

## **SHINFIELD PLAYERS THEATRE**

### **TRUSTEES REPORT 2020 – 2021**

Welcome to the 2021 annual general meeting for Shinfield Players Theatre.

This time last year we held our meeting on zoom owing to the COVID-19 restrictions that were in place at that time. It is so pleasing that we are able to hold this year's meeting in person and hope this is the sign of things to come where we can open up our theatre to performances.

It has certainly been a frustrating last 12 months. We have managed to perform a social distanced youth group show last October before the November Lockdown came into being. We also managed to perform this year's youth group shows, albeit virtually. But we have not been able to produce any adult shows.

On a positive note, over the last year we have managed to meet up, via Zoom, with a number of murder mystery evenings, theatreokies, a quiz and play readings. I would like to thank everyone involved in organising these events that were very well received and popular.

We have also managed to keep the theatre in good shape and I would like to thank those who have made the effort in keeping the theatre running (and feeding the theatre cat)!

I would like to thank my fellow trustees who continue to work hard with their usual enthusiasm and dedication during those difficult months.

Finally, I would like to look forward. We have show's cast and all being well, they will go on stage in September and October. Pantomime read throughs start next week. And we have a full season mapped out ahead of us. There is a lot to be positive about. With your support and efforts, we will once again be performing shows on a regular basis and be able to meet up with our fellow theatre friends.

### **Accounts**

Profit on 2020/21 shows was £1,892 (2019/20 £11,297). Most shows were cancelled due to COVID-19 however we did manage to run the youth group shows, an online quiz night and numerous online murder mysteries.

All of the licenses for the years shows were postponed to this coming season and the accounts include all the licenses for 2021/22 season and licenses for Betty Blue Eyes and Inspector Drake for the 2022/23 season.

As expected, income is significantly down this year due to the lack of shows and events due to the COVID-19 lockdowns.

Membership: 20 paid adult members, and all youth group members paid in full

Hires: £150 from Gregory Film (production of a music video), £550 WBC election, rest were band hires

This year we had some significant expenditure which falls outside the normal expenses of the theatre. These are classified as 'Special Items' at the end of the expense section:

1. The additional cost of the refurbishment of the auditorium came to £2,550 which added onto last years expenditure of £7,961 totalled £10,511
2. We received a grant from WBC of £20,000 which will be used for the next refurbishment project, the toilets in the foyer, of which £2,980 has been included in this financial report. The

rest will be included in the next financial year. Additional spending for this project will be funded from the building fund and is estimated to be approx..£20,000.

Normal expenses before the 'Special Items' at £16,075 were obviously lower than prior years due to the impact of COVID-19 however the theatre still needed to be maintained throughout the close down period.

Major expenses were:

Building Maintenance: £2,853 (2019/20 £5,159). This includes £468 for air conditioning maintenance, £118 for fire extinguisher service, £350 for a new water boiler and £1,136 on skips for cleaning out the theatre during the COVID-19 close.

Electricity: £3,608 (£4,224), Insurance: £3,494 (£3,318),

Donations: £565 (£755) - £413 paid to last year's (2019/20) charity of the year, RNIB and £152 in bar stock given to the reading foodbank.

The deficit for the year before the special items was £8,761 down on last year's surplus of £1,903 and the surplus after the special items is £5,709 (after the £20,000 grant). It is proposed that we transfer £6,970 from the building fund leaving £6,258 in the General funds after net transfers from the charity fund of £405.

Balance Sheet:

Assets less liabilities at 31<sup>st</sup> July were £87,372 (£81,663) - £5,402 (£6,258) in the General Fund and £81,970 in the Building Fund which is all in the current account and none on deposit due to lack of interest at this time. There is no charity fund to be paid this year.

Assets includes £2,744 prepayments on future shows which is mostly license fees but includes expenses on shows postponed because of covid-19.

Creditors still include a £2,200 provision for solicitor's fees for the new lease that Jon made five years ago in anticipation of the lease being signed shortly. The lease still hasn't been signed and the fees still haven't been paid.

Membership fees will remain the same for 2021/22 as will ticket prices and bar prices.

**SHINFIELD PLAYERS THEATRE**  
**INCOME AND EXPENDITURE ACCOUNT**  
**YEAR TO 31st JULY 2021**

	2020/21	2019/20
	£	£
<b>INCOME</b>		
Profit on Shows	1,891.68	11,297.87
Bar Profits	293.99	2,895.62
Front of House	(307.33)	1,355.63
Membership subscriptions	3,360.00	4,937.50
Fund raising	823.00	0.00
Theatre Hire	858.76	802.00
Donations	212.63	5,322.33
Interest	124.92	697.79
Wardrobe and Prop Hire	50.00	120.00
Gift Aid Recoveries	0.00	365.13
Charity receipts	7.41	405.21
	<hr/> 7,315.05	<hr/> 28,199.08

**EXPENDITURE**

Publicity and advertising	512.40	765.20
Building maintenance	2,853.30	5,158.51
Stage and Lighting	199.72	2,632.21
Electricity	3,608.52	4,224.35
Waste collection	1,744.95	1,812.59
Rates and water charges	609.11	978.03
Insurances	3,494.24	3,318.11
Licences	180.00	255.00
NODA subscription and expenses	137.00	200.00
Youth Group expenses	31.58	708.00
Stationery and postage	0.00	48.48
Ink	0.00	368.62
Software	0.00	243.25
Telephone and communications	1,157.93	916.60
Cleaning/Consumables	134.49	471.05
Furniture and equipment	536.08	2,764.78
Training	0.00	0.00
Donations and Flowers	564.77	754.87
Costume and Props Stock	60.00	73.28
Security	0.00	457.49
Worldpay Fees	19.14	98.58
Rehearsal Refreshments	0.00	0.00
Grand Draw	0.00	0.00
Sundry	232.62	47.20
	<hr/> 16,075.85	<hr/> 26,296.20
SURPLUS (DEFICIT) BEFORE SPECIAL ITEMS	(8,760.79)	1,902.88

**Special items**

Toilet Grant	20,000.00	
Auditorium refurbishment	2,550.18	7,961.30
Toilet Refurbishment	2,980.00	0.00
Foyer refurbishment	0.00	2,162.19
New Fence	0.00	6,412.80
Surveyor	0.00	2,700.00
	<hr/> 5,530.18	<hr/> 19,236.29

**SURPLUS (DEFICIT) for the year**

	5,709.03	(17,333.41)
General Fund B/F 1st August	6,257.62	8,408.28
Transfer from (to) Building Fund	(6,970.00)	15,000.00
Transfer from (to) Charity Fund	405.21	182.75
	<hr/> 5,401.86	<hr/> 6,257.62
General Fund C/F 31st July		

**SHINFIELD PLAYERS THEATRE**  
**BALANCE SHEET AT 31st JULY 2021**

<b>ASSETS</b>	<b>2021</b>	<b>2020</b>
Cash at Bank-Current Account	1,473.30	6,872.24
Cash at Bank-Deposit Account	82,500.00	40,000.00
Time Deposit 16/11/20 (1.05%)	0.00	20,000.00
Time Deposit 12/02/21 (1.05%)	0.00	10,000.00
Bar Float	336.50	310.00
Bar Stock	645.06	996.24
Front of House Float	50.00	50.00
Box Office Float	60.00	60.00
Debtors	0.00	73.28
Payments made for next season	2,744.28	3,481.09
Insurance prepayment	2,177.37	2,246.00
Accrued Interest	0.00	198.61
Filmbank Deposit	150.00	150.00
<b>LIABILITIES</b>		
Creditors	-2,764.65	(2,774.63)
	<u>87,371.86</u>	<u>81,662.83</u>
<b>REPRESENTED BY</b>		
General Fund	5,401.86	6,257.62
Charity Fund	0.00	405.21
Building Fund	81,970.00	75,000.00
	<u>87,371.86</u>	<u>81,662.83</u>

## **SHINFIELD PLAYERS THEATRE**

### **SHOW INCOME and EXPENSE 2020/21**

	<b>Blood Bros Girls Like That</b>	<b>murder mystery</b>	<b>quiz night</b>	<b>Alice Wonderlan</b>	<b>Blue Stockings</b>	<b>TOTAL</b>
Ticket Sales	1,236.00	745.06	709.87	202.00	647.21	3,540.14
Show Levy						0.00
Programme Sales						0.00
Show specific fund raising						0.00
<b>Total Receipts</b>	<b>1,236.00</b>	<b>745.06</b>	<b>709.87</b>	<b>202.00</b>	<b>647.21</b>	<b>3,540.14</b>
<b>Expenses</b>						
Ticketsource fees		38.29	66.92	16.81	51.01	173.03
STRIPE fees	55.86	4.08	1.56	0.34	1.32	63.16
Licence fees	327.00			132.00	432.00	891.00
Performing rights						0.00
Pianist						0.00
Other musician costs						0.00
Hire of equipment						0.00
Set costs						0.00
Costume expenses						0.00
Props					15.20	15.20
Postage, stationery and photos						0.00
Programmes						0.00
Scripts and scores (net)	224.50			129.87	151.70	506.07
Publicity, Posters and flyers						0.00
Sundry Expenses						0.00
Videos						0.00
<b>Total Expenses</b>	<b>607.36</b>	<b>42.37</b>	<b>68.48</b>	<b>279.02</b>	<b>651.23</b>	<b>1,648.46</b>
<b>Profit on show</b>	<b>628.64</b>	<b>702.69</b>	<b>641.39</b>	<b>(77.02)</b>	<b>(4.02)</b>	<b>1,891.68</b>
<hr/>						
Transfer to Charity Account						
<b>Profit on shows</b>						<b>1,891.68</b>

**SHINFIELD PLAYERS THEATRE**  
**BAR ACCOUNT**

		<b>07/31/2021</b>		<b>07/31/2020</b>
Bar receipts		245.90		5,196.42
Closing Cash in Hand 31/7/2021	336.50		310	
Opening Cash in Hand 1/8/20	<u>310.00</u>		<u>310</u>	
		26.50		0.00
Bar Creditors 31/7/21	151.65		211.63	
Bar Creditors 1/8/20	<u>211.63</u>		<u>196.48</u>	
		<u>59.98</u>		<u>-15.15</u>
		<u>332.38</u>		<u>5,181.27</u>
Bar Purchases	-312.79		2,621.95	
Opening Stock 01/08/20	996.24		659.94	
Closing Stock 31/07/21	<u>645.06</u>		<u>996.24</u>	
	<u>351.18</u>		<u>-336.30</u>	
		38.39		2,285.65
BAR PROFIT		<u><u>293.99</u></u>		<u><u>2,895.62</u></u>



# Independent examiner's report on the accounts.

## Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Shinfield Players Theatre

On accounts for the year  
ended

31st July 2021

Charity no  
(if any)

Set out on pages

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent  
examiner's statement

My examination was carried out in accordance with 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 the 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 statement

- In connection with my examination, no matter has come to my attention (~~other than that disclosed below~~)
1. which gives me reasonable cause to believe that in, any material respect, the requirements:
    - to keep accounting records in accordance with section 130 of the Charities Act; and
    - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
  2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Paul Crane

Date:

10th August 2021

Name:

Paul J Crane

Relevant professional  
qualification(s) or body

N/A