

Mr M Redwood  
Congress Theatre Company  
50 Gwent Square  
Cwmbran  
NP44 1PL

KD/PAS/C111

31 December 2022

Dear Martyn

### **Congress Theatre Company – Year End Accounts**

Please find enclosed two bound and two unbound copies of the annual Accounts for the year ended 31 March 2022 with comparative figures for 2021.

I would be grateful if you would study the Accounts and if everything is satisfactory please arrange for pages 3 and 7 to be signed on each copy and return all copies to me. Also could you arrange for the letter of representations to be signed and returned to me.

### **Congress Theatre Company - Management Accounts**

I also enclose a copy of the Management Accounts in respect of the six months ended 30 September 2022, with comparative figures for the year ended 31 March 2022. Please note that these do not include activities of the Youth Theatre.

As you can see, they show a surplus for the six months of £20,567 but bear in mind that this includes the full grants received from TCBC; Cwmbran CC; and Cwmbran Trust Grant totalling £64,800 which if proportioned would result in a deficit for the six months of £11,833.

It should also be noted that included in repairs and maintenance is £11,192 paid to TCBC for maintenance.

If you have any queries regarding the above please do not hesitate to contact Paul. In the meantime I enclose a note of my firm's charges for your attention in due course.

Yours sincerely

  
K Davies  
Griffiths Green Arnold

Enclosures

**CONGRESS THEATRE COMPANY**  
**MANAGEMENT ACCOUNTS**  
**PERIOD ENDED 30 SEPTEMBER 2022**

Accountants Report

In accordance with instructions given to us, we have prepared, without carrying out an audit, these Management Accounts from the accounting records of our client and from further information and explanations supplied to us.

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Griffiths, Green, Arnold  
Accountants & Business Advisors

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11 New Street, Pontnewydd, Cwmbran, Gwent, NP44 1EE  
Telephone: 01633 838222 Fax 01633 870437

# CONGRESS THEATRE COMPANY

## REVENUE ACCOUNT FOR THE PERIOD ENDED 30 SEPTEMBER 2022

	30/09/2022		31/03/2022	
	£	£	£	£
<b>INCOME</b>				
<b>Income from Theatre's Activities:</b>				
Student fees received		0		0
Tickets Sold - Hirers	47,350		107,242	
Paid to Hirers	(39,825)		(84,006)	
Commission received from Hirers	<u>7,525</u>		<u>23,236</u>	
Live Streams	0		5,624	
Tickets Sold Congress Productions	67,710		12,458	
Sale of tickets and commissions	<u>75,235</u>		<u>41,318</u>	
Hire of Theatre and facilities	2,292		1,170	
Other income	686		107	
	<u>78,213</u>		<u>42,595</u>	
Less: Cost of productions	(52,447)		(27,583)	
	<u>25,766</u>		<u>15,012</u>	
<b>Subscription and Grants</b>				
Members subscriptions	38		93	
Grants and sponsorship	64,800		58,600	
	<u>64,838</u>		<u>58,693</u>	
<b>Bar and Catering Trading Account</b>				
Sales	16,235		11,507	
Less: Cost of sales	(6,318)		(5,480)	
	<u>9,917</u>		<u>6,026</u>	
<b>Other Income</b>				
Donations	3,322		6,740	
Furlough Claim	0		19,829	
Covid19 Grant	0		4,000	
Arts Council of Wales Grant	0		56,038	
Bank interest received	53		56	
Credit card charges	5,754		6,968	
Miscellaneous receipts	<u>244</u>		<u>90</u>	
	<u>9,373</u>		<u>93,721</u>	
<b>TOTAL INCOME</b>	<u>109,894</u>		<u>173,452</u>	

# CONGRESS THEATRE COMPANY

## REVENUE ACCOUNT FOR THE PERIOD ENDED 30 SEPTEMBER 2022

	30/09/2022		31/03/2022	
	£	£	£	£
<b>EXPENDITURE</b>				
<b>Administrative Expenses</b>				
Managerial fees	37,399		78,692	
Redundancy payment	0		0	
Pension costs	1,783		3,126	
Training costs	25		395	
Licences and subscriptions	3,722		2,068	
Equipment rental	1,891		3,663	
Telephone and postage	881		2,192	
Printing and stationery	330		1,028	
Computer costs	4,317		7,236	
Volunteer expenses	0		0	
Sundry expenses	440		2,518	
Travelling expenses	0		0	
Accountancy and payroll work	640		3,765	
Independent Examiners remuneration	0		1,000	
Professional fees	0		0	
Bank and credit charges	2,793		4,222	
		54,221		109,905
<b>Marketing Expenses</b>				
Advertising and publicity		347		490
<b>Establishment Expenses</b>				
Rent - Cwmbran Centre Wayleave	0		0	
Light and heat	2,998		9,616	
Insurance	2,339		2,040	
Repairs, maintenance and replacements	20,993		52,508	
Piano tuning and maintenance	0		0	
Cleaning and hygiene	8,429		12,624	
Input VAT not recoverable	0		0	
Depreciation	0		4,757	
Performing Rights Society fees	0		0	
		34,759		81,544
<b>TOTAL EXPENDITURE</b>		89,327		191,939
<b>NET SURPLUS FOR THE YEAR - CONGRESS ONLY</b>		20,567		(18,487)

REPRESENTED BY:	<u>Unrestricted Funds</u>	<u>Help The Congress</u>	<u>Total</u>	<u>Unrestricted Funds</u>	<u>Help The Congress</u>	<u>Total</u>
Reserves brought forward	190,801	0	190,801	209,288	0	209,288
Net surplus for the year	20,567	0	20,567	(18,487)	0	(18,487)
Transfer between funds	0	0	0	0	0	0
Reserves carried forward	211,368	0	211,368	190,801	0	190,801

**CONGRESS THEATRE COMPANY****BALANCE SHEET  
AS AT 30 SEPTEMBER 2022**

	£	£	£
<b>Fixed Assets</b>	<b>Cost</b>	<b>Dep'n</b>	<b>NBV</b>
Plant & Machinery	95,120	75,827	19,293
Fixtures & Fittings	56,154	48,495	7,659
	<u>151,274</u>	<u>124,322</u>	26,952
<b>Current Assets</b>			
Stock		633	
Trade Debtors		1,760	
Prepayments & Other Debtors		2,902	
VAT Debtor		6,219	
Cash At Bank & In Hand		259,997	
Total current assets		<u>271,511</u>	
<b>Current Liabilities</b>			
Trade Creditors	2,758		
Owed To Hirers	47,608		
Deposits	1,713		
Accruals	35,015		
VAT Creditor	0		
PAYE/Pension	0		
Total current liabilities	<u></u>	(87,094)	
<b>Net Current Assets/(Liabilities)</b>			184,416
<b>Long Term Liabilities</b>			
Deferred Grant		<u>0</u>	0
			<u>211,368</u>
<b>Funds</b>			
Unrestricted: General funds			211,368
Restricted: Youth Theatre			0
			<u>211,368</u>