



Registered Charity Number **1166649**

## **Report of the Trustees and Financial Statements**

For the year ending **31 March 2021**

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**Legal status**

The charity is registered and is a charity incorporated organisation governed by its Constitution. Charity No. 1166649.

**Trustees**

The Trustees during the year under review were:

Barry Miles (Chairperson)  
Sharon Scott (Treasurer)  
Jackie Bates (Secretary)  
Bethan Anderson  
Mat Smith  
Christine James  
Sara Mortimer  
Susan Corina  
Colin Shoard (appointed July 2020)  
Kieran Bedwell (appointed July 2020)  
Eric Smart (stepped down July 2020)  
Becky Scott (stepped down July 2020)  
Alison Pritchard (stepped down May 2020)

**Registered office**

Little Highways  
86 Main Road  
Great Leighs  
Essex  
CM3 1NE

**Independent examiner**

Ross Rogers  
33 Byron Road  
Chelmsford  
Essex  
CM2 6EP

**Bankers**

Barclays Bank plc  
40 High Street  
Chelmsford  
CM1 1DE

**Report of the trustees for the year ending 31 March 2021**

The Trustees present their report and the audited financial statements for the year ended 31 March 2021. These comply with current statutory requirements and with the governing document. This report also serves as a Trustees Annual Report as required by the Charity Commission.

Springers Amateur Operatic & Dramatic Society, ("Springers") was registered on 20 April 2016 as a charity with the Charity Commission.

## **Objectives**

Springers' constitution clearly states that their objective is to promote the advancement and improvement of general education in relation to all aspects of the art of drama and musical theatrical performance for all in the local community.

## **Activities**

The principal activity undertaken is the performance of two shows a year in the local Chelmsford theatres by our adult group and one show by our youth group, Offspringers. In addition we perform at various events including corporate carol singing, concert groups and running workshop groups.

## **Public benefit**

The service is a public benefit available for the enjoyment of all in the local community. Both Springers and Offspringers welcome new members.

## **Organisation**

Responsibility under Springers Constitution for controlling its management and administration lies with a Management Board made up of the Trustees, together with the nominated honorary Springers president, who is ineligible to vote on the Management Board but can make submissions. Jackie Bates is the Springers President for 2020-2021. Due to the current coronavirus situation, her term was extended by an additional year. The Management Board is appointed by the membership at the Annual General Meeting. At each Annual General Meeting a third of all Board members are required to retire from office though all such members are eligible for re-election. The minimum number of Board members is three and the maximum is currently twelve. New appointees are identified as a result of Springers members putting themselves forward at the Annual General Meeting, seconded by two other members.

All Board members are volunteers and they currently meet monthly to receive reports and to monitor progress. The Chairperson normally deals with any urgent issues arising between meetings and takes decisions when necessary. Committee meetings composed of Board members occur when required - for example, to deal with fundraising. They report their findings back to the Board. Board members are also often involved in assisting the running of the organisation in a variety of ways. The present Board is comprised of the following Trustees undertaking the following roles:

Barry Miles – Chairperson  
Susan Corina – Vice Chair  
Sharon Scott – Treasurer  
Lisa Robertson (not currently a Trustee) – Offspringers  
Bethan Anderson – Marketing  
Christine James – Production  
Mat Smith – Social and Fundraising  
Sara Mortimer – Membership  
Jackie Bates - Secretary  
Kieran Bedwell - no specific role  
Colin Shoard - no specific role

All Trustee detailed above served on the Board during this reporting year.

Reading, Production, Marketing and Offspringers all have separate subcommittees which are led by the appropriate Trustee as detailed above and meet as often as reasonably required.

The Trustees comply with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission in deciding what activities are to be undertaken.

## **Review and progress of achievements**

### ***Barry Miles - Chairperson Report***

Along with all other amateur theatre groups, the stage lights have been off for Springers this year. Despite this, the board has continued to meet virtually to take care of the limited operational management of the Society and planning for our return to the stage, whenever that may be.

Springers and Offspringers have not been completely dormant, as restrictions have allowed, we have run a number theatre skills workshops for both groups. In addition to this, we invested in some recording equipment so that we could record our members singing their favourite musical numbers and put together a virtual concert.

We finish the year hoping that our twice-delayed production of Little Shop of Horrors is able to proceed in November and both Springers and Offspringers can return to normal activities very soon.

### ***Offspringers Report***

A very quiet year for Offspringers, as with everyone! Having closed during 'Annie' show week in March, we were pleased to be able to offer some workshops on dance and drama from September once the main lockdown lifted. Unfortunately, lockdown hit once more and we had to close from November and were still inactive at the end of March. During our closed time, we were able to invite the Offspringers to join in some of the Springers Zoom events, although not many did.

We have had quite a lot of members leave due to reaching the age limit of Offspringers and so we have been actively contacting people on the waiting list and inviting them to join us once we were up and running.

Workshops are now planned commencing May for six weeks with a view to starting work on 'Honk' mid-June and everyone is very much looking forward to getting back to 'normal'!

Our Offspringers committee has continued to meet throughout the year via Zoom and we are hoping that we will be able to meet in person soon. We are also hoping that we will be able to welcome some new committee members to help with the day-to-day running of the group, as well as adding extra support once we finally move into the theatre. If anyone reading this would like to know more about being involved, please get in touch!

## ***Sara Mortimer - Membership Report***

What a challenging year! As we were not able to perform any shows in 2020 the Board decided to waive membership fees in 2021 for those who were members last year, with everyone becoming full members.

We currently have 106 members, 10 of which are life members. Despite the challenges of last year there have been many enquiries about Springers via our website and Facebook page and we have several prospective new members who hope to become involved in our future productions.

If you have any questions about membership please contact me.

Barrie Chapman, a great stalwart of Springers over many years and honorary life member, passed away in January. Barrie was instrumental in so many of our shows and performances, building sets, making and repairing props. He was also the driving force behind the development of the Springers' barn, where sets are constructed, painted and stored – as well as some 4,000 costumes. Barrie was also the face of Springers as a key member of the Front of House Team – always smartly turned out in a dinner suit to welcome the audience – and to twist their arms to buy a programme! Barrie will be greatly missed, but his presence will remain in all the sturdily built set pieces that reside at the barn.

## ***Bethan Anderson - Marketing Report***

Although the last year has been anything but normal for any of us, the team started the 'Springers year' off strong with promotion of Bonnie & Clyde and Annie.

Social media engagement at that time was at a high but overall 2020 engagement statistics are understandably lower (fewer posts due to no shows to promote) than the previous year. We hope to bring ourselves back up to the levels we were at 'pre-covid' over the coming year.

SOCIAL PLATFORM	END OF YEAR FOLLOWERS (2019)	END OF YEAR FOLLOWERS (2020)	ENGAGEMENT 2019	ENGAGEMENT 2020	NUMBER OF POSTS 2019	NUMBER OF POSTS 2020
FACEBOOK	1,133 (increase by 135)	1,143	4.3k reactions 782 shares 472 comments	1.8k reactions 233 shares 384 comments	175 posts	66 posts
TWITTER	843 (increase unknown)	854 (increase of 11)	150 likes 37 retweets 9 replies	45 likes 10 retweets 1 reply	153 posts	43 posts
INSTAGRAM	379 (increase unknown)	424 (increase of 45)	1.3k engagement 863 video views	736 engagement	99 posts	40 posts

The team plan to hold the usual 'live' publicity days for both Springers and Offspringers shows, take part in various radio interviews and work with the theatre to publicise the upcoming productions.

The processes are always in development, the support given by members of the society is invaluable. Full Society involvement still is, and always will be, the most important part of implementing our plans when marketing not just the shows but our group as a whole.

We are always open to ideas/suggestions so if there is anything you think we should look at I encourage you to get in touch!

## **Mat Smith - Social and Fundraising Report**

Even though we were in lockdown during much of the year we still organised some great events! Whilst we were stuck indoors we had virtual bingo, a great quiz organised by Gary Jarvis and two games nights organised by Eric Smart. During the summer Helen Arber invited us to the Billericay theatre for a Springers summer party and also organised a great virtual dance workshop with a quiz and wine! At the end of the summer Eric took us all on an adventure around the Essex countryside with the well attended car treasure hunt, which ended up at a pub for Sunday lunch!. I would like to thank everyone who has supported our events throughout the pandemic and to those that gave their time in helping to organise them. If you would like to host or organise an event please let me know.

## **Sharon Scott – Treasurer**

It goes without saying, this year has been a strange one! We had hoped to make some fantastic profits on the planned shows, but unfortunately these had to be cancelled. Fortunately, we were able to recoup some of our costs and claim on insurance for the rest, meaning that thankfully, our bank balance hasn't been adversely affected.

Our Future Planning 'pot' income increased by just under £750 this year - £175 from Premium Bond Wins and just under £500 from the two Social & Fundraising Events we were able to hold - one before lockdown and the other as restrictions eased slightly last summer. In addition we've had around £80 from Amazon and Easyfundraising - there are still a large number of members that don't use this option when shopping online and it could really increase our income, so well worth considering. The Essex Lottery money income appears to have gone astray since changing bank accounts - this is currently under investigation and the missing payments will be included in next year's accounts.

Although show expenses haven't affected our balances much this year, we have still had to pay out the usual general expenses including rent and electricity for the barn units. Following the rental of the additional unit, we are now also liable for business rates charges, albeit at a reduced rate for charities. The figure paid this year includes a backdated payment, so will be less going forward.

The accounts have been examined by Ross Rogers having regard to the requirements of current legislation and the Statement of Recommended Practice on Accounting and Reporting by Charities issued by the Charity Commission in March 2005.

## **Accounts**

Addendum to this document.

## **Quality management**

Work is continuing on an ongoing basis to ensure that Springers has in place a basic set of documented procedures to ensure that quality standards are met and

maintained in order that it can undertake its activities in a professional manner and in compliance with all relevant professional codes of conduct.

### Reserves policy

At the present time Springers deposit monies that are not immediately required are in bank accounts held with Barclays Bank plc along with an amount of Premium Bonds which can be accessed at short notice should it be deemed necessary. There are no immediate plans to change this and therefore all remaining monies will continue to be held in "risk free" bank accounts.

The Trustees have decided that £30,000 should be ring fenced as a reserve. This roughly equates to the total cost of one production in the Civic theatre without any income.

### Investment policy

Springers currently hold £30,000.00 in premium bond investments.

### Risk review & register

It is the stated policy of the Management Board to conduct an annual assessment of the risks affecting Springers and to prepare and keep updated a risk register. The likelihood and impact of the identified risks are considered as are the controls in place and possible further steps to mitigate them to reduce the residual risk to the organisation. The Trustees can confirm that the major risks to which the Springers is exposed to were reviewed on **17th June 2021** and systems have been established to mitigate those risks as detailed in the risk register below.

*LIKELIHOOD of harm being caused - 1=LOW, 2=MEDIUM, 3=HIGH*

*IMPACT of risk - 1=LOW, 2=MEDIUM, 3=HIGH*

*RATING - LIKELIHOOD x IMPACT*

#	Nature of Risk	Likelihood	Impact	Rating	Controls in place	Comments
1	Loss of money from bank accounts	1	3	3	Most payments are now made using Online Banking. New Bank requires all payments are dual authorised by a second signatory. The Stripe account is managed by the Chairman with the Treasurer having access and sees the transfers.	Account statements are available to all trustees and anything untoward should be picked up by the auditor, albeit after the event
2	Improper use of cheque books	1	3	3	2 signatures on every cheque required. Only the	Anything untoward should be picked



					cheque book is held by the treasurer. No blank cheques to be signed by any signatory.	up by auditor, albeit after the event
3	Signed acceptance of inappropriate contracts	2	2	4	Long-standing relationships exist with contractual 3 <sup>rd</sup> parties. With new contractual relationships, contracts need to be double-checked by a competent individual. Where appropriate or high value/risk external legal advice should be sought	Chairman will sign new contracts with support from the Production Committee. Members are advised that they are not allowed to enter into any contractual agreements themselves.
4	Loss of cash	2	1	2	Monies banked at earliest opportunity. Encourage use of electronic banking.	Advise all holders of cash to pass to the treasurer asap.
5	Incorrect claims / payment of invoices	1	2	2	All invoices scrutinised by the treasurer and payments only made against receipts.	Make department heads aware.
6	Loss of membership data – electronic / manual	1	3	3	Springers have a clear policy on the storage and use of data (personal and non-personal) which includes personal storage, backup, security, cloud storage and mobile policy.	Membership details will be downloaded quarterly from Teamapp and stored on Google drive.
7	Trustee negligence	1	3	3	Trustee Indemnity Insurance in place. Major decisions taken collectively by board. Agreement to seek specialist advice when required. All trustees should be	Accept consequences

					competent to fulfil the role with which they are charged. Clear policy on appointment/removal of trustees is documented. All trustee roles have clear role descriptions to ensure volunteers know what the role entails and what is expected of them. Declarations of interest to be made at the start of each Board meeting.	
8	Health & Safety negligence	1	3	3	Risk assessments are in place for the venues we use. A specific one is in place for the Barn which will be reviewed annually . Public liability Insurance in place.	Any unusual or 'extreme' social events may require risk assessments also. PC chair to review Barn RA annually.
9	Injury incurred at rehearsal	1	2	2	Correct clothing and footwear to be worn at rehearsal. Encourage and minimise inappropriate use of furniture.	Accident log is online. First aid boxes held at SPC and the theatres. First Aid box at the barn..
10	Child abuse	1	3	3	Chaperones are always in place at performances and are DBS checked in line with local authority policy. Additional adults are also DBS checked as deemed necessary. Ratio of adults to children at rehearsals is appropriate.	Chaperones are not required to attend rehearsals but everyone to remain vigilant at all times. Our Safeguarding policy details this under 3.1.2
11	Reputational damage from inappropriate external communication via	2	3	6	Social media policy in place. Teamapp is a closed	Monitoring and enforcement essential

	email or social media				environment for members.	
12	Show abandonment	2	3	6	Insurance against such risk is in place, although abandonment due to a Pandemic is no longer covered. Limiting financial commitment to mitigate risk.	The circumstances which would lead to this are usually outside our control.

**Signed**

On behalf of the Trustees

**Barry Miles (Chairman of the Trustees)**

Date: 17/06/2021

Auditor

**Ross Rogers FCA**

Date:

## SPRINGERS

### YEAR END 31ST MARCH 2021

Opening Balances £ 75,494.27

#### Income

General Fund £ 2,650.83

Offspringers General Fund £ 468.00

Future Planning £ 746.86

#### Shows

Annie £5,644.68

South Pacific £2,613.03

Lion Witch & Wardrobe £ 500.00

£ 12,623.40

#### Expenses

Equipment -

General Fund £ 9,661.83

Offspringers General Fund £ 692.30

#### Shows

Annie £ 2,191.21

South Pacific £ 2,117.32

£ 14,662.66

Closing Balances

£ 73,455.01

Summary - we have £2,039.26 less in the accounts as at 31st March 2021

#### Additional Notes:

Fixed Assets held - 2 x Pianos; Projector; PA System & Mic's - total less depreciation is **£3,079.53**

#### Outstanding unpaid invoices:

**£30.00** for B & C Programme Advertising (19/20)

**£55.00** for Lost/damaged Annie scripts (20/21)

Invoice iro **£380.00** not yet received for Bonnie & Clyde Set (19/20)

## SPRINGERS

### BALANCE SHEET AS AT 31ST MARCH 2021

	31/03/2021		31/03/2020	
	£	£	£	£
<b><u>FIXED ASSETS</u></b>				
Projector	£1,674.00		£1,674.00	
Depreciation	-£418.50		-£209.25	
PA System & Mic's (purchased 02/19)	£2,500.00		£2,500.00	
Depreciation	-£937.50		-£625.00	
Piano No.2 - Cost	£1,395.00		£1,395.00	
Depreciation	-£1,133.47		-£959.09	
Piano - Cost (Less Donation)	£473.98		£473.98	
Depreciation	-£473.98		-£473.98	
		£3,079.53		£3,775.66
<b><u>CURRENT ASSETS</u></b>				
Cash in Hand	£220.00		£415.89	
Current Account	£956.07		£1,883.02	
Springers Savings Account	£37,294.43		£49,190.84	
Offspringers Savings Account	£4,984.51		£4,004.52	
Premium Bonds	£30,000.00		£20,000.00	
		£73,455.01		£75,494.27
Annie Receipts in Advance	£0.00		-£6,299.20	
South Pacific Receipts in Advance	£0.00		-£1,117.00	
		£0.00		-£7,416.20
<b><u>PRE-PAID EXPENSES</u></b>				
Annie Expenses	£0.00		£4,358.01	
South Pacific Expenses	£0.00		£1,687.96	
The Addams Family Expenses	£2,496.00		£2,496.00	
The Lion, The Witch and The Wardrobe Expenses	£0.00		£500.00	
Hairspray Expenses	£0.00		£500.00	
Little Shop of Horrors Expenses	£1,000.00		£500.00	
Honk Expenses	£500.00		£500.00	
Kinky Boots Expenses	£500.00		£500.00	
		£4,496.00		£11,041.97
		<u>£81,030.54</u>		<u>£82,895.70</u>

### **REPRESENTED BY**

### **INCOME AND EXPENDITURE ACCOUNT**

Opening Balance		£82,895.70		£81,257.90
Transfer	General Fund - Springers	-£ 7,707.13	-£ 5,574.23	
	General Fund - Offspringers	-£ 224.30	£713.26	
	Future Planning Fund	£746.86	£5,299.14	
		-£7,184.57		£438.17
	LWW	£0.00		
	Joseph	£0.00		£78.75
	Annie	£5,394.66		
	South Pacific	-£35.25		
	Bonnie & Clyde			-£2,802.21
	Grease			£4,966.40
	Wonderland High			-£1,043.31
		<u>£81,070.54</u>		<u>£82,895.70</u>

## SPRINGERS

### INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2021

#### SPRINGERS GENERAL FUND

##### INCOME

Advertising	£ 15.00
Donations	£ 210.00
Bank Interest Received	£ 23.83
Members Subscriptions	£ 1,035.00
Tuck Shop	£ 110.00
Hire of Scenery/Props	£ 50.00
Unused Show Fees c/fwd	£ 1,207.00

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**£ 2,650.83**

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##### EXPENDITURE

Auditor's Fee	£ 50.00
Barn Expenses	£ 5,852.55
Workshops	£ 310.00
General Expenses	£ 387.10
General Hall Hire	£ 392.97
Insurance	£ 1,597.79
General Wardrobe	£ 16.00
Piano Storage	£ 51.45
President's Dinner 2020	£ 326.77
General Publicity	£ 360.00
TeamApp	£ 19.93
Website Expenses	£ 25.02
Trustee Expenses - Zoom	£ 143.90
Quiz Night 2019 profit adj (to FP)	£ 28.35
Springo Prizes	£ 100.00
Depreciation	£ 696.13

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**£ 10,357.96**

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SURPLUS/DEFICIT

**-£ 7,707.13**

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**£ 2,650.83**

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# SPRINGERS

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2021

### OFFSPRINGERS GENERAL FUND

#### INCOME

Term Fees	£	398.00
Donation	£	70.00
	<b>£</b>	<b>468.00</b>

#### EXPENDITURE

General Hall Hire	£	273.30
Workshops	£	260.00
T-shirts	£	136.00
General Expenses	£	23.00
	<b>£</b>	<b>692.30</b>
SURPLUS/DEFICIT	-£	224.30
	<b>£</b>	<b>468.00</b>

### FUTURE PLANNING FUND

#### INCOME

Amazon	£	35.86
Easyfundraising	£	45.04
Social & Fundraising events	£	490.96
Premium Bond Wins	£	175.00
	<b>£</b>	<b>746.86</b>

#### EXPENDITURE

	<b>£</b>	<b>-</b>
SURPLUS/DEFICIT	£	746.86
	<b>£</b>	<b>746.86</b>



## SPRINGERS

### INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2021

#### BARN EXPENSES

Rent	£ 4,740.00	* Keys
Electricity	£ 201.56	* Fire extingui
Business Rates	£ 860.99	* First Aid Kit
General Expenses *	£ 50.00	

<u>£ 5,852.55</u>
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	£	7.00
isher	£	23.01
	£	19.99
	£	<b>50.00</b>

## SPRINGERS

### INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2021

#### PRODUCTION FUNDS

	<u>ANNIE</u>	<u>SOUTH PACIFIC</u>
<b><u>INCOME</u></b>		
Box Office	-	-
Programme Sales	-	-
Advertising	-	-
Term Fees/Show Levy	£546.00	£90.00
Libs & Scores	-	-
Insurance claim	£4,378.68	£1,883.03
Licence refund	£500.00	£600.00
Springers/Offspringers Tickets	-£90.00	-
Photos	£310.00	-
Retained re non-return of script		£40.00
	<hr/> £5,644.68 <hr/>	<hr/> £2,613.03 <hr/>

<b><u>EXPENDITURE</u></b>		
Theatre Hire	£808.62	-
Box Office Exps	-	-
Lighting & Sound	-£760.00	-
Royalties	-	-
MD & Band	-£675.25	-£550.00
Director's Fee	-£350.00	-
Backstage	-£723.99	-
Rehearsals	-	£83.68
Wardrobe	-	-
Publicity, Printing etc	-	-
Libs, Scores, Band Parts etc	-£490.59	-£444.00
Hair & Make-Up	-	-
Unused show fees to gen pot	-	-£1,207.00
	<hr/> -£2,191.21 <hr/>	<hr/> -£2,117.32 <hr/>
Income less expenditure	<hr/> £3,453.47 <hr/>	<hr/> £495.71 <hr/>
	<hr/> £5,644.68 <hr/>	<hr/> £2,613.03 <hr/>

## SPRINGERS

### FINAL FIGURES FOR PRODUCTIONS Y/E 31ST MARCH 2020

	<u>WONDERLAND HIGH</u>	<u>GREASE</u>	<u>BONNIE &amp; CLYDE</u>
<b><u>INCOME</u></b>			
Box Office	£6,662.00	£34,316.00	£9,000.00
Programme Sales	£264.00	£557.00	£388.00
Advertising	£105.00	£38.00	£99.00
Term Fees/Show Levy	£4,059.00	£2,518.00	£1,530.00
Libs & Scores	£380.00	-	-
T-Shirts	-£19.00	-	-
Raffle Proceeds	£251.00	-	-
Springers/Offspringers Tickets	£190.00	£560.00	£250.00
Bar	-	-	-
Tuck Shop	-	-	-
Donations	£519.00	£20.00	-
	<u>£12,411.00</u>	<u>£38,009.00</u>	<u>£11,267.00</u>
<b><u>EXPENDITURE</u></b>			
Theatre Hire	-£3,034.00	-£6,918.00	-£3,448.00
Box Office Exps	-£527.00	-£2,071.00	-£695.00
Lighting & Sound	-£1,575.00	-£1,958.00	-£318.00
Royalties inc licence	-£1,199.00	-£10,030.00	-£1,620.00
MD & Band	-£1,200.00	-£2,520.00	-£2,260.00
Backstage	-£1,144.00	-£4,235.00	-£1,514.00
Rehearsals	-£795.00	-£1,461.00	-£1,227.00
Wardrobe	-£1,088.00	-£2,575.00	-£809.00
Publicity, Printing etc	-£293.00	-£598.00	-£907.00
Libs, Scores, Band Parts etc	-£1,721.00	-£302.00	-£1,162.00
Hair & Make-Up	-£128.00	-£90.00	-
Director's Fee	-£500.00	-	-
Programmes	-£210.00	-£240.00	-
Sundry expenses	-£39.00	-£129.00	-£30.00
DVD & Photos			-£80.00
	<u>-£13,453.00</u>	<u>-£33,127.00</u>	<u>-£14,070.00</u>
Income less expenditure	<u>-£1,042.00</u>	<u>£4,882.00</u>	<u>-£2,803.00</u>
	<u>£12,411.00</u>	<u>£38,009.00</u>	<u>£11,267.00</u>