

Registered Company No. 08667954
Registered Charity No: 1169603

THE COACH HOUSE THEATRE (MALVERN) LIMITED

(a company limited by guarantee)

**Directors' Report and Financial Statements
for the year ended 31 August 2023**

Registered Office:

Grange Road
Malvern
Worcestershire
WR14 3HA

Bank:

NatWest Bank

Company Secretary:

Christopher John Bassett

THE COACH HOUSE THEATRE (MALVERN) LIMITED

31 AUGUST 2023

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THE COACH HOUSE THEATRE (MALVERN) LIMITED

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 AUGUST 2023

The trustees, who are also directors of the charitable company for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st August 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with Financial Reporting Standards. (FRS102)

The company was incorporated as a private company limited by guarantee under the Companies Act 2006 on 29 August 2013 and began trading on 1 September 2013. In May 2017, The Coach House Theatre (Malvern) Ltd was recognised as a charity for tax purposes, taking effect from 28th January 2015. It was entered on the Register of Charities on 11 October 2016.

OBJECTIVES AND ACTIVITIES

The company continues in its main role as provider of an excellent small performing arts facility for the local community. While the principal focus is on the presentation of theatrical productions by its resident company and other amateur and professional groups - music, dance, comedy, and film shows are also accommodated. In order to safeguard the financial stability of the company, the theatre is operated exclusively on a hire basis.

A major responsibility of the company is the maintenance and development of the theatre buildings, a significant part of which is Grade II listed. In this, the company is assisted by the Friends of the Coach House Theatre. Expenditure of £4,614 for the repair of the entrance to the building was met from the designated reserve established to support the maintenance of the building.

The company has no employees. The directors, members of the resident company, 'Friends' of the Coach House Theatre and other volunteers provide the essential personnel to operate and maintain the theatre. A consultant initially engaged in 2021/22 has continued to support the theatre in recovering from the effects of Covid-19.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Board meets at least four times a year.

Trustees

The trustees for the year and since the year end are:

Janet Greig	
Christopher John Bassett	Company Secretary
Andrew Douglas Howie	Treasurer
John Francis Denham	
Andrew Carl Whittle	
Kelly Ann Jones	Appointed September 2022
Jennifer Margaret Wicks	Appointed September 2022
Matthew James Brockington	Appointed September 2022

Trustees' Responsibilities

Company law requires the directors to prepare financial statements for each financial year, which must give a true and fair view of the state of the company's affairs and of the results of the company for those periods. In preparing the statements, the directors are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustee Induction and Training

Each new trustee receives guidance on their role and responsibilities. The Board acknowledges the need to review and replace Trustees and is actively engaged in recruiting with an emphasis on attracting people with professional theatre skills and those with experience of managing charitable organisations.

The directors do not receive remuneration from the Company.

Public Benefit

The trustees confirm that they have complied with the duty in Section 17 (5) of the 2011 Charities Act to have due regard to guidance on public benefit, when reviewing the charity's objectives and planning future activities.

ACHIEVEMENTS, PERFORMANCE AND FINANCIAL REVIEW

Theatre activities have continued to grow in 2022/23 after the previous years affected by restrictions and lockdowns as a result of Covid-19.

In its ninth year of operation, the Company successfully provided a theatre facility, with income of £26,258 (2022-£21,991). Expenditure for the current year totalled £32,609 (2022 - £25,074) resulting in a deficit of £6,351 (2022 – surplus £3,083). The increase in deficit can be explained by the non recurring expenditure of £4,616 previously referred to in support of repair and maintenance of the building.

On 31st August 2023, there were net assets of £131,144 (2022 - £137,495) and cash at bank of £33,314 (2022-£39,432).

The current deficit reflects the non recurring costs of maintenance to the building which are required to ensure the safe and continued use of the facilities.

There has been a continued return to live performances during 2022/23 following on from limited activity in previous years due to the effects of Covid-19. It is hoped that operations will continue to grow in the forthcoming financial year allowing the theatre to once again contribute culturally to the local area.

There has been capital investment in a new control desk for the lighting system within the theatre. The next phase of this capital investment will include specialised theatrical lighting fixtures.

Steps taken to ensure **good financial governance** include:

- regular meetings of the Board to review the sustainability of income sources and business plans
- preparation and monitoring of budgeted expenditure
- being guided by the Charities Commission Internal Financial Controls Checklist (CC8)
- using the services of a qualified accountant to review financial progress.

Risk Management

Risks are assessed and risk management strategies are implemented by the trustees where necessary.

Reserves Policy

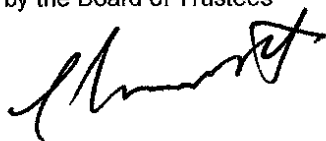
Reserves are held to mitigate against uncertainty, ensure there are sufficient reserves to cover any financial shortfalls, to react to unexpected situations and to protect our activities if expected income, is not received. The trustees regularly consider their Reserves Policy.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies

In so far as the trustees are aware:

- there is no relevant information of which the charitable company's examiner is unaware: and
- the trustees have taken all steps to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

Approved by the Board of Trustees



Christopher John Bassett
Company Secretary

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
THE COACH HOUSE THEATRE (MALVERN) LTD**

on the Financial Statements for the year ended 31 August 2023 set out on pages 4-7

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 and an independent examination is appropriate, though not required).

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- follow the procedures laid down in the general directions given by the Charity Commissioners (under Section 145(5)(b)) of the 2011 Act and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 company 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:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with S 386 & 387 of the Companies Act
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities, 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



Name

C G Fletcher ACMA; CGMA; MAAT; BA Econ. (Hons.)

Date

22nd February 2024

The Coach House Theatre (Malvern) Ltd.
Statement of Financial Activities for the year ended 31st August 2023

	Unrestricted Funds £	Designated funds £	Restricted funds £	2022/23 Total Funds £	2021/22 Total Funds £
	Note 7	Note 7	Note 3		
Income from:					
Donations and Subscriptions	269			269	160
Grants	0			0	5,167
Charitable activities	23,376			23,376	13,764
Fundraising activities	2,613			2,613	2,487
Sale of Equipment	0			0	414
	<u>26,258</u>	<u>0</u>	<u>0</u>	<u>26,258</u>	<u>21,991</u>
Expenditure on:					
Raising funds	750			750	568
Charitable activities	27,244	4,614		31,858	24,506
	<u>27,995</u>	<u>4,614</u>	<u>0</u>	<u>32,609</u>	<u>25,074</u>
NET INCOME	-1,737	-4,614	0	-6,351	-3,083
TOTAL FUNDS brought forward	30,458	21,576	85,461	137,495	140,578
Transferred Funds		0		0	
TOTAL FUNDS carried forward	<u>28,721</u>	<u>16,962</u>	<u>85,461</u>	<u>131,144</u>	<u>137,495</u>

Notes:

1. All income and expenditure has arisen from continuing activities
2. Designated funds released for repair and maintenance to the building

The Coach House Theatre (Malvern) Ltd.

Balance Sheet as at 31st August 2023

	Note	2022/23 £	2021/22 £
FIXED ASSETS			
Tangible fixed assets	2	<u>96,067</u>	<u>97,510</u>
CURRENT ASSETS			
Debtors and deposits	4	2,187	1,245
Cash at Bank		33,314	39,432
Total current assets		<u>35,501</u>	<u>40,677</u>
CURRENT LIABILITIES			
Creditors: amounts falling due within one year			
Accruals	5	424	692
		<u>424</u>	<u>692</u>
Net Current Assets		<u>35,077</u>	<u>39,985</u>
Total assets less current liabilities		131,144	137,495
Creditors: amounts falling due after more than one year		0	0
TOTAL NET ASSETS		<u><u>131,144</u></u>	<u><u>137,495</u></u>
THE FUNDS OF THE CHARITY			
Unrestricted Fund	7	28,721	30,458
Designated Fund	7	16,962	21,576
Restricted Fund	3	85,461	85,461
		<u><u>131,144</u></u>	<u><u>137,495</u></u>

For the year ending 31st August 2023, the company was entitled to exemption from audit under Section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Directors on 13th March 2024

Signed on behalf of the Board by

Company Secretary

THE COACH HOUSE THEATRE (MALVERN) LTD
Notes to the Accounts for the year ended 31 August 2023

1. Accounting Policies

Basis of preparation

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS102), the Financial Reporting Standard 102 and the Companies Act 2006. They have been prepared under the historical cost convention

Company limited by guarantee

The company is limited by guarantee and has no share capital. Every member of the company undertakes to contribute to the assets of the company in the event of a winding up; such an amount as may be required not exceeding £1.

Restricted capital reserves

Legacy and other donations were given to the company subject to the restriction that they are used for capital purposes only. They have been included as capital restricted reserves.

Tangible assets depreciation policy

All assets costing more than £500 are capitalised. Fixtures, fittings and equipment are depreciated over 10 years at 10% on a straight-line basis.

2. Tangible Fixed Assets

	Coach House £	Buildings Extension £	Furniture & Fittings £	Lighting £	Total £
Cost at 1st Sept. 2022	40,000	42,093	7,054	31,754	120,901
Additions	0	0	0	2,708	2,708
Cost at 31st Aug. 2023	40,000	42,093	7,054	34,462	123,609
Depreciation at 1st Sept. 2022	0	0	4,627	18,764	23,391
Charge for the year			705	3,446	4,151
Depreciation at 31st Aug. 2023	0	0	5,332	22,210	27,542
Net book value as at 31st Aug. 2022	40,000	42,093	2,427	12,990	97,510
Net book value as at 31st Aug. 2023	40,000	42,093	1,722	12,252	96,067

The costs of the freehold and the building extension were financed from a legacy and donations received.

3. Restricted capital reserves

	2022/23	2021/22
Legacy to fund purchase of freehold	40,000	40,000
Legacy and donations to fund buildings development	32,815	32,815
Donations from members for building improvements	12,646	12,646
	<u>85,461</u>	<u>85,461</u>

These were used for the specific purpose of buying freehold and extending buildings, as laid down by the donors.

4. Debtors	2022/23	2021/22
Hire Charge	1,555	759
Costumes + Props	60	
Refreshments	77	
Prepaid Insurance	496	486
	<u>2,187</u>	<u>1,245</u>
5. Creditors		
Repairs, renewals, consumables & cleaning	0	0
Telephone / IT	152	180
Postage & Stationery & Admin	0	40
Heat, Light & Water	272	342
Refreshments	0	0
Business Development	0	130
	<u>424</u>	<u>692</u>
6. Net income is arrived at after charging:		
Depreciation	4,151	3,880

The Coach House Theatre (Malvern) Ltd.

7. Notes to the Financial Statements for the year ended 31st August 2023

	2022/23		2021/22	
	Designated	Unrestricted	Designated	Unrestricted
	Fund	Fund	Fund	Fund
	£	£	£	£
Income from:				
Theatre Hire / Theatre Productions		23,376		13,764
Grants		0		5,167
Donations received		159		50
Friends' Subscriptions		110		110
Sale of Equipment		0		414
Sale of refreshments		2,613		2,487
Covid Support		0		0
Total Income		<u>26,258</u>		<u>21,991</u>
Expenditure on:				
Maintenance of buildings and grounds	4,614	2,793		1,269
Repairs, renewals, consumables & cleaning		567		744
Consumable Equipment		0		0
Telephone / IT		-29		795
Postage & Stationery & Admin		379		547
IT Accessories		0		187
Heat, Light & Water		4,677		1,956
Refreshments		750		568
Insurance		650		481
Publicity		0		0
Business Development / Theatre Productions		13,737		14,299
Bank Charges		138		113
Theatre Licence		180		236
Depreciation		4,151		3,880
Total Expenditure	<u>4,614</u>	<u>27,995</u>		<u>25,074</u>
Net Income	-4,614	-1,737		-3,083
Total Fund brought forward	21,576	30,458	6,576	48,541
Fund Transfer			15,000	-15,000
Total Fund carried forward	<u>16,962</u>	<u>28,721</u>	<u>21,576</u>	<u>30,458</u>