



Formerly ETCEA  
*Broxbourne Theatre Company*

Registered Charity No. 1181847

**Trustees' Report for 2021/22  
and  
Accounts for the year ended 31<sup>st</sup> July 2022**

**Trustees**

Mr. Scott Welch	Chairman
Mrs. Alex Rolle	Vice Chairman
Mr. David Curling	Secretary
Mr. Ian Stretch	Treasurer
Mrs Fiona Taylor	
Mrs. Patricia Johnson	

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Headquarters: "Bollescroft" Cock Lane, Hoddesdon, Herts. EN11 8BE

[www.BroxbourneTheatreCompany.co.uk](http://www.BroxbourneTheatreCompany.co.uk)

## TRUSTEES' REPORT 2021/22

This year we managed to put on our first production since January 2020; in May we produced *The Sound of Music*.

At the start of the season there was hope we would be able to produce a pantomime as normal. National Covid restrictions had been lifted to a point where we could consider it, however *The Spotlight* (our usual theatre) was still not reopening until February 2022, so we reluctantly made the decision that we could not proceed with a pantomime.

Following a conversation with *The Spotlight*, we were told that they would be opening at the end of February 2022 but at the very latest the start of March 2022. So, we decided to go ahead and start rehearsing for our May production of *The Sound of Music*, postponed from May 2020.

First thing was to meet with the children originally cast in January 2020 to see if they still wanted to do the show and if they could work together and look like the Von Trapp children. Three children for various reasons decided to not take part, so we knew we would have to reaudition to find replacements. We would also need to reaudition for 2 female parts due to people not been available now.

Before we could conduct auditions, our original Musical Director, Charlie Wakely, told us that he could no longer commit to the show. We knew another Musical Director, Joanna Pierce, who had worked with us in the past, but she was already committed to another show. After negotiations with the other society it was agreed that Joanna could work as Musical Director for both shows.

Now that we had a production team and after the auditions, a full cast, it was time for rehearsals.

After two years of not having any productions, it took some time to get back into the swing of rehearsals, some of which were quite challenging, however the team and cast pulled together well, and the show was ready for an audience.

Our original stage manager was no longer available so Natalie Smyth took on the role for the first time. It was a challenging set but by the end of the run her team had worked well to make sure all scene changes were smooth.

It ended up being a good show, with the audience leaving happy and singing the songs.

Signed on behalf of the Trustees

Scott Welch  
Chairman



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## TREASURER'S REPORT 2021/22

### A 3 Year COVID Timeline

2019/20				2020/21				2021/22			
Aug			July	Aug			July	Aug			July
	Jan 2020	March 20	May 20		Jan 21	May 21		Sep 21	Jan 22	May 22	
	<i>Puss in Boots</i>	COVID Shutdown	No <i>Sound of Music</i>		No panto	No <i>Sound of Music</i>		Bollescroft reopens	No panto	<i>Sound of Music</i>	

As a run of 3 years effected by Covid comes to an end, the year just ended cannot be looked at in isolation. As previously reported, the year 2019/20 ended with an abnormal profit, as the surplus from the pantomime *Puss in Boots* was not offset by a loss on that season's scheduled musical, *The Sound of Music*, as would normally occur. Our best efforts to present *The Sound of Music* at Hertford Theatre a year later than planned were frustrated, so that 2020/21 ended with no productions. 2021/22 opened with more optimism as Covid restrictions were eased and we were able to reopen Bollescroft in September and welcome back most of our regular hirers, plus some new groups.

Unfortunately our optimism was short lived as The Spotlight, the theatre that the society has been performing at in Hoddesdon for 45 years, remained closed until March 2022 due to ongoing building works. This meant that we were unable to present a pantomime for the second year.

However, with Bollescroft back in use, we were able to restart rehearsals for *The Sound of Music*, which was finally presented in May, two years late. Financially, there was good and bad news. Uncertainty about likely ticket sales turned out to be unfounded as sales were only 3 tickets short of the total for our last pre-Covid musical, *Annie*, and the threatened doubling of the theatre's box office commission charges was not implemented. Against this, the combination of increased hire charges and a large reduction in the 'facility subsidy grant' previously available to us resulted in a trebling of the cost of hiring the theatre.

Referring back to the opening sentence of this report, taken in isolation, 2021/22 shows a loss for the year of over £10,500 due to the absence of income from a pantomime. However, this should be read in conjunction with the 2019/20 surplus of just over £10,000 due to the absence of a musical in that year.

Significant new entries in the accounts this year are those relating to our headquarters building. "Bollescroft" was a derelict building owned by Broxbourne Borough Council but extensively renovated and refurbished by us in 1993, entirely at the society's cost. We rented the building under a 25 year 'licence to use' agreement that came to an end in October 2018. Following a change in Council policy, we were informed that, to continue using Bollescroft, we would be required to enter a full maintenance commercial lease. We agreed to this in principle but negotiations over the terms of the lease have been subject to interminable and inexplicable delays by Broxbourne Council and are currently stalled over remedial works required, notably the condition of the 30 year old heating system.

Under terms that had been agreed, the society has taken over the administration of hiring the building to other local organisations, in return for which we retain the hire income to offset the building's running costs. This began in November 2019 but was abruptly halted by the Covid shutdown in March 2020 until we were able to reopen the building last September. In January we were informed by the Council that all Bollescroft utilities bills would now be passed to us for payment and we subsequently received electricity and water bills dating back to March 2021.

In light of the current energy crisis, the potential costs are of concern. Bollescroft is classed as a commercial building and is therefore not covered by the 'energy price cap' that relates only to domestic buildings. In April, the electricity supplier doubled the unit price of the night-time rate which serves our night storage heaters. When discussions about a new arrangement began we had requested information about the Council's running costs for Bollescroft; the current electricity costs are already considerably in excess of those indicated. Thanks to a substantial increase in the occupancy rate by hirers, without any increase in our charges, income from hiring Bollescroft in the current year has fallen only £300 short of the running costs but this situation is likely to rapidly deteriorate when the heating has to be turned on again in the autumn.

In conclusion, whilst this year's loss of £10,515 is disappointing, had Covid not happened and both *Puss in Boots* and *Sound of Music* taken place in the same financial year as originally planned, the overall loss would have been only a few thousand pounds.

Finally, our thanks to Carol Bowyer for again carrying out the independent examination of our accounts.

A handwritten signature in black ink, appearing to read 'Ian Stretch', with a large, stylized flourish at the end.

Ian Stretch ACIS (Ret'd)  
Hon. Treasurer  
15<sup>th</sup> August, 2022.



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ias 31/07/22

## INCOME & EXPENDITURE ACCOUNT for the year ending 31st July, 2022

<b><u>INCOME:</u></b>	<b><u>2021/22</u></b>	<b><u>2020/21</u></b>
Membership Subscriptions	1,161	1,121
Interest on Deposits	6	10
Lottery Proceeds & Other Income	420	629
<sup>1</sup> Premises Hire	9,373	-
<sup>2</sup> Productions:		
Pantomime	-	-
Musical	19,165	-
Young Set	-	-
Other Events	259	-
<b><u>TOTAL INCOME</u></b>	<b><u>£ 30,384</u></b>	<b><u>£ 1,759</u></b>
<b><u>EXPENDITURE:</u></b>		
General Expenses	459	488
Stationery & Postage	25	36
Insurance	1,259	1,115
NODA Subscription	150	145
Bank & Zettle Charges	16	17
General Publicity	-	-
Premises: Rent	1,813	1,738
Maintenance	2,994	571
Light, Heat & Power	6,696	-
Sundry Equipment	145	-
Depreciation	584	584
<sup>2</sup> Productions:		
Pantomime	-	-
Musical	26,633	-
Young Set	-	-
Other Events	125	-
<b><u>TOTAL EXPENDITURE:</u></b>	<b><u>£ 40,898</u></b>	<b><u>£ 4,693</u></b>
<b><u>Surplus or (Deficit) Carried to Capital Fund</u></b>	<b><u>( £ 10,515)</u></b>	<b><u>( £ 2,934)</u></b>



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## BALANCE SHEET AS AT 31st JULY, 2021

<b>ASSETS</b>	<b>2021</b>	<b>2020</b>
<b>Fixed Assets</b>		
<sup>3</sup> Plant & Equipment (net)	265	848
<b>Current Assets</b>		
Stock of Souvenirs	280	280
Sundry Debtors	-	-
<sup>4</sup> Pre-payments:	2,325	4,435
Bank Deposits	40,042	45,036
Cash at Bank	1,307	3,860
Cash in Hand	6	99
	<b>£ 44,224</b>	<b>£ 54,558</b>
<b>Less Current Liabilities</b>		
<sup>5</sup> Accruals	7,697	7,697
Sundry Creditors	681	500
	<b>(8,378)</b>	<b>(8,197)</b>
	<b>£ 35,846</b>	<b>£ 46,361</b>
<b>REPRESENTED BY:</b>		
Capital Fund b/fwd	46,361	49,295
From Income & Expenditure A/c	(10,515)	(2,935)
	<b>£ 35,846</b>	<b>£ 46,361</b>

## NOTES TO THE ACCOUNTS

The financial statements have been prepared under the historical cost convention with Income and Expenditure accounted for on an accruals basis, and in accordance with Financial Reporting Standard FRS102

<sup>1</sup> The society's headquarters, "Bollescroft," was reopened in September when COVID restrictions ended, allowing sub-letting to resume.

<sup>2</sup> The theatre where the society performs remained closed until February, causing the cancellation of our annual pantomime for the second year.

### <sup>3</sup> Fixed Assets & Depreciation

Total Assets: Cost B/fwd	5,791	Depreciation B/fwd	4,943
Additions	-	Depreciation Charge	584
Total Cost	<b>£ 5,791</b>	Total Depreciation to date	<b>£ 5,527</b>
Net Book Value at 31/07/2022	<b>£ 265</b>		

Depreciation on all assets is calculated on a straight line basis over 10 years.

<sup>4</sup> Prepayments mainly consist of deposits paid in connection with productions scheduled for performance in 2023.

<sup>5</sup> The society's rehearsals and other activities are held in a building owned by Broxbourne Borough Council for which rent is paid annually in arrears. The accrual represents the estimated rent due for the period from 1st November 2018 to 31st July 2019, payable in November 2019. A new lease is currently being negotiated.



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## Independent examiner's report to the Members of Broxbourne Theatre Company.

I report on the accounts of the society for the year ended 31st July, 2022.

### Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts.

The trustees consider that an audit is not required for this year and that an independent examination is needed.

It is my responsibility

- To examine the accounts
- To state whether particular matters have come to my attention.

### Basis of independent examiner's report

An examination includes a review of the accounting records kept by the society 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

I have completed my examination and confirm that no material matters have come to my attention which cause me to believe that:

- accounting records were not kept in accordance with relevant legislation, or
- the accounts do not accord with the accounting records.

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

Signed:

Date: 20/08/2022

Name: Carol Bowyer, AAT

Address: Barwick Lodge, Barwick, High Cross, Ware, SG11 1DE



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03/08/2022

## PRODUCTION ACCOUNTS 2020/22

Production	Pantomime		Musical	
Title	<i>See note below</i>	Puss in Boots	The Sound of Music	Annie
Date	Jan 2022	Jan 2020	May 2022	May 2019
Number of Performances	0	8	5	5
<b>INCOME</b>				
Ticket Sales	-	21,133	17,019	16,386
Production Fees	-	1,650	1,350	2,000
Programme Sales & Advertising		355	521	584
Refreshments	-	1,147	-	682
Mercandise Sales	-	95	-	-
Other Income	-	51	275	345
<b>TOTAL INCOME</b>	-	<b>£ 24,431</b>	<b>£ 19,165</b>	<b>£ 19,997</b>
<b>EXPENDITURE</b>				
Hire of Theatre	-	2,492	6,138	2,231
Production Team Fees	-	1,600	1,500	2,100
Orchestra, scores & libretti	-	1,446	4,609	3,560
Wardrobe & Make-up	-	1,163	1,989	693
Scenery, Props & Special Effects	-	2,214	1,487	2,049
Lighting	-	500	600	-
Sound & Technicians	-	499	1,602	571
Transport	-	650	2,231	1,568
Publicity	-	1,955	905	1,574
Programme Printing	-	270	295	270
Royalties	-	658	3,269	3,146
Box Office Commissions	-	2,395	1,913	1,947
Refreshment Costs	-	723	56	438
Mercandise	-	47	-	-
Sundries	-	37	40	67.75
<b>TOTAL EXPENDITURE</b>	-	<b>£ 16,649</b>	<b>£ 26,634</b>	<b>£ 20,216</b>
<b>PROFIT or (LOSS)</b>	-	<b>£ 7,781</b>	<b>(7,469)</b>	<b>(219)</b>
Number of Tickets Sold	0	1,391	1,138	1,142
Percentage of Total Available	0.0%	52.3%	51.4%	51.6%

This page does not form part of the statutory financial statements

Note: The Spotlight theatre remained closed until February, causing the cancellation of our annual pantomime for the second year. The figures for our last pre-Covid pantomime are included above to illustrate what the results for productions would have been across a normal season.