

# Amateur Players of Sherborne

Charity No: 1144869

Annual Trustees Report and Serious Incidents Declaration

Dated 03/07/2025

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**Trustees:** Mark Lambert (Trustee); Sarah Webster (Trustee and APS Chair); Malcolm Cockburn (Trustee).

## 1. Finances and Governance

At 30.06.2025 the APS savings account balance is £14,756.36 and the Treasurer's account (used for ongoing expenditure) is £4,523.93. Over the past few years our available finances have grown steadily, due to prudent financial management. Our now established programme of four productions per year, plus occasional guest productions and one -off events, have ensured a steady annual income. This has enabled APS to carry out improvements to the building over the past couple of years, at a cost exceeding £25,000. The focus for The Committee for 2026 will be to replace the lighting. The hard work and dedication of our volunteers, is hereby acknowledged with gratitude by the trustees.

The Trustees therefore feel that the finances are in very good order and consider the work of the Committee to have been excellent in the past year. We are satisfied that the society is being run in accordance with the charity's governing document, The APS Constitution.

The ownership of The Sherborne Studio Theatre, is still being processed by The Land Registry. Once completed, the person named on the ownership deeds will be a Guardian appointed by The Charity Commission. At that point it may be prudent to recruit another one or two Trustees, to ensure decisions are balanced if voting becomes necessary.

## 2. The future of the Sherborne Studio Theatre

APS now has an established annual programme, and is beginning to attract other performers who wish to use the theatre. In line with our Constitution, these additional events should be encouraged, especially as a means to educate and support our local community in the arts.

It is noted that APS now purchases Trustees Liability Insurance.


## 3. Date of the next Trustees meeting

To be arranged in due course

*The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation. There is provision for up to seven Trustees proposed by the Membership, and ratified by the Committee. There is no limit to the years a Trustee may serve.*

APS Serious Incidents Declaration		
To Report		Not To Report
<b>Safeguarding</b>		
Allegation that a trustee or volunteer has been subject to, or has caused serious harm or sexual assault to another person Images of child pornography found on computer/phone Evidence of widespread bullying within the charity Charity failing to undertake DBS checks A volunteer is found to be on the sex offenders register	None	Minor unusual/aggressive behaviour Removal of person from premises due to drunken behaviour Minor accidents where there is no significant harm
<b>Fraud, Cyber Crime – any actual/alleged fraud or money laundering or cyber-crime to be reported</b>		
False Invoicing by members Bogus charity scheme promoted using charity's name Funds lost due to online scam Attempted fraud by Charity staff – but intercepted by their controls	None	Attempted cyber-crimes blocked by charity's security (except if unusual and Charity wishes to report)
<b>Theft – to be decided by Trustees if incident(s) are serious to warrant reporting</b>		
Ongoing thefts of cash – which have been reported to the police Break-in involving theft of data	None	One-off random theft of valuable item(s)
<b>Suspicious Donations</b>		
Large legacy (over £25k) from unknown source	None	Legacy left via solicitor with anonymous donor
<b>Other Significant Financial Loss</b>		
Significant loss of charity funds due to bad investment Sudden loss of 20% or more of income, leading to loss of services Loss of charities funds due to legal costs incurred Major damage to charities premises (fire)	None	Loss of funds if less than 20% of charities income or less than £25k of assets
<b>Links to Terrorism or Extremism</b>		
A volunteer has been arrested for terrorism (extremist) offences Visiting performer has used event to promote extremist messages	None	
<b>Governance</b>		
Mass resignation of Trustees Evidence of misuse of funds	None	
<b>Fundraising</b>		
Unauthorised public collections in the name of the charity Non-compliance with fundraising agreements Funds due under fundraising commitment not paid to the charity Incident linked to fundraising event which will damage charity's reputation	None	
<b>Other Significant Events</b>		
Person acting as Trustee whilst disqualified Charity subject to official investigation by another regulator Data breach – personal data accessed online or laptop or phone (with no encryption) containing data stolen or mislaid Any other serious incident that is likely to damage reputation or incur loss of funds/assets	None	

**The Trustees have confirmed that there is nothing to report for the year to 03/07/2025**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Main a/c 1578305	Financial Year 2024/25													
2															
3	EXPENDITURE	August	Sept	Oct	Nov	Dec		Jan	Feb	Mar	Apr	May	June	July	Totals
4	Opening balance	3345.87	3859.38	£2,479.11	£2,232.52	£5,789.20		£5,784.60	£5,363.08	£6,430.30	£8,769.03	£9,280.90	£5,743.95	4523.93	
5	Garage rent (monthly)	-47.75	-47.75	-47.75	-47.75	-47.75	-47.75	-47.75	-47.75	-49.03	-49.03	-49.03	-49.03	-578.12	
6	Mobile phone (monthly)	-4.95	-4.95	-4.95	-4.95	-4.95	-4.95	-4.95	-4.95	-4.95	-4.95	-4.95	-4.95	-59.4	
7	2nd mobile phone (monthly)									-6.95	-6.95	-6.95	-6.95	-27.80	
8	Water rate (half yearly)			-121.92						-126.74				-248.66	
9	Electricity (monthly)	-97.04	-44.52	-71.37	-60.14	-210.02	-198.10	-123.96	-127.70	-237.17	-66.09	-131.72	-89.88	-1457.71	
10	Wifi (monthly)	-33.54	-33.54	-33.54	-33.54	-33.54	-33.54	-33.54	-33.54	-33.54	-36.23	-36.23	-36.23	-410.55	
11	Fire equip check				-88.20									-88.2	
12	Lighting/tech/sound							-204.76						-204.76	
13	Ticket sales commission (4%+vat)			-87.98	-4.61	-9.98	-250.18							-352.75	
14	Donations				-150.00									-150.00	
15	Licence fees - music (annual)									-109.06				-109.06	
16	Licence fees - bar (annual)											-180.00		-180.00	
17	RoseBowl														
18	Prdctn - adjudication fee				-70.00				-70.00				-80.00	-220	
19	Prdctn - licence fee		-588.00							-630.00				-1218	
20	Prdctn - scripts	-79.23	-76.93	-20.09						-54.06		-41.10	-145.40	-416.81	
21	Prdctn - Set/props/tech/paint	-289.35		-14.97		-631.41			-730.34	-121.89		-1072.57	-225.50	-3086.03	
22	Prdctn - misc expenses		-1081.00			-300.00				-891.00				-2272.00	
23	Prdctn - Costume hire/purchase				-506.00							-962.08		-1468.08	
24	Bar re-stock					-420.29			-287.16	-49.20		-498.02		-1254.67	
25	Membermojo fee (annual)		-95.00											-95.00	
26	Insurances - Towergate - annual												-1920.20	-1920.20	
27	Caretaker sundries								-10.20					-10.20	
28	Noda liability Insurance (annual)							-426.62						-426.62	
29	Noda committee Insurance (annual)		-473.10											-473.10	
30	Noda membership/awards								-205.00		-196.04			-401.04	
31	Misc - Maintenance					-176.61		-52.66						-229.27	
32	Misc - General	-76.73	-176.95	-30.68	-117.53	-452.30			-314.00				-41.43	-1209.62	
33	Ticket returns											-28.00		-28.00	
34	100 club - prize/pub/licence	-46.20		-45.20		-268.70		-46.20	-20.00	-46.70		-46.20		-519.20	
35	Publicity/progm/photos/website	-40.00	-50.00	-15.00		-172.50			-97.42	-30.00		-150.64		-555.56	
36	Theatre hire - return deposit	-150.00												-150.00	
37	Improvements - insulation/flooring				-121.73									-121.73	
38	Improvements - staircase	-1120.60			-245.96									-1366.56	
39	Improvements - main entrance		-744.43	-2.68							-5552.52			-6299.63	
40	improvements - bar area				-142.73									-142.73	
41	Improvements - Air extractor							-329.24	-5.28					-334.52	
42	Fund raising - cancer					-75.00								-75.00	
43	Total expenses for year													-28160.58	
44	INCOME														
45	Ticket sales (inc cash at door)	1399.90	439.32		5040.82	332.05		2185.40	4189.69	1418.09	1355.36	21.92	1415.51	17798.06	
46	Membership	470.50	412.50	99.00	59.00	24.50	113.00	151.50	102.38	39.00	19.50	19.50	24.22	1534.60	
47	Bar sales	45.50	211.36			2441.90				1445.07		1672.86	23.19	5839.88	
48	Sales/refunds											273.19		273.19	
49	APS costume hire														
50	Donations		75.00		50.00									125.00	
51	Repayment of licence fee	558.00												558.00	
52	Sale of freezer			25.00										25.00	
53	Gift Aid - Tax rebate		897.72											897.72	
54	Quizz night			125.54										125.54	
55	Transfer from Savings a/c														
56	Hire of premises	25.00												25.00	
57	Hearing loop grant										1000.00			1000.00	
58	Total receipts for year													28201.99	
59															
60	End month balance	£3,859.38	£2,479.11	£2,232.52	£5,789.20	£5,784.60	£5,363.08	£6,430.30	£8,769.03	£9,280.90	£5,743.95	£4,523.93	£3,387.28		
61															
62															
63															
64															
65															
66															
67															
68															
69	Savings account	No.42549960													
70				BAL											
71		Aug-24	Sept	Oct	Nov	Dec	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25		
72	Bal b/f	12103.19	12333.85	12560.37	12786.74	13029.37	13270.41	13512.73	13805.62	14047.24	14284.84	14520.66	14756.36		
73	Interest	14.66	10.52	10.37	11.63	10.04	11.32	11.89	10.62	11.60	9.82	9.70	8.53	130.70	
74	100 club membership	216.00	216.00	216.00	231.00	231.00	231.00	281.00	231.00	226.00	226.00	226.00	226.00	2757.00	
75	Donations														
76	Transfer to Savings a/c														
77	End month bal.	£12,333.85	£12,560.37	£12,786.74	£13,029.37	£13,270.41	£13,512.73	£13,805.62	£14,047.24	£14,284.84	£14,520.66	£14,756.36	£14,990.89		
78															
79															

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12 August 2025

**AMATEUR PLAYERS of SHERBORNE (APS)  
AUDIT OF ACCOUNTS FOR  
FINANCIAL YEAR 1<sup>ST</sup> AUGUST 2024 TO 31<sup>ST</sup> JULY 2025**

**I certify that I have checked and scrutinised the accounts for the year to 31 July 2025 against the primary accounting records.**

**I confirm that they represent a true and accurate record of the transactions of Amateur Players of Sherborne (APS) in the defined year.**

A handwritten signature in blue ink, reading 'Paul Tomlin', with a horizontal line underneath.

**Paul Tomlin  
Planning Enforcement Manager, Dorset County Council (retired)  
Finance Governor, All Saints Primary School, Bishops Caundle (retired)**