

Havering Music Makers

Annual Report

2021-2022



Trustees' Annual Report for the period:
September 2021 – 31 August 2022
(Registered Charity 3 Jan 2017)



Havering Music Makers

Charity registration number: 1170955

Summary of Objectives and Activities

Purpose as defined in our Constitution:

The object of the Society is to advance public education in Havering, the surrounding boroughs, Essex and Greater London through the presentation and promotion of musicals, concerts, operettas and other musical works and to advance education in the dramatic arts through membership of the Society giving the opportunity to perform to adults and, where appropriate, children of the area.

Main activities delivered this year:

- Production: *Let's Go On With The Show* at Tweed Way Hall, Romford, 8 – 10 October
- Production: *Honk!* at Kenneth More Theatre, Ilford, 10 – 12 February
- Production: *Legally Blonde The Musical* at Queen's Theatre, Hornchurch, 14 – 16 July
- Fundraising: raised nearly £3,450 through fundraising activities including raffles and refreshments during productions, a quiz night and a “boogie bingo”.

The trustees confirm that the operation and management of the charity has been in line with the policies as set out by the Charity Commission on public benefit.

Key Achievements – Productions

Let's Go On With The Show Tweed Way Hall 8 – 10 October

Concept / Director – Paula Harris Brett & Jason Markham

Musical Director – Angelo Tsocos

Choreographer – Jackie Parry

Ticket Sales – 89%



After the distressing events of the COVID-19 outbreak, we were absolutely thrilled to be one of the first local musical societies to return to performing. And we celebrated in style with a celebration of musical theatre all with a hugely uplifting message for our cast and audience.

As always, this Autumn concert gives opportunities to performers who may not always see the spotlight and to aspiring directors and choreographers who have not had a chance to try out these behind-the-scenes roles before. And this was no different – indeed, we embraced this even further.

Our members Jason Markham and Paula Harris Brett created a script and a concept for the show and also directed the show. Another of our members, Jackie Parry, choreographed the company numbers and we had a returning Musical Director in Angelo Tsocos, who performed the same role for *The Matchgirls* in February 2020 – which was, in fact, our previous production. All four produced a fantastic show that truly celebrated the end of lockdown and aided in giving us all hope for the future.

The comments from the audience members were, as always, very positive and the refreshments and raffle proved to be a great source of fundraising.



Jackie Parry and Sue Howlett in Let's Go On With The Show

Honk!

Kenneth More Theatre

10 – 12 February

Director – Jason Markham
Musical Director – Ben Summers
Choreographers – Gemma Marks
Ticket Sales – 39%



In February 2021, HMM presented a relatively unknown musical, *Honk!* Shows such as this aid in our aim to educate the community in musical theatre. This show, being based on *The Ugly Duckling* also helps with our aim to introduce musical theatre to children. Indeed, we offered a “kids for a quid” deal for all performances which resulted in nearly 150 children attending the production.

The production team for this show were all returning from previous shows with Jason Markham directing after having last directed for us in *Titanic The Musical* in 2019. Ben Summers, who was last musical director for us in February 2018 took the musical director role again and Gemma Marks, whose previous HMM choreography credit was July 2017.

Despite superb efforts by our publicity team, we struggled to sell tickets for the show, resulting in one of our lowest overall ticket sales in percentage terms. While it seems likely that people were reluctant to return to the theatre following the pandemic, the fact that the show was not hugely well known may have contributed. This led to a loss of around £6,300 on this show.

As in the past, members of the Society not performing in the show operated the lighting and follow spots, as we continue to give opportunities to our members to learn new technical skills.

As always, we had a review from the District representative of the National Operatic and Dramatic Association (NODA) which was exceptional. This also led to us receiving two London Regional awards – first our member Jackie Lowe won The Molly Harle Award for Best Female Character in a Musical for her portrayal of Ida and we also won the Joe Putnam Award for Best Musical. In addition to this, we won two District awards – the Kathleen Oylar Award for Chorus work and member Billy Knowles won the The Ken Wirdnam Award for Best Male Character in a Musical for his portrayal of Ugly.



Some of the cast and creatives of *Honk!* receiving their NODA awards from NODA rep Paul Daynes

Legally Blonde the Musical

Queen's Theatre

14 – 16 July

Director and Choreographer – Lee Thompson
Musical Director – Simon Gray
Ticket Sales – 91%



The production for July was *Legally Blonde the Musical*. Based on the popular film starring Reese Witherspoon, this was our second attempt at performing the show. We had been due to perform in July 2020 and had already cast the show once for that production. Unfortunately, there were some costs from that first attempt that were not reclaimable and so there was some additional cost to bear.

We were fortunate to be able to keep the same production team together with Lee Thompson returning after his success in July 2018 with *Anything Goes*. Simon Gray was also welcomed back as musical director – musically quite a different show from his previous outing with us: *Titanic The Musical*.

Following the theme of the previous two shows, this is a real “feel good” show and we really felt that this was so important this year. Once again, we had incredibly positive comments from our audiences and we were very proud of the immense talent that we had on (and off) stage.

Another huge effort from our publicity and social media team (including a first foray into Tik Tok) led to fantastic ticket sales. Despite this, the costs of putting on a production such as this are ever-increasing and, with the non-reclaimable costs from our derailed attempt to produce the show, we ended up making a loss of around £2,200.

Another complimentary NODA Review was received and, as noted above, the reaction from our audiences was truly overwhelming.



Audience reaction to *Legally Blonde* via Facebook

Key Achievements – Fundraising

With fundraising resource among the trustees and enthusiasm and support within the Membership, we had an overall successful year of fundraising, despite some setbacks. Here are the highlights:

Grants and Trusts:

We were unsuccessful with applications for grants in this financial year and, due to availability of volunteers, we also struggled to apply for as many as we have previously.

Community and Events:

We held our usual quiz night and also introduced a Boogie Bingo event. Both of these proved to be an excellent source of fundraising for the society, including raffles. These events raised £675 between them. We also hold raffles at all of our shows, which is a great way of raising funds. Across our three productions this year, we raised £1,216 in this way. We also raised nearly £400 selling refreshments at productions.

Individual Giving and Affiliate Income:

We have continued to receive affiliate income from a range of sources, including easyfundraising and Amazon, totalling £214.38. We also received miscellaneous donations (including Give As You Earn) totalling £946.

The fundraising total for the year was **£3,446**.

Financial Review

Summary of Finances:

The charity recorded a deficit over the 2021/22 financial year of £(3,141) (on a cash or “Receipts and Payments” accounting basis – it was a deficit of £(3,628) on an accruals basis, which is used to report to Trustees). In term of our productions, the contributions were from a surplus on *Let’s Go On With The Show* of £1,177 (mainly due to good ticket sales and strong raffle and refreshment sales), a deficit of £(6,347) on *Honk!* (mainly due to particularly low ticket sales and rising theatre hire and rehearsal venue costs) and a deficit of £(2,229) on *Legally Blonde* (due to further increasing theatre hire costs, significantly higher sound engineer and equipment hire costs and non-reclaimable costs from the first attempt in producing the show). Otherwise, the key contributors were nearly £2,500 in membership and patron contributions alongside the fundraising total detailed in the previous section. Otherwise there were general running costs of around £550.

Reserves:

Havering Music Makers does not have an explicit reserves policy. Funds are retained within the charity in order to create a buffer to offset potential losses on activities. Productions are incredibly dependent on the level of ticket sales that we can achieve, with poor sales leading to losses of up to £10,000 in the past. We therefore retain funds where possible to ensure our continued ability to promote the musical arts and provide performance and education opportunities to the people of Havering and surrounding boroughs, in line with our objectives.

Structure, Governance and Management

The charity is governed by its Constitution, which is provided to all members when they join and is available upon request for non-members.

The trustees are selected at the Annual General Meeting (October annually). Each trustee must receive two nominations in order to stand. If there are more than 10 people who wish to become trustees in any one year, then this is put to a members vote at the AGM. 28 days’ notice is given of the AGM to all existing members, Patrons and Vice Presidents.

The offices of Chairman, Vice-Chairman and Secretary are elected in the same way.

The Society Chair of the last 6 years, Sue Howlett, is standing down at the AGM on 27th October 2022 and the Society would like to thank Sue for all of her hard work and dedication over this period and beyond.

Reference and Administrative Details (for the financial year)

Charity name: Havering Music Makers

Other name the charity uses: HMM

Registered charity number: 1170955

Charity's principal address: 8 South Drive, Gidea Park, Romford, Essex, RM2 6HH

Trustee name	Office (if any)
Susan Howlett	Chair
Jason Markham	Vice-Chair
Jackie Parry	Secretary
Paula Brett	Members' Representative

Declaration on behalf of trustees

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Susan Howlett

Paula Brett

Position(s)

Chair

Members' Representative

Date

12th April 2023

12th April 2023

Appendices

1. Full Accounts
2. Independent Examiner's Report

HAVERING MUSIC MAKERS FINANCIAL ACCOUNTS FOR THE FINANCIAL YEAR END 31st AUGUST 2022

SUMMARY FOR FINANCIAL YEAR

SOCIETY'S BOOKS		BANK ACCOUNTS	
Balance at 31st August 2021	£42,962.74	Cash	£626.47
Balance at 31st August 2021 exc. Hardship Fund	£42,937.74	Co-op	£36,785.17
Prior Year Adjustments (Note 1):	£125.00		
True position as at 31st August 2021:	£43,087.74	TOTAL per bank statements at 31 August 2022:	£37,411.64
True position as at 31st August 2021 exc. Hardship Fund:	£43,062.74		
ACTIVITIES THIS YEAR:		PLUS Debtors (Note 2):	£50.00
1. Miscellaneous Account	£3,745.65	PLUS Prepayments (Note 3):	£2,582.01
1a. Hardship Fund	£25.00	LESS Creditors (Note 4):	£285.00
2. Let's Go On With The Show	£1,176.97	LESS Accruals (Note 5):	£314.00
3. Honk!	(£6,346.85)		
4. Legally Blonde	(£2,243.86)		
Net cash deficit for the year:	(£3,643.09)		
True position as at 31 August 2022:	£39,444.65	TOTAL to reconcile to society's books:	£39,444.65
Net cash deficit for the year exc. Hardship Fund:	(£3,668.09)		
True position as at 31 August 2022 exc. Hardship Fund:	£39,394.65		

1. PYA: Creditor of £125 carried forward since 2019/20 but not invoiced

2. Debtors: Legally Blonde lost/damaged script fee owed (£100)

3. Prepayments: Deposit for rights for *Wedding Singer* (£500); deposit for rights for *Our House* (£500); deposit for rights for *Waiting For God* (£248.40); purchase of scripts for *Waiting For God* (£58.94); hall hire for September 2022 quiz (£60); cost of rehearsal venue for *Last Orders At The Castle Inn* (£840); cost of flyer printing for *Last Orders At The Castle Inn* (£170.20); cost of Temporary Event Licence for *Last Orders At The Castle Inn* (£21), Stamps for mailshot for *Last Orders At The Castle Inn* and *Waiting For God* (£183.47)

4. Creditors: Legally Blonde show fee refund to be paid out (£5); Legally Blonde script deposit return to be paid out (£120); Legally Blonde rehearsal venue invoices to be paid (£160)

5. Accruals: Ticket sales for September 2022 quiz night (£245); Membership fees 2022/23 (£45); Sale of *Waiting For God* scripts (£24)

1. Miscellaneous Account

Expenditure			Income		
<i>Subscriptions</i>					
NODA y/e 31-Dec-22	£163.00	19%	53%	£2,440.00	Membership
			1%	£50.20	Patrons
<i>Insurance y/e 21-Jun-22</i>	£330.46	38%	14%	£655.60	<i>Social events</i>
<i>Social events</i>			7%	£310.18	Quiz Night
Quiz Night	£213.83	25%			Boogie Bingo
Boogie Bingo	£76.22	9%	5%	£214.38	Affiliate income
			20%	£946.07	Charity donations
Card reader transaction fee	£5.46	1%			
<i>Miscellaneous</i>					
Purchase of charity buckets	£21.85	3%			
Website	£59.96	7%			
Expenditure	£870.78	100%	100%	£4,616.43	Income
Surplus	£3,745.65				
	£4,616.43			£4,616.43	

1a. Hardship Fund

Expenditure		Income	
Membership fees subsidised		100%	£25.00 Donations
Show fees subsidised			
Outgo from the Fund		100%	£25.00 Income to the Fund
Change in value of the Fund over the year	£25.00		
Total value of the Fund	£50.00		

2. Let's Go On With The Show

Expenditure

Hire of hall	£1,400.00	36%
Costumes	Nil	
Rehearsal accommodation	£1,125.00	29%
Musical Director	£850.00	22%
Lighting and sound (inc batteries for microphones)	£125.00	3%
Publicity		
Publicity printing	£108.98	3%
Mailshot postage and envelopes	£143.70	4%
Miscellaneous		
Sheet music	£6.13	
Online ticket sale charges	£111.56	3%
Card reader charges	£1.66	0%

Income

79%	£4,010.00	Ticket sales [268 (89%) tickets sold]
6%	£315.00	Show fees
8%	£394.00	Refreshments [£1.47 spend per ticket sold]
7%	£330.00	Raffle [1 per 0.81 tickets sold]

Expenditure	£3,872.03
Surplus	£1,176.97
	£5,049.00

£5,049.00	Income
£5,049.00	

HAVERING MUSIC MAKERS FINANCIAL ACCOUNTS FOR THE FINANCIAL YEAR END 31st AUGUST 2022

3. Honk!

[illegible]

4. Legally Blonde					
<u>Expenditure</u>			<u>Income</u>		
Hire of Queen's Theatre	£11,285.86	28%	90%	£34,930.20	Ticket sales
Box office commission (inc. credit card comm)	£1,227.79	3%			(91% tickets sold)
Royalties	£6,721.96	16%	5%	£1,880.00	Show fees
Lighting design	£300.00	1%	1%	£275.00	Score hire
Radio mic hire / sound operation	£4,826.88	12%	2%	£597.00	Raffle (1 per 3.05 tickets sold)
Scenery	£3,287.00	8%	2%	£774.00	Programme sales (1 per 7.05 tickets sold)
Props	£229.73	1%	1%	£240.00	Programme adverts
Costumes & Wigs	£1,276.81	3%			
Band	£2,660.00	6%			
Director	£1,300.00	3%			
Musical Director	£1,000.00	2%			
Choreographer	<i>Nil</i>				
Rehearsal accommodation	£2,595.00	6%			
<i>Publicity</i>					
Mailshot postage and stationery	£681.90	2%			
Handbill and poster printing	£332.34	1%			
Banner printing	£81.56	0%			
Logo pack	£100.00				
Programme printing	£980.43	2%			
Front-of-House photography					
Hire of scores/libs/band parts	£1,057.80	3%			
<i>Miscellaneous</i>					
Crew	£350.00	1%			
Lost band parts charge	£645.00	2%			
Expenditure	£40,940.06			£38,696.20	Income
				£2,243.86	Loss
	£40,940.06			£40,940.06	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Havering Music Makers	No (if any) 1170955
--	-------------------------------

Receipts and payments accounts

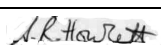
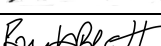
CC16a

For the period from	Period start date 01/09/2021	To	Period end date 31/08/2022
------------------------	---------------------------------	----	-------------------------------

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Voluntary receipts	5,866	25	-	5,891	954
Activities for generating funds (trading)	4,342	-	-	4,342	48
Investment dividends / interest	-	-	-	-	-
Charitable activities	46,409	-	-	46,409	-
Other receipts	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	56,617	25	-	56,642	1,002
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	56,617	25	-	56,642	1,002
A3 Payments					
Cost of generating voluntary receipts	22	-	-	22	-
Fundraising costs (trading activities)	3,400	-	-	3,400	-
Investment management costs	-	-	-	-	-
Costs of charitable activities	56,360	-	-	56,360	1,092
Governance costs	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	59,783	-	-	59,783	1,092
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	59,783	-	-	59,783	1,092
Net of receipts/(payments)	- 3,166	25	-	- 3,141	90
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	40,528	25	-	40,553	40,643
Cash funds this year end	37,362	50	-	37,412	40,553

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Co-op current account	36,735	50	-
	Cash in hand	626	-	-
		-	-	-
	Total cash funds	37,362	50	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		Sue Howlett	21/10/22	
		Paula Harris Brett	21/10/22	

Report to the Trustees and Members of Havering Music Makers

To the members of Havering Music Makers

This report on the accounts of HMM for the year ended 31st August 2022, which are attached, is in respect of an examination carried out on the books and records provided to me by the Treasurer of the charity.

Respective responsibilities of the Committee 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 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 report

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

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 Acthave 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.



Matt Pinnock, JP, MSci, FCPFA, CMathMIMA.
26th October, 2022.