grant Funding	12	£ 859.00	Sound & Lighting Equipment	12	£ 7,313.00
Other Income	13	£ 962.80	Sound & Lighting Technician	13	£ 921.00
Catering	14	£ 17.40	Transport, Travel & Storage	14	£ 1,374.00
Props Resale/Return	15	£ 79.63	Merchandise	15	£ 585.22
Costume Resale/Return	16	£ 110.46	Website & IT	16	£ 466.58
Concessions	17	£ 2,781.52	Other Expenditure	17	£ 687.00
Set Resale/Return	18	£ 13.00	Bank Charges	18	£ 76.42
			Director Fees	19	£ 667.00
			Catering	20	£ 1,967.76
			Props	21	£ 324.30
			Choreography	22	£ 930.00
			Fraud	23	£ 51.98
			Transfer of Funds	24	£ 3,000.00
			Ticket Refund	25	£ 46.50
<b>Total Income</b>		<b>£ 50,259.24</b>	<b>Total Expenditure</b>		<b>£ 46,878.22</b>
<b>Opening + Income</b>		<b>£ 53,009.85</b>	<b>Expenditure + Closing</b>		<b>£ 53,009.85</b>
<b>Variance</b>					<b>£ -</b>

**KLN Accountancy Services**  
1 - 2 Basford House, Derby Road  
Heanor, Derbyshire  
DE75 7QL

*L. Weedh*  
22.11.2024

Gatepost Theatre Company - BMM Account			
Bank Balance as at 31st August 2024			
Bank Balance Bt Forward from 2022/23	£	-	
Total Received - Income	£	3,043.18	
Paid into Bank Account	£	3,043.18	
Paid from Bank by Transfer	£	-	
Balance in Bank Account as at 31/08/24	£	3,043.18	