

Company registration number: CE015497

Charity registration number: 1180504

# **The Folkestone-Hythe Operatic & Dramatic Society**

(A Charitable Incorporated Organisation)

Annual Report and Financial Statements

for the year ended December 31, 2023

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## **The Folkestone-Hythe Operatic & Dramatic Society**

### **Trustees' Report for 2023**

The trustees present their report with the financial statements of the charity for the year ended December 31, 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) FRS 102

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

1180504

##### **Principal address**

The Tower Theatre  
North Road  
Folkestone  
Kent  
CT20 3HL

#### **TRUSTEES**

The Executive Committee of the charity are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. The trustees serving during the year were as follows with their dates of appointment:

Chair	Michael Chisnall (June 2018 – March 2023) – Chair until March 2023 Merewyn Forrest (January 2022 – October 2023) – Chair from March to October 2023 Alice Hawkins (January 2022) – Chair from October 2023
Vice-chair	Myra Collingridge (November 2022) – Vice-chair until October 2023 Ben Forrest (October 2023) – Vice-chair from October 2023
Secretary	Natalie Holness (November 2020 – re-elected November 2022)
Treasurer	Michael Manton (June 2018 – re-elected January 2020)
Other Members	Richard Hawkins (October 2023) Paul Milton (November 2022)

The following assisted in running the Society in 2023 but are not trustee positions:

Theatre Manager	John Pritchard
Events and Marketing Manager	Reana Herchenhan
Technical Manager	Ben Laverty
Duty Manager	Gary Ingoldby Spate
P&P sub-committee Chair	Michelle Hartley (until November 2023); Julie Morrow (from November 2023)
Administrator	Michelle Hartley
Accounts Manager	Kate Richmond
Youth Section Chair	Chiara Russell-Pieri

##### **Independent examiner**

Mr Neil Hope  
10 James Close  
Lyminge  
CT18 8NL

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governance**

On October 31<sup>st</sup> 2018, following agreement at the June 2018 AGM, a new FHODS was set up as a Charitable Incorporated Organisation (CIO). On December 3, 2018, all assets and liabilities were transferred from the old Society to the new CIO. Its charitable status remains unaltered although the Charity Number has changed from 1001311 to 1180504.

### **Appointment of Trustees**

Any member of the society aged 18 or over is eligible to serve on the Executive Committee provided they are nominated and seconded by other members of the society, and properly elected. Members of the Executive Committee are Trustees. The Vice-President and all members of the Executive Committee are elected at the Annual General Meeting held as near to the end of June as is practicable.

The overall responsibility for the Society lies with the Executive Committee. The Hon.Treasurer is responsible for overseeing the finances of the Society. All members are circulated with invitations to nominate trustees prior to the AGM advising them of the retiring trustees and requesting nominations for the AGM.

### **Organisation**

The trustees administer the charity. The Executive Committee meets monthly and there is a Performance and Planning Sub-Committee covering the planning and staging of plays, musical and pantomimes.

## **OBJECTIVES AND ACTIVITIES**

The charitable objectives of FHODS are to educate the public in the dramatic and operatic arts and to further the development of public appreciation and taste in the said arts. The Society also aims to contribute to the quality of life of the local community and wider area by expanding their horizons through the provision of exciting, challenging and accessible productions of plays, musicals and youth performances.

The Society is very involved in the community and is dependent on voluntary help. Over the past few years, the Society has had around 100 Acting Members and 80 Friends, with a further 90 members of the Youth Section.

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commissioners guidance on public benefit, including the guidance on public benefit and fee charging. The charity relies on grants and the income from charges to cover its operating costs. In setting the level of charges and concessions, the trustees give careful consideration to the accessibility of the theatre for those on low income.

FHODS was formed in 1902; we leased the Little Theatre in Sandgate in 1965, purchasing its freehold in 1973; bought the Shorncliffe Garrison Church (as it then was) in 2001; and moved into it as our permanent home in 2006 after it had been converted into the present Tower Theatre.

## **PRODUCTIONS IN 2023**

There was a full calendar of FHODS productions in 2023. The table shows FHODS productions during 2023 at the Tower Theatre with their audiences and ticket revenue.

SHOW	PERFORMANCES	AUDIENCE	TICKET REVENUE
Goodnight Mr Tom	4	1074	£16,504
Bugsy Malone	2	529	£4,685
Blithe Spirit	4	593	£8,653
Joseph and the Amazing Technicolor Dreamcoat	8	1,769	£29,314
Sweeney Todd	6	1,097	£18,017
A Night of Musicals and Songs (Youth Section)	1	216	£1,775
Abigail's Party	4	845	£12,643
Sleeping Beauty	18	4,415	£73,357
<b>TOTAL</b>	<b>47</b>	<b>10,538</b>	<b>£164,948</b>

Total FHODS ticket revenue of £164,948 was a +28% increase on 2022's £129,255.

In addition to these FHODS productions, the theatre was used for an additional 64 performances from outside hires, for theatre, musicals, dance and youth productions. These outside hires had a total audience of 8,595, a +10% increase on 2022.

Therefore, in summary, there were 111 performances in the main auditorium, playing to a total audience of 19,133. This compares to a total audience of 16,766 for 2022 and 15,915 for 2019, the last two years that we were fully open.

## **FINANCIAL REVIEW**

### **2022 comparative**

As 2022 was the first year we ran a full calendar of events since the enforced closure of the theatre for 18 months due to the global pandemic, we can compare 2023 performance against 2022.

#### **Income**

After a positive recovery in 2022, 2023 continued to show improving sales. Total FHODS ticket sales of 10,538 was our best year since moving into The Tower Theatre and was 1,610 (+18%) more than 2022.

Bar profits increased to £40,283 from £31,169 in 2023. Margin on bar sales was 51% last year, which was the same as 2022, but below 2019's 57%, and below our target of 60-65%.

We only received £1,540 in grants last year, a significant drop from the £27,074 received in 2023.

The rental income from the Jumping Jacks Nursery contributed £14,010. This also includes their contributions to our energy costs.

In all, our income for the year was £340,849, which was £80,367 more and a +32% increase on 2022.

#### **Expenditure**

Wages in 2023 increased to £96,195, a +18% increase on 2022. Unlike the previous year, there was no expense on casual bar staff in 2023.

After we began paying for our electricity in October 2022 for the first time since the Tower Theatre opened, our energy costs for 2023 (light, heat and power) was £20,558, compared to £7,403 in 2022.

We also spent £44,361 on repairs and maintenance in 2023, compared to £24,171 in 2022. The main contributor to this were essential electricity work undertaken throughout the theatre.

Total expenditure for the year was £339,418, which was £85,164 (+33%) more than 2022.

### **Financial Overview**

The profit and loss account shows a small profit of £1,431. This compares to a profit of £6,228 in 2022.

We remain, as ever, balanced on a financial knife edge and cash flow remains a concern. We must continue to publicise and support all of the shows that are staged at the Tower Theatre, improving our yield management and filling the theatre as much as possible.

### **Reserves Policy**

The trustees are committed to establishing the level of reserves (that is those funds that are freely available) the Society ought to have. Reserves will provide the financial safety net which we need but have never achieved.

Due to a requirement to invest in one-off technical expenses and infrastructure investment in 2024, we do not feel confident in significantly increasing our reserves in 2024, but from 2025 onwards propose a net movement in funds of around £30K over three to four years to help achieve a target of a minimum of three month's reserves. This is in line with charity commission recommendations.

### **Financial Policy and Procedures Document**

The trustees have approved a new Financial Policy and Procedures Document. The main aims of this document are to:

- Ensures all staff and volunteers are aware of their obligations in relation to financial transactions within the business
- Help our staff and volunteers to make consistent and reliable decisions
- Give each employee and society member a clear understanding as to what we expect and allow

All staff and volunteers involved with financial transactions in the business will have to read this document and confirm this in writing.

### **Prior year VAT adjustment**

We have had to make an adjustment to the 2022 accounts due to irrecoverable VAT from 2022 that we have had to pay back in 2024.

### **PLANS FOR FUTURE PERIODS**

The Trustees consider the charity to be a viable going concern.

A full schedule of FHODS productions for 2024 has been approved by the Executive and Performance & Planning committees. Ticket sales for 2024 have so far been encouraging, with ticket revenue for FHODS performing in line with budgeted targets and non-FHODS outside shows slightly ahead.

## The Folkestone-Hythe Operatic & Dramatic Society

### Statement of Trustees' Responsibilities

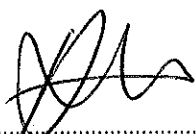
The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 22/8/24 and signed on its behalf by:



.....  
Alice Hawkins, Chair

## The Folkestone-Hythe Operatic & Dramatic Society

### Independent examiner's report to the trustees

I report to the trustees on my examination of the accounts of The Folkestone-Hythe Operatic & Dramatic Society (the Society) for the year ended 31 December 2023.

#### Responsibilities and basis of report

As the charity trustees of the Society you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

Having satisfied myself that the accounts are not required to be audited, I report in respect of my examination of the Society's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Society as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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.

Name: Neil Hope

Address: 10 James Close, Lyminge, Folkestone, Kent. CT18 8NL

 CIPFA.  
.....  
Neil Hope

Date:  30th August 2024.  
.....

**The Folkestone-Hythe Operatic & Dramatic Society**

**Statement of Financial Activities for the year to December 31st 2023**

	Note	Year to 31/12/2023 £	Year to 31/12/2022 £
<b>Income and Endowments from:</b>			
Donations, grants & Interest	2	8003	30,222
Charitable and trading activities	3	332846	230,260
<b>Total income</b>		<u>340849</u>	<u>260,482</u>
<b>Expenditure on:</b>			
Raising funds	4	134295	113,774
Charitable activities	5	81962	77,441
Other expenditure	6	123161	63,039
<b>Total expenditure</b>		<u>339418</u>	<u>254,254</u>
<b>Net movement in funds</b>		<u>1431</u>	<u>6,228</u>

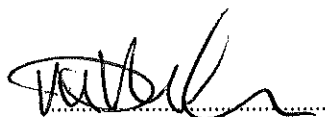


The Folkestone-Hythe Operatic & Dramatic Society

Balance Sheet as at December 31st 2023

	Note	31/12/2023 £	31/12/2022 £
<b>Fixed assets</b>			
Tangible assets	9	<u>602681</u>	<u>607,348</u>
<b>Current assets</b>			
Stocks	10	4938	3,946
Debtors	11	10181	1,390
Cash at bank and in hand	12	<u>127661</u>	<u>102,193</u>
		<b>142780</b>	<b>107,529</b>
<b>Creditors: Amounts falling due within one year</b>	13	<u>106652</u>	<u>59,698</u>
<b>Net current assets</b>		36128	47,831
<b>Total net assets</b>		<u>638809</u>	<u>655,179</u>
<b>Creditors: Amounts falling due after more than one year</b>	14	<u>160550</u>	<u>168,550</u>
<b>Net assets</b>		<u>478259</u>	<u>486,629</u>
<b>Funds of the charity:</b>			
Unrestricted funds brought forward		486629	480,401
Prior year Adjustment		-9801	
Profit for the year		1431	6,229
<b>Total unrestricted funds at year end</b>	15	<u>478259</u>	<u>486,629</u>

Approved by the trustees on 22/08/2024 and signed on its behalf by:

  
Michael Manton, Treasurer

# The Folkestone-Hythe Operatic & Dramatic Society

## Notes to the Financial Statements for the year to December 31<sup>st</sup> 2023

### 1. Charity Status

The charity is a Charitable Incorporated Organisation, incorporated in England and Wales, and consequently does not have share capital.

	year to 31/12/2023	year to 31/12/2022
<b>2. Income from Donations, legacies &amp; Bank Interest</b>		
Donations	5484	3,148
Grants	1540	27,074
Bank Interest	979	
	<u>8003</u>	<u>30,222</u>
<b>3. Income from trading and charitable activities</b>		
<b>Trading income</b>		
Sales of goods	78373	61,623
Property rental	14010	4,320
Other trading income	617	204
<b>Charitable income</b>		
Theatrical events income	234756	161,098
Membership subscriptions	5090	3,015
	<u>332846</u>	<u>230,260</u>
<b>4. Expenditure on raising funds</b>		
Cost of goods sold	38100	30,454
Staff salaries	96195	83,320
	<u>134295</u>	<u>113,774</u>

No employee received more than £40,000 in the year.

### 5. Expenditure on charitable activities

Production costs	62571	58,755
Other costs	6806	6,902
Bank interest	5609	5,850
Bank charges	764	568
Insurance	6212	5,366
	<u>81962</u>	<u>77,441</u>

<b>6. Other expenditure</b>	<b>year to 31/12/2023</b>	<b>year to 31/12/2022</b>
Staff training	850	190
Marketing and publicity	0	846
Depreciation	7917	7,104
Heat & Light	20558	7,403
Building repairs and maintenance	44361	24,171
Irrecoverable VAT	24038	
Other resources expended	25437	23,325
	<u>123161</u>	<u>63,039</u>

#### **7. Trustees remuneration and expenses**

No trustees have received benefits from the charity during the year

#### **8. Taxation**

The Society is a registered charity and is therefore exempt from corporation tax. None was payable last year.

#### **9. Tangible fixed assets**

	Freehold land and buildings	Fixtures and equipment	Total
Cost at December 31 2022	598,534	28,418	626,952
Additions		3,250	3,250
Cost at December 31 2023	<u>598,534</u>	<u>31,668</u>	<u>630,202</u>
Depreciation at December 31 2022	-	19,604	19,604
Charge for the year	-	7,917	7,917
Depreciation at December 31 2023	<u>-</u>	<u>27,521</u>	<u>27,521</u>
Net book value at December 31 2023	<u>598,534</u>	<u>4,147</u>	<u>602,681</u>

Capitalised items are those over £500 in value. The Trustees policy is that fixtures and equipment are depreciated at 25% on a straight line basis.

Freehold land and buildings are not depreciated since, in the opinion of the Trustees, their value on the open market exceeds their net book value.

	year to 31/12/2023	year to 31/12/2022
<b>10. Stocks</b>		
Bar stocks	<u>4938</u>	<u>3,946</u>
<b>11. Debtors and prepayments</b>		
Debtors	10181	1,390
Prepayments	<u>0</u>	<u>-</u>
	<u>10181</u>	<u>1,390</u>
<b>12. Cash and bank</b>	<b>year to 31/12/2023</b>	<b>year to 31/12/2022</b>
Cash on hand	786	850
Cash at bank	<u>126875</u>	<u>101,343</u>
	<u>127661</u>	<u>102,193</u>
<b>13. Creditors - amounts falling due within one year</b>		
Trade creditors	6509	24,378
Other creditors	22518	3,124
Accruals	69867	24,835
Bank loans	<u>7758</u>	<u>7,361</u>
	<u>106652</u>	<u>59,698</u>
<b>14. Creditors: amounts falling due after one year</b>		
Bank loans	<u>160550</u>	<u>168,551</u>
<b>15. Unrestricted funds</b>		
Balance brought forward	486629	480,401
Prior Year Adj Irrecoverable VAT	-9801	
Incoming resources	340849	260,482
Resources expended	<u>339418</u>	<u>254,254</u>
Balance carried forward	<u>478259</u>	<u>486,629</u>
<b>16. Analysis of net assets</b>		
Tangible fixed assets	602681	607,348
Current assets	142780	107,530
Current liabilities	106652	52,337
Liabilities over one year	<u>160550</u>	<u>175,912</u>
	<u>478259</u>	<u>486,629</u>

**The Folkestone-Hythe Operatic & Dramatic Society**

**Detailed Statement of Financial Activities for the year to December 31<sup>st</sup> 2023**

	2023 £	2022 £
<b>INCOME</b>		
<b>Donations, grants, legacies &amp; interest</b>		
Gifts & donations	5484	3,148
Grants - other agencies	1540	27,074
Bank Interest Received	979	
	<u>8003</u>	<u>30,222</u>
<b>Other trading activities</b>		
Bar and refreshment sales	78373	61,623
Income from productions	167200	131,450
Theatre and foyer letting	61164	29,648
Subscriptions	5090	3,015
Rental income	14010	4,320
Booking fees	6392	
Sundry income	617	204
	<u>332846</u>	<u>230,260</u>
<b>Total Income</b>	<b>340849</b>	<b>260,482</b>
<b>EXPENDITURE</b>		
<b>Raising funds</b>		
Bar Purchases	38100	30,454
Wages and salaries	96195	81,654
Casual bar wages	0	1,666
	<u>134295</u>	<u>113,774</u>
<b>Charitable activities</b>		
Production costs	62571	58,755
Box office fees	6742	6,513
Insurance	6212	5,366
Accountancy fees	64	389
Legal and professional fees	0	-
Bank charges	764	568
Bank interest payable	5609	5,850
	<u>81962</u>	<u>77,441</u>

<b>Other expenditure</b>		
Staff training	850	190
Light, heat and power	20558	7,403
Repairs and maintenance	44361	24,171
Telephone	814	742
Computer software and maintenance costs	3609	3,169
Printing, postage and stationery	2614	1,850
Sundry expenses	1177	1,802
Cleaning	10130	10,539
General marketing	0	846
Irrecoverable VAT	24038	-
Credit card charges	7093	5,223
Depreciation of equipment	7917	7,104
	<u>123161</u>	<u>63,039</u>
<b>Total Expenditure</b>	<b>339418</b>	<b>254,254</b>
<b>Net Income</b>	<b>1431</b>	<b>6,228</b>