

**MARKET HARBOROUGH DRAMA SOCIETY
FINANCIAL STATEMENTS
YEAR ENDING 31 JULY 2023**

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Market Harborough Drama Society (MHDS)
Charitable Incorporated Organisation, Registered Charity no 1162014
Trustees' Annual report for the year ending July 31st, 2023.

The Trustees of Market Harborough Drama Society are pleased to present this annual report to its members, customers, and the people of Market Harborough, for the 2022-23 season.

Harborough Theatre has enjoyed an exceptionally successful year with ticket sales to all eight shows selling well and with four complete sell outs. Audience feedback has also been very positive, with four shows including a studio production gaining 5 * reviews. We also gained from an increase in lettings income due to an increase in film screenings undertaken by Harborough Cinema following the installation of a new digital projector which allows more recent blockbusters and National Theatre/Royal Opera House productions to be shown in the theatre's main auditorium.

We ran our second week-long Summer School for students aged between 8 and 18. Places were subsidised by the theatre and sold at £75 per place (around half that charged for similar schemes in the area). We also provided free places for children in receipt of free school meals although take up was not as high as we would have liked. The reaction from both students and parents was extremely positive with both the professional drama teachers and staff being praised for producing two high-quality shows at the end of a hugely enjoyable and valuable week of drama-based activities.

Various improvements were made to the building in line with recommendations made by its professional advisors including the purchase of a new Evac Chair to allow the safe evacuation of all visitors to the theatre. In addition, we invested c£13k in improvements to the stage. This has resulted in the creation of extra storage beneath the stage and a new access hatch as well as a complete resurfacing of the area to eliminate distracting squeaks during performances.

We also improved our training for all Front of House and Bar Volunteer teams and produced new Guidance for the Drama Committee and Backstage Crew/Teams. We have also introduced Basic Acting Training for Actors – these are heavily subsidised to non-members (£5 per session) and free to members.

We also carried Strategic Review Consultation and began collecting audience feedback and acting on the information gleaned, for example, introducing regular inter-departmental Operations Meetings and pre-production meetings to promote collaboration and the sharing of knowledge between teams.

As part of our 90th Anniversary celebrations we introduced a new annual event to thank all our volunteers and ran a yearlong exhibition showcasing the work of the theatre over the years. We also piloted our first show at Arts Fresco a hugely successful Arts Council funded event attracting large crowds to Market Harborough and a useful platform for promoting the theatre to the local and wider regional community.

We have recruited a new Patron for the society. Youssef Kerkour is a BAFTA nominated professional actor who has kindly agreed to help by offering workshops to MHDS members. He will be attending our Open Day in September and talking about his work with the RSC.

The trustees undertook a review of its Risk Management systems and introduced a new Corporate Risk Register which will be reviewed regularly alongside its regular reviews of its other policies including the Finance Manual, Data Protection, Diversity and Equality, Safeguarding, Data Protection and the Code of Conduct.

Due to changes in Trustee responsibilities Hazel Cook became the Chair. Lindsey Wolstencroft and Barbara Lloyd stood down as a trustees and Tony Ruscoe joined as a trustee without portfolio.

Our objectives remain unaltered.

Objectives and activities

Market Harborough Drama Society ("MHDS" or "The Society") is a charity whose purposes are "to foster and promote the maintenance, improvement, development, study and practice of dramatic art in all its forms among the inhabitants of the district of Market Harborough and elsewhere".

It advances these purposes by:

- selecting, directing, staging, and performing a full season of plays each year.
- maintaining a working theatre containing a 118-seat auditorium, and a 50-seat studio, with full theatre equipment, and making these available, together with supporting services, for hire for public performances
- providing bar and refreshment services in support of public performances in the theatre
- making the theatre lounge and other accommodation available for hire to community groups
- operating a membership scheme including a members' box office, a regular newsletter, and social events.
- encouraging local talent and providing some modest bursaries to support promising young actors and technicians where training fees may be unaffordable.
- this year we have also subsidised the delivery of a Summer School for local children.

Public benefit is provided by:

- membership available to all, at modest subscriptions which may be waived at the discretion of the Trustees.
- a wide variety of public performances in addition to the Society's own dramatic productions, with ticket prices kept low by reliance on volunteers to run the Society and staff its activities.
- provision of high-quality facilities to community groups at low cost, with special rates for appropriate regular users.
- provision of a defibrillator in the theatre for use by patrons and the general public. Local shop keepers and the church have been provided with keys to the building for use in the event of an emergency.

Harborough Theatre is also home to:

- **Harborough Cinema formerly Octagon Films**, Market Harborough's only cinema providing regular showings of both classic and modern films plus broadcasts from the National Theatre & Royal Opera House in London, the Royal Shakespeare Company in Stratford, and Bolshoi Ballet in Moscow etc.
- **Parsnips Youth Theatre** that continues to thrive. It is an independent organisation that runs classes for 75 students at the Theatre and a further 95 students across Leicestershire and Rutland. It runs 8 classes in all. Each class performs an annual show with 5 classes performing at Harborough Theatre. All students are treated as associate members of the Society and are encouraged to audition for suitable parts in main house productions.
- **The Harborough Arts Society's** with a programme of monthly lectures and study days plus regular art classes held in the theatre lounge.
- **"Ha-Ha Harborough"**. Monthly stand-up comedy nights.

- **The Young at Heart Group** – a monthly discussion meeting for older people held in the theatre lounge.
- **Musical Memory Box** – a singing group for people with dementia.

and we also hosted:

- Regular Saturday fund raising coffee mornings by local charities and community groups; and a variety of other meetings and events.
- And a series of social events for both members and visitors.

MHDS is a member of the Little Theatre Guild, a valuable source of theatrical information and advice.

Achievements and Successes

Harborough Theatre was recognised by Harborough District Council as an important part of the Cultural Quarter and has agreed to work with the Theatre and other stakeholders to improve the visibility of the arts in the town.

Harborough Theatre helped local charities to raise awareness of their specific causes by hosting gala nights and other fundraising events – in total over £7500 was put back into the community in the last year alone.

Harborough Theatre has welcomed over 12,500 visitors to the theatre this year and has reached another record membership high (+450). NB this figure fluctuates seasonally but there has been a steady upward trend over the last two – three years and we now have an active volunteer base of plus 200 people.

We continue to receive commendations for the high standard in which our building is maintained, a tribute to our Premises Manager. Our volunteers also redecorated the theatre Lounge to make it more appealing to theatre audiences.

Our part-time paid administrator has greatly increased the Theatre's visibility in the town, as he interacts with the public both personally and through the website and social media. He has also hosted theatre volunteers on his regular Harborough FM show to promote our shows and activities.

We have a continuing programme of reviewing and improving the way in which we present the Theatre to the community, including a well-attended annual Open Day with tours and demonstrations of our craft.

All Society members have the opportunity to be involved in acting, directing, designing, building and painting sets, designing and operating sound, lighting, and special effects, stage managing, making and sourcing costumes and props, designing editing and publishing programmes, publicity material, the web site and producing 'Backstage' the members quarterly newsletter. In addition, there have been regular emailed newsletters and both our AGM in November and Spring General Meeting in April allowed members to contribute to the ongoing development of the organisation.

We are fortunate to have many volunteers willing to take on short term tasks, but like most voluntary organisations we depend heavily on a few for the essential coordinating, administrative and managerial roles. A new Board of Trustees was approved at the SGM which took place in May and will take office on 1st August.

We carefully limit what we do to avoid over stretching our volunteers and, while not ruling out other art forms such as music, focus primarily on the dramatic events for which our theatre is best suited.

Governance and Administration

MHDS is a Charitable Incorporated Organisation, registered number 1162014, whose governing document is its Constitution as a membership organisation, adopted in May 2015 and amended in November 2017.

The Society's principal professional advisers are:

- Bankers: Lloyd's Bank
CAF bank
- Solicitors: Wartnerby Hefford, 44 High Street, Market Harborough, LE16 7AH.
- Independent Examiner: Berry Accountants Ltd, 36 Northampton Road, Market Harborough. LE16 9HE

The Trustees elected at the November 2022 AGM for the 2022-23 season, were: Hazel Cook (Chair), Rita Kimmet (Secretary), John Waller (Treasurer), Sue Waller (Drama Officer), Chris Raymakers (Membership Secretary), Maxine Kempster, Anne Clayton, Barbara Lloyd, Lindsey Wolstoncroft.

Future Plans

Although we are grateful that our show audiences have continued to support us and that we have been very successful in recruiting new members, we remain cautious about the possible impact of the cost-of-living crisis on people's desire for live theatre.

We are an ambitious organisation and have often had to wrestle with the problems of success, namely having more ideas and opportunities than our volunteers are capable of handling, and often larger audiences than we could accommodate. Whilst it would be tempting to outsource more of our activities, we are conscious of our future sustainability and therefore are careful only to undertake projects that we have the resources to sustain. As such, we continue to look at ideas for improving the theatre through the Strategic Review process and associated feasibility studies to inform the development of our five-year plan.

We will also continue to work on the way we promote ourselves within the community, ranging from improved external signage, use of social media, and selecting drama that will interest and attract new people to the theatre. Inevitably this will mean occasionally including plays that challenge as well as simply entertain our audiences.

Financial Report

Financial Accounts, attached, are prepared according to Charity Accounting rules and are intended to comply with FRS 102.

MHDS follows the conventions of accrual accounting to make year-on-year comparisons easier, and to give a truer picture of the financial position at the end of the financial year.

The Society's balance sheet does not include the value of its principal asset, the theatre building, because it is effectively inalienable. Furthermore, the Society owns a quantity of equipment and furnishings to support its theatrical productions, but no value is shown for these because physical assets are written off in the year of purchase.

The Society has continued to manage its finances in accordance with its plans and procedures and has had a very satisfactory year achieving a surplus of income over expenditure of £16,544. Matters contributing to this result are:

- The Trustees decision to increase ticket prices together with high demand for tickets for the season of plays.
- An increase in letting income from Harborough Cinema.
- A generous legacy of £10,000.
- The above partially offset by increased utility charges and general cost inflation.

The improved income has allowed the Trustees to make improvements to the theatre costing £15,145.


During the year to 31 July 2023, no Trustee received payment, except for reimbursement of minor expenditure incurred on behalf of the Society. Except for the direct sponsorship of our seasonal publicity brochure, no income was received for a designated purpose. All fundraising and donations were intended for the general purposes of the Society. Therefore no Restricted Fund is shown in the accounts.

MHDS is not required to have a full audit but the services of an Independent Examiner to examine and report on its financial accounts. The Independent Examiner's report confirms that the accounts, together with this annual report, follow the Charity Commissions SORP guidelines (as amended) and satisfy the requirements of Charity law.

Due to good management and a generous bequest the Drama Society is in a strong financial position and its financial reserves have recovered to pre-Covid shut down levels. The Trustees consider current reserves are sufficient for the theatre to operate safely and with due consideration of its members and the general public.

Signed 
Chair of Trustees

Date 3/10/23

Signed 
Treasurer & Trustee

Date 3/10/23

MARKET HARBOROUGH DRAMA SOCIETY
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDING 31 JULY 2023

	Total Funds 2022/23 £	Total Funds 2021/22 £
Income from:		
Subscriptions	6,458	5,367
Donations	2,358	2,374
Charitable Activities	127,673	89,933
Grants	-	2,667
Legacy	10,000	-
Investments	496	161
Total Income	<u>146,985</u>	<u>100,502</u>
Expenditure on:		
Charitable Activities	130,021	120,455
Governance	420	420
Total Expenditure	<u>130,441</u>	<u>120,875</u>
Net Movement in funds	<u>16,544</u>	<u>(20,373)</u>
Reconciliation of funds		
Balances brought forward	66,610	86,983
Balances carried forward	<u>83,154</u>	<u>66,610</u>
Represented by:		
Cash at Bank and in Hand	96,183	91,924
Stock	910	735
Debtors and Prepayments	9,429	7,906
Total Current Assets	<u>106,522</u>	<u>100,565</u>
Less Creditors and Accruals	<u>23,368</u>	<u>33,955</u>
Net Assets	<u>83,154</u>	<u>66,610</u>
 Note: Independent Examiner's Fee	 <u>420</u>	 <u>420</u>

Note that except for sponsorship of next season's brochure, which was simple reimbursement of the printing costs, no donations for specified purposes were received during 2022/23. Therefore no Restricted Fund is shown.

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES AND MEMBERS OF
MARKET HARBOROUGH DRAMA SOCIETY**

I report on the accounts of the Trust for the year ended 31 July 2023, which are set out on pages 1 to 6.

Respective responsibilities of trustees and the 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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; and
- 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 statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed: 

MRS R WALDEN FCCA
BERRY ACCOUNTANTS LTD
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Dated: 3 October 2023.

MARKET HARBOROUGH DRAMA SOCIETY
BALANCE SHEET
AS AT 31 JULY 2023

	2023 £	2022 £
Current Assets		
Cash	1,386	1,370
Current Accounts	44,374	62,008
Savings Accounts	50,423	28,546
Value of Bar Stock	910	735
Prepayments:-		
Scripts and Licences for next season	5,755	4,694
Other payments in advance	1,400	1,105
Debtors	2,274	2,107
Total Current Assets	<u>106,522</u>	<u>100,565</u>
Current Liabilities		
Income received for next season:		
Season Tickets	12,385	11,815
Subscriptions	725	640
Theatre Hire	906	406
Creditors	1,078	1,061
Accruals	8,274	4,033
Provision for Electrical Upgrade	-	16,000
Total Current Liabilities	<u>23,368</u>	<u>33,955</u>
NET ASSETS	<u><u>83,154</u></u>	<u><u>66,610</u></u>
 Consisting of:		
General Fund	33,154	16,610
Designated for Contingencies	<u>50,000</u>	<u>50,000</u>
	<u><u>83,154</u></u>	<u><u>66,610</u></u>

**MARKET HARBOROUGH DRAMA SOCIETY
INCOME AND EXPENDITURE
YEAR ENDING 31 JULY 2023**

	Notes	2023 £	2022 £
Net Income from Activities			
Membership and Fundraising	1	6,256	5,264
Putting on Plays	3	54,274	28,606
Theatre Hire and Visiting Productions		23,537	15,542
Bar, Coffee and Ice Cream		18,107	10,627
		<u>102,174</u>	<u>60,039</u>
Less: Cost of Overheads			
Running the Theatre	2	51,525	38,870
Administration	4	28,960	21,759
		<u>21,689</u>	<u>(590)</u>
Operating Surplus/(Deficit)			
Less: Improvements	5	15,145	3,276
Quinquennial Survey		-	3,174
Provision for Electrical Upgrade		-	16,000
Add: Grant received HDC		-	2,667
Legacy		10,000	-
Total Deficit for the Year		<u><u>16,544</u></u>	<u><u>(20,373)</u></u>

NOTE 1: Membership and Fundraising

	2023 £	2022 £
Income		
Subscriptions (including Gift Aid)	6,458	5,367
Donations	2,358	2,374
Fundraising	311	-
Total	<u>9,127</u>	<u>7,741</u>
Expenditure		
Membership Admin	107	619
Newsletter	2,764	1,858
	<u>6,256</u>	<u>5,264</u>

NOTE 2: Running the Theatre

	2023 £	2022 £
Rates and Utilities	12,905	9,490
Cleaning and Waste Removal	20,506	17,195
Maintenance and Repairs	16,904	10,695
Sundries	1,210	1,490
Total	<u><u>51,525</u></u>	<u><u>38,870</u></u>

**MARKET HARBOROUGH DRAMA SOCIETY
INCOME AND EXPENDITURE
YEAR ENDING 31 JULY 2023**

NOTE 3: Contribution of Plays

	2023	2022
	£	£
Income		
Season Tickets	16,149	13,499
Tickets	51,272	35,151
Programmes (net)	210	124
Total	<u>67,631</u>	<u>48,774</u>
Costs		
Scripts/Licences	4,949	6,040
Sets	1,871	3,456
Costumes	2,018	2,371
Props	1,317	2,184
Sound and Lighting Equipment	1,555	1,203
Rehearsals	313	281
Publicity Ticketing and Adjudication	768	3,595
Training and Competition	82	1,093
Summer school	484	(55)
	<u>13,357</u>	<u>20,168</u>
Contribution	<u><u>54,274</u></u>	<u><u>28,606</u></u>

NOTE 4: Administration of the Society

	2023	2022
	£	£
Insurance	3,810	3,785
Legal and Professional Fees	3,815	1,124
Audit	420	420
LTC	209	898
Sundries	4,005	2,062
Admin Salaries less Furlough Receipts	17,197	13,631
Less Investment Income	496	161
Total	<u><u>28,960</u></u>	<u><u>21,759</u></u>

NOTE 5: Improvements and Development

	2023	2022
	£	£
Various	<u><u>15,145</u></u>	<u><u>3,276</u></u>