

TRUSTEES REPORT – 10 June 2024 to 9th June 2025

Introduction

The Trustees present the Trustee's Report and Financial Statements. The accounts have been prepared in accordance with the accounting policies and comply with the charity's constitution and applicable law. (Financial year runs 1st April to 31st March)

Administration Details

The principal address of the charity registered with the Charity Commission is Paddock Hill, Grundisburgh Road, Great Bealings, Woodbridge, IP13 6PE.

The Trustees – elected at 2024 AGM.

Kate Hayhow - Chairman

David Hayhow Vice Chairman & Secretary

Debbie Rogers Membership Secretary – Retiring as Membership Secretary

Gwen Haxell Treasurer

Sara Bucknell Committee member – Retiring from Committee

Becca Kirby Committee member

Peter Meredith Committee Member – Retiring from Committee

Claire Shadbolt Committee Member

Committee Roles are decided at the first committee meeting.

Sue Wightman, Musical Director, and James Hayward, Show Director, also participate in committee meetings for appropriate business.

Structure, Governance and Management

Ipswich Gilbert & Sullivan Society was registered as a Charitable Incorporated Organisation (CIO) on 3rd January 2016 and is governed by a constitution adopted on 18th April 2016. Trustees are elected for a term of a maximum of two years; but half the trustees retire each year. Retiring trustees are eligible for re-election. Trustees may be co-opted between Annual General Meetings

Objectives

The objectives of Ipswich Gilbert & Sullivan Society are to promote, improve, develop and maintain public education in the appreciation of the art and science of musical theatre, and in particular the music of Gilbert and Sullivan, as well as choral music in all its aspects by the presentation of public concerts and by such other ways as the members, through the trustees, shall determine from time to time.

Activities

Ipswich Gilbert & Sullivan Society is a musical group which performs concerts during the spring months and close to Christmas, with a mixed repertoire ranging from classical music and excerpts from G&S operettas to folk, pop and songs from the musicals. In the autumn of each year the Society aims to stage a production of one of the Gilbert & Sullivan operettas.

There are informal auditions for new members. Rehearsals take place weekly on Monday evenings from 7.30 p.m. to 10.00 p.m. at Chantry Methodist Church, Ipswich. Rehearsals move to twice weekly in the run up to the annual stage production.

Achievements and Performances

Concerts were held in early summer and close to Christmas. The society presented a short programme at Ipswich music Day.

In October 2024, a production of Iolanthe was staged at The Seckford Theatre, Woodbridge. The society plans to present Yeomen of the Guard in 2025.

We are seeking new members.

Public Benefit

The Trustees have paid due regard to the Charity Commissions' guidance in deciding on the activities undertaken by the Society. In normal circumstances activities for public benefit are demonstrated by:

- Supporting local charities by performing at fund raising concerts
- Publicising charity concerts via the Society's website
- Discounted membership rates for members in full time education
- Lending of music scores to other musical groups
- Participating in Ipswich Music Day which is organised by Ipswich Arts Association
- Presenting a Gilbert and Sullivan Operetta

Financial review

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Society. The Trustees are also responsible for managing the assets of the Society and for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Society finances itself by a number of methods:

- Through membership subscriptions agreed annually by the Trustees. Members are admitted for the current calendar year. The year's annual fee is £5. In addition, fees are charged for three seasonal activities: Spring Concerts, Show participation and a short Christmas season.
- From ticket sales from the annual stage production
- Through appearance fees paid by charities for performing a concert
- By putting on concerts specifically to raise funds for the Society
- Through sales of merchandise as well as photographs and DVDs of the annual stage production

Other sources of income come from:

- Gift aid from donations and from members' contributions
- Contributions from patrons
- Advertising revenue in the show programme
- Revenue from hiring our scores and other property to other organizations
- Donations

Income for the period from 1st April 2024 to 31st March 2025 totalled £36,225.72

Expenditure amounted to **£29,382.90**

Profit for the year £6,842.82

On 31st March 2025, the Society had a cash balance of **£38,819.39** held in the following account(s):

Co-op Business Current £38,819.39

Co-op Business Deposit £0

A summary of the accounts is provided in the Appendix.

Reserves policy

Reserves fund the annual stage production and to acquire, maintain and replace assets.

Risk Management

The Trustees have a responsibility to identify, assess and manage risks. They keep abreast of legislation which may affect charities through the Charity Commission website and through Ipswich Arts Association to which the Society is affiliated. They ensure that the Society complies with copyright and performing rights law. The Society's insurance is arranged by NODA.

i Financial risks

Trustees' responsibilities in relation to accounting are stated above. The Trustees ensure that any stage show which may make a loss can be financed through Society funds.

i Health & Safety and protection of Members

The Society complies with health & safety and local fire policies as laid down by the venues management team. .

For the annual stage production, the Society complies with the health & safety policy of the Seckford Theatre. In addition, the Society provides a stage manager who is responsible for health & safety of the cast and backstage crew and does visual checks each night for potential hazards. The Society provides front of house staff, one of whose duties is to be responsible for health & safety of the audience and to assist in evacuating the building in the event of a fire.

In addition, the society has the following policies:

- Health and Safety
- Safeguarding
- Equality, Diversity and Inclusion
- Data Protection

Approved by the Trustees

Financial Appendix IPSWICH G&S 2024/2025

Profit Loss

2024/2025

INCOME

Spring Concert Subs 2024	£0.00
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Payments

Admin	£78.17	General costs	
Gifts/Donations	£20.00		£461.77
Music Director Concert	£2,475.00		
Rehearsal room concert	£930.00		
Pianist concert	£1,495.00		
Concert Hall hire	£892.00		
Concert expenses	£1,147.09		
Show Producer	£1,800.00		
Show MD	£1,800.00		
Show Rehearsal Pianist	£1,200.00	Concert Running Costs	
			£7,334.09
Show Halls/Theatre	£3,838.20		
Publicity	£903.21		
Music Hire	£193.69		
Show Orchestra	£3,795.00		
Set	£998.99		
Backstage costs	£266.96		
Lighting	£850.00		
Programmes	£325.65		
Show photos shoot	£260.00		
Gifts (Show)	£88.96		
Show Raffle 2024	£48.00		
Props	£99.96		
Costumes	£1,572.68	Total Show Costs	
Show dvd costs	£25.83		£20,761.53
Seckford & Wolsey Ticket Sales	£0.00		
Lottery Licence	£20.00	Lottery and Subscriptions	
NODA & IAA & Library subs	£317.50		£337.50
Insurance	£832.20		
Show filming	£725.00	Workshops (Yeomen and Vocal)	
Yeomen Sing Costs	£190.00		£425.10
Show photo sales	£787.50		
T-shirt sales	£307.83	Pinafore costs	
Pinafore show dvd	£34.66		£34.66
Owen Butcher workshop	£235.10		
Show Raffle 2023	£0.00		
Sundry Show printing	£41.87		
Website	£123.60		
Piano Tuning & Move	£260.00		
Buffet Meal in Sept	£375.00		
Bank & SumUp charges	£28.25	Bank and SumUp	
			£28.25
Total Payments			£29,382.90

IPSWICH G&S 2024/2025
Receipts and Payments Account

Balances at start of year (01 April 2024)

Cash 0
Current Cooperative bank ###

Payments

Admin £78.17 General costs
Gifts/Donations £20.00 £461.77
Music Director Concert £2,475.00
Rehearsal room concert £930.00
Pianist concert £1,495.00
Concert Hall hire £892.00
Concert expenses £1,147.09
Show Producer £1,800.00
Show MD £1,800.00
Show Rehearsal Pianist £1,200.00 Concert Running Costs £7,334.09

Show Halls/Theatre £3,838.20
Publicity £903.21
Music Hire £193.69
Show Orchestra £3,795.00
Set £998.99
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Show dvd costs £25.83 ###
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Lottery Licence £20.00 Lottery and Subscriptions
NODA & IAA & Library subs £317.50 £337.50
Insurance £832.20
Show filming £725.00 Workshops (Yeomen and Owen Butcher)
Yeomen Sing Costs £190.00 £425.10
Show photo sales £787.50
T-shirt sales £307.83 Pinafore costs
Pinafore show dvd £34.66 £34.66
Owen Butcher workshop £235.10
Show Raffle 2023 £0.00
Sundry Show printing £41.87

Website £123.60
Piano Tuning & Move £260.00
Buffet Meal in Sept £375.00
Bank & SumUp charges £28.25 Bank and SumUp £28.25

Total Payments ###

FINAL BALANCE AT END OF YEAR (March 2025)

Cash £23.18
Current COOPERATIVE BANK ### Curent balance less uncles 0
Deposit COOPERATIVE BANK £0.00 Deposit balance less uncles 0

Total ### 45747

uncleared current account items in £0.00
uncleared deposit account items in £0.00

Receipts
Spring Concert Subs 2024 £0.00
Show Subs 2024 £1,940.00
Christmas Concerts Subs 2024 £755.00 Concert income £8,152.30
£818.21 net
Patrons £249.02 Patrons £249.02
Gift Aid £1,375.69 Fund Raising £0.00
Fund Raising £0.00
Concerts Income £4,885.57
Concert Teas £135.73
Other £0.00
Members donations £36.00 Show income ###
Show tickets ### £4,259.53 net
Programmes £678.00
Show Raffle 2024 £861.00
Costumes donations £25.00
Show Donations £2,282.50
Show Teas £142.86
Show Photo sales 2024 £760.50
Show dvd Sales 2024 £620.00
Sundry £0.00
Bank Interest £0.00
Yeomen Sing donations £136.65 Other income £1,713.34
T shirt Sales £451.20
Spring Concert Subs 2025 £1,901.00
Show subs 2025 £490.00
Christmas concerts 2025 £160.00
£0.00
Pinafore dvd sales £440.00 Pinafore Income £440.00
Membership 2025 £165.00
Buffet meal £375.00
Hall hire refund £100.00 Next year subs £650.00
included in concert hall hire costs
Total Receipts £36,225.72 ###
(total receipts plus brought forward) TOTAL INCOME ###
Profit £6,842.82

Final balance at end of year plus payments ###

Balanced

NB

Subs for 24 Spring Concert Season were included in 2023-24 financial Account

Most subs for 25 Spring Concert Season are included in 2024-25 financial Account

Some subs for Iolanthe show and Christmas concerts 2024 were paid and included in 2023-24 financial Account Rehearsal costs through January-February 2024 were shown in 2023-24 financial account

Some subs for Yeomen show and Christmas concerts 2025 have been paid and included in 2024-25 account Rehearsal costs through January-March 2025 are shown in 2024-2025 concert costs

Iolanthe deposit paid in previous year

Mike Kwasniak donated his fee for photo shoot to funds

IPSWICH G&S 2024/2025
Show profit and Loss

	Iolanthe 2024-2025		HMS Pinafore 2023-2024
Income			
Ticket Sales	###		###
Less Box Office E:	£0.00		£2,638.80
		###	###
Programme Sales	£678.00		£858.00
Less Programme Co:	£325.65		£444.00
		£352.35	£414.00
Raffle	£861.00		£802.94
Less Raffle costs	£48.00		£95.99
		£813.00	£706.95
Photos sales	£760.50		£459.00
Less Photos Costs	£787.50		£458.50
		-£27.00 <i>member left</i>	£0.50
DVD sales	£620.00		
Less DVD Costs	£25.83		
		£594.17	
T-shirt Fund Rais:	£451.20		£445.00
Less t-shirt cost:	£307.83		£189.82
		£143.37	£255.18
Subscriptions & Donations			
Show subs & Teas	£2,082.86		£1,502.56
Costumes sales	£25.00		£0.00
Donations from C:	£0.00		£176.00
Show Donation	£2,282.50		£27.00
		<i>anonymous donation £2000</i>	
		£4,390.36	£1,705.56
TOTAL INCOME		###	###

IPSWICH G&S 2024/2025
Show profit and loss

	Iolanthe 2024-2025		HMS Pinafore 2023-2024
Expenditure			
Venues			
Seckford & Halls	£3,838.20	£3,838.20	£4,722.96
			£4,722.96
Costumes			
Costumes	£1,572.68		£986.55
Props	£99.96		£16.99
		£1,672.64	£1,003.54
Set			

Set	£998.99		£2,622.00	
Backstage	£266.96			
Lighting	£850.00		£850.00	
		£2,115.95		£3,472.00
Publicity				
Publicity	£903.21		£825.51	
Programmes included in income			£0.00	
		£903.21		£825.51
Musicians				
Rehearsal Pianist:	£1,200.00		£920.00	
Orchestra	£3,795.00		£3,753.57	
Music Hire	£193.69		£150.00	
		£5,188.69		£4,823.57
Honoraria				
MD & Director	£3,600.00	£3,600.00	£3,600.00	£3,600.00
Sundries				
Insurance	£832.20		£937.54	
Photo shoot	£260.00		£260.00	
Gifts (Show)	£88.96		£243.11	
Show Raffle (included above)			£0.00	
Show filming	£725.00			
Sundry Show print:	£41.87		£0.00	
		£1,948.03		£1,440.65
Total Expenditure		###		###
SHOW GROSS PROFIT/LOSS		£4,259.53		£545.16
P/L from balance sheet		£4,259.53		£545.16

Notes

Increased profits due (in part) to

Anonymous donation

2000

Theatre deposit paid in prev year

989

Increased subs

reduced box office costs

Iolanthe deposit paid in 2023-24

Pinafore set more expensive than Iolanthe
Various equipment needed in Iolanthe

Pinafore set needed higher value insurance
Mike donated this back to society in 2024 as thankyou

Ipswich Gilbert and Sullivan Society 2024/2025

Concert profit and Loss

2024-2025		2023-2024	
INCOME		INCOME	
Spring Concert Subs 2024	£0.00 <i>collected after Mar 2024</i>	Concert Subs 2023	£200.00
Christmas Concert Subs 202	£755.00 <i>935 paid in jan-Mar 24</i>	Spring Concert Subs 2024	###
Spring Concert Subs 2025	### <i>collected Jan-Mar 2025</i>		
Concerts Income	### <i>in 2024</i>	Concerts	###
Concert Teas	£135.73	Teas	£155.75
Fund Raising	£0.00		
September Buffet Meal	£375.00		
TOTAL	###	TOTAL	###
EXPENDITURE		EXPENDITURE	
Music Director Concert	###	Music Director Concert	###
Rehearsal room concert	£930.00 <i>included March 2024 payments</i>	Rehearsal room concert	£660.00
Concert Hall hire	£792.00 <i>changed concert model</i>	Concert Hall hire	£90.00
Pianist concert	###	Pianist concert	###
Gifts/Donations	£20.00	Sum Up charges	£0.00
<i>(Flowers for Sue)</i>		<i>(included in concert income)</i>	
Concert expenses	###	Concert expenses	£603.79
<i>(music stands props, food, prizes etc Showcase concert)</i>			
Sept Buffet Meal	£375.00		
TOTAL	###	TOTAL	###
CONCERT PROFIT	£818.21	CONCERT LOSS	-£262.03
netfrombalance sheet	£818.21		

1

collected Jan -Mar 202

IPSWICH G&S 2024/2025

Profit Loss

	2024/2025
INCOME	
Concert Income	£8,052.30
Patrons	£249.02
Gift Aid	£1,375.69
Fund Raising	
Amazon Smile	
Donations	
Member Donations	£36.00
<i>other donations included in show profit & Loss</i>	
	£36.00
Iolanthe show income	###
Sundry	£0.00
Bank Interest	£0.00
Membership 2025	£165.00
DVD Sales from Pinafore	£440.00
Next year (2025-2026) Subs	£650.00
Yeomen Sing Donations	£136.65
TOTAL	###

EXPENDITURE	
Concert	£7,234.09
Iolanthe show	###
Insurance (included in show cost)	
Lottery Licence	£20.00
NODA & IAA & Library	£317.50
Admin	£78.17
Bank & Sum Up charges	£28.25
Show Filming for Pinafore	£0.00
DVD Costs of sales for Pinafore	£34.66
Show Raffle Pinafore	£0.00
Piano Tuning & Move	£260.00
Yeomen & Owen Butcher workshops	£425.10
Website	£123.60
TOTAL	###

Year Profit £6,842.82

Check Profit/Loss from balance sheet £6,842.82

Note:

Increased profits due (in part) to

Anonymous donation

Theatre deposit paid in prev year

Increased show subs

Reduction of box office costs

	2023-2024
INCOME	
Concert Income	£4,766.76
Patrons	£800.11
Gift Aid	£1,425.82
Fund Raising	
Amazon Sm	£35.70
Donations	£0.00
Member Dc	£0.00
	£35.70
Pinafore Show	###
Sundry	£0.00
Bank Interest	£0.00
Other (Refund from incorrec	£323.65
Raffle from Mikado	£69.30
<i>includes £77 sales less £7.70 commission at 10% from Raffle taken at</i>	
DVD/Photo Sales from Mikado	£265.00
NODA Award lunch tickets	£210.00
Late 2022 Subs	£70.00
Next year (2024-2025) subs	£630.00
TOTAL	###

EXPENDITURE	
Concert	£5,028.79
Pinafore Show	###
Insurance (included in show cos	
Lottery Licence	£20.00
NODA & IAA	£414.00
Admin	£234.27
Bank charges	£0.32
Show Filming for Mikado	£175.00
DVD Costs of sales for Mikado	£122.00
Piano Tuning	£60.00
Costs of Pinafore photo sa	£0.00
<i>included in show p/l</i>	
Incorrect payments	£323.65
Deposit for Iolanthe 2024	£989.40
TOTAL	###

Year Profit £1,774.07

£2,000.00

£989.00

Auditors Report – Ipswich Gilbert and Sullivan Society 2025 – CIO 1165408

In accordance with the terms of my agreement with the trustees, I have examined the financial statement of Ipswich Gilbert and Sullivan Society as set out in the balance sheet, income and expenditure account and related notes together with records vouchers and other information.

The financial statements have been properly drawn up in accordance with the information and show a true and fair view of the society's income and expenditure for the year ending on 31 March 2025 and its state of affairs at that date.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Peter Wright

Peter Wright

26 June 2025