

PROGRESS THEATRE

England & Wales · Charity number 1182798

Details

Other names	THE PROGRESS THEATRE
Status	Registered
Legal form	CIO
Registered	2019-04-04
Register	View on the Charity Commission register

Contact

Address	Progress Theatre The Mount Reading RG1 5HL
Phone	01183842195
Email	enquiries@progresstheatre.co.uk
Website	progresstheatre.co.uk

Activities

Objects: THE PROMOTION OF THE EDUCATION OF THE GENERAL PUBLIC IN READING AND ELSEWHERE IN THE PERFORMING ARTS; AND IN FURTHERANCE OF THE ABOVE , THE PROVISION AND MAINTENANCE OF A THEATRE.

Activities: The promotion of the education of the general public in Reading and elsewhere in the performing arts, and the provision and maintenance of a theatre.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Reading

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£136,331	£33,342	-	-
2024-08-31	£172,248	£121,545	-	-
2023-08-31	£128,967	£113,784	-	-
2022-08-31	£101,602	£215,498	-	-
2021-08-31	£60,727	£123,843	-	-
2020-08-31	£74,992	£79,694	-	-

Trustees

Name	Role	Appointed
Terence Cyril Mackay	Chair	2025-05-21
John Ronald Goodman		2024-07-31
Kate Mary Whiting		2023-01-06
Letticia June Rushaija		2025-06-05
MARK TAYLOR		2025-07-26
Stephen Guy Nicholls		2025-08-21

PROGRESS THEATRE

England & Wales - Charity number 1182798

Accounts



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
PROGRESS THEATRE

**On accounts for the year
ended**

31st August 2024

**Charity no
(if any)**

1182798

Set out on pages

3, 4 and 5

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/ 08 / 2024**.

**Responsibilities and
basis of report**

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Paul Gittus

Date:

20/6/25

Name:

PAUL GITTUS

**Relevant professional
qualification(s) or body
(if any):**

-

Address:

*8 MILTON COURT, MILTON ROAD,
WOKINGHAM
RG40 1DQ*

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

PROGRESS THEATRE ACCOUNTS						Page 1
For the period 1st September 2023 to 31st August 2024						
			01.09.23-	31.08.24	01.09.22-	31.08.23
		Nom Ledgr	£	£	£	£
RECEIPTS						
Charitable activities						
<u>Seat sales</u>	Box Office (Cash)	4302	1,259.00		1,519.83	
	(Card)	4304	3,514.32		4,017.68	
	(Online)	4305	99,035.41		68,365.67	
	Seasons passes	4303	410.00	104,218.73	1,903.00	75,806.18
<u>Fees charged</u>	Adult workshops	4403	-		-	
	Youth Theatre fees	4406	11,928.00	11,928.00	12,779.00	12,779.00
<u>Front of House</u>	Bar & confectionery (Sales)	4201	21,487.61		16,310.45	
	Tea & coffee (net)	4202	523.13		427.11	
	Ice cream (net)	4203	1,417.72		547.99	
	Programmes (net)	4204	1,736.14		515.08	
	Merchandising (net)	4205	444.00	25,608.60	200.00	18,000.63
<u>Hiring charges</u>	Costumes	4101	130.00		175.00	
	Props	4900	-		-	
	Equipment inc chairs	4102	-		-	
	Jazz at Progress	4909	2,091.73		2,358.16	
	Premises	4103	2,080.00	4,301.73	60.00	2,593.16
Donations & Legacies						
<u>Membership subscriptions</u>	Members	4401	5,180.00		4,502.50	
	Friends	4402	80.00	5,260.00	110.00	4,612.50
<u>Donations</u>	Donations	4902	6,994.72		6,544.31	
	Fund Raising	4904	-		25.11	
	Legacies	4911	5,000.00	11,994.72	5,000.00	11,569.42
<u>Other</u>	Grants	4903	2,000.00		2,000.00	
	Sponsorship	4905	-		-	
	Gift Aid	4906	4,062.02	6,062.02	-	2,000.00
<u>Investments</u>	Bank interest	4901	2,463.66	2,463.66	1,172.24	1,172.24
<u>Other trading activities</u>	Advertising	4000	95.00		-	
	Commission & Referral	4910	30.29		166.23	
	Art sales commission	4907	284.80		267.40	
	Equipment sales	4908	-	410.09	-	433.63
Total Receipts				172,247.55		128,966.76
PAYMENTS						
Productions						
	Audition notices	7601	-		-	
	Royalties	7602	5,660.00		4,210.80	
	Scripts	7603	598.36		754.28	
	Rehearsal space	7604	3,448.73		2,975.08	
	Costumes,wigs & make-up	7605	952.96		2,756.33	
	Equipment & special effects	7606	-		-	
	Furniture & props	7607	1,625.17		2,760.47	
	Lighting & sound	7608	-		-	
	Set building materials & paint	7609	2,154.65		2,595.38	
	Special expertise	7610	3,805.00		-	
	Cast & crew food	7611	-	18,244.87	-	16,052.34
<u>Front of House</u>	Bar & confectionery (Purchases)	7007	9,457.40	9,457.40	7,766.93	7,766.93
<u>Other</u>	PPC production planning	7701	-		-	
	Special Projects	7801	-		-	
	Training	8041	-	0.00	-	-
	c/fwd			27,702.27		23,819.27

Progress Theatre accounts (1st September 2023 to 31st August 2024)						Page 2
			01.09.23-	31.08.24	01.09.22-	31.08.23
Payments contd.		Nom Ledgr	£	£	£	£
	B/fwd			27,702.27		23,819.27
Maintenance						
Buildings						
	Inspections & surveys	7501	-		-	
	Maintenance, repairs & wages	7502	391.46		678.50	
	Improvements	7505	3,537.56		3,456.71	
	Planning fees & expenses	7503	-	3,929.02	-	4,135.21
Cleaning						
	Wages	7521	3,545.69		2,761.87	
	Janitorial supplies	7522	178.69		150.27	
	Rubbish disposal	7523	1,104.22		999.43	
	General expenses	7524	13.50	4,842.10	-	3,911.57
Tools & equip	Purchase, repair & hire	7531	220.75	220.75	219.98	219.98
Fire						
	Maintenance & testing	7541	204.00		204.00	
	Repairs & replacements	7542	78.24	282.24	414.19	618.19
Insurance						
	Open Air Shakespeare	7551	224.00		-	
	Theatre including Open Air	7552	4,595.55	4,819.55	4,567.41	4,567.41
Kitchen						
	Equip. purchase & repair	7561	-		26.98	
	Consumables - not F o H	7562	71.69	71.69	4.50	31.48
Security						
	Maintenance & call-outs	7571	1,350.17		1,275.00	
	Telephone monitoring	7572	396.00		396.00	
	Repairs & replacements	7573	-	1,746.17	-	1,671.00
Storage	Calcot Court	7581	687.50	687.50	500.00	500.00
Utilities						
	Electricity	7591	4,070.54		2,517.04	
	Gas	7592	2,273.76		4,773.71	
	Water	7593	341.18		248.95	
	Telephone & Internet	7594	1,046.08		902.42	
	Non-domestic rates	7595	99.80	7,831.36	102.40	8,544.52
Maintenance sub-total			24,430.38		24,199.36	
Venue costs - Open Air		6000	27,779.93	27,779.93	28,146.84	28,146.84
Associations						
	LTG & NODA subscriptions	6031	315.00		300.00	
	Conference & delegate fees	6032	-		55.40	
	Publications etc.	6033	135.00	450.00	135.00	490.40
Front of House						
	Box office costs	7004	89.60		-	
	Displays	7005	180.13		189.50	
	Clothing and other expenses	7006	-	269.73	-	189.50
Licensing						
	Bar & theatre	7101	245.00		376.00	
	Performing Right Society	7102	442.63		228.73	
	Phonographic Performance	7103	315.54	1,003.17	284.02	888.75
Lighting & sound						
	Maintenance & repairs	7151	-		17.81	
	Equipment purchase	7152	183.58	183.58	371.21	389.02
Marketing						
	Mail-outs & show advertising	7201	1,702.54		2,107.95	
	General season's publicity	7202	-		-	
	Flyers & posters, design & print	7203	1,178.20		2,095.37	
	Banners, displays & T shirts	7204	915.63		1,186.45	
	Leaflet distribution	7205	417.60		360.00	
	Web site costs	7206	-		-	
	Other marketing inc Library	7207	951.90	5,165.87	1,609.43	7,359.20
Employment						
	Wages (PAYE)	7520	8,770.00		4,790.00	
	Employment overheads	7504	480.00	9,250.00	360.28	5,150.28
	c/fwd			96,234.93		90,632.62

Progress Theatre accounts (1st September 2023 to 31st August 2024)						Page 3
			01.09.23-	31.08.24	01.09.22-	31.08.23
Payments contd.		Nom Ledgr	£	£	£	£
	B/fwd			96,234.93		90,632.62
Membership						
	Curtain Up & Newsletters	7301	-		-	
	General expenses	7303	14.00	14.00	-	-
Office costs						
	Web site expenditure	7306	-		-	
	Loan interest	7350	2,024.69		2,592.51	
	Bank charges & interest	7351	641.59		493.64	
	Gifts & donations	7352	-		-	
	Equipment purchase & repair	7353	1,200.15		362.96	
	Computer supplies & software	7354	-		-	
	Postage & carriage	7355	-		-	13.57
	Travel, mileage & parking	7356	174.50		249.71	
	Stationery	7357	38.24		9.24	
	Legal fees	7358	-		-	
	General expenses	7359	35.00		109.60	
	Computer software & subs	7360	1,423.06		1,385.24	
	Hire of premises (not rehearsals)	7613	119.00	5,656.23	222.59	5,411.92
Progress Youth Theatre						
	Leaders & assistants fees	8061	19,286.26		17,405.70	
	Incidental expenses	8063	-	19,286.26	243.74	17,649.44
Wardrobe						
	Costumes (non-specific)	8051	50.00		9.99	
	Dry cleaning and washing	8052	-		-	
	General expenses	8053	303.30		79.90	
	Facilities improvement	8054	-	353.30	-	89.89
Accounting	Written-off	8100	-	-	-	-
Total Payments				121,544.72		113,783.87
Excess of receipts over payments				50,702.83		15,182.89
BALANCE SHEET @ 31st August 2024						
BANK			01.09.23-	31.08.24	01.09.22-	31.08.23
	CAF Bank Current a/c		16,012.87		29,314.90	
	CAF Bank Deposit a/c		41,008.34		10,086.74	
	Big Issue Loan			0.00		37,128.51
	Cambs. & Counties Bank 120 day notice		33,415.32		40,472.41	
	Monmouthshire Building Soc Deposit		11,326.60		11,060.43	
	Paypal account		431.00		-	
CURRENT ASSETS						
	Petty Cash in bar and box office		477.83		512.36	
	Bar stock at cost		1,171.61		1,003.77	
LIABILITIES						
	Accounts Payable			3,527.46		4,204.97
DEBTORS						
	Accounts Receivable		1,503.85		-	
			105,347.42	3,527.46	92,450.61	41,333.48
NET ASSETS			£101,819.96	+£50,702.83	£51,117.13	
BANK RECONCILIATION SUMMARY						
	31/08/2024	CAF Bank current a/c		£16,012.87		
	Plus Outstanding Payments	none		£0.00		
	Total Outstanding Payments			£0.00		
	Less Outstanding Receipts	none		£0.00		
	Total Outstanding Payments			£0.00		
	31/08/2024	Statement Balance		£16,012.87		
EQUITY			01.09.23-	31.08.24	01.09.22-	31.08.23
	Current Year Earnings		£50,702.83	+£35,519.94	£15,182.89	
	Retained Earnings		£51,117.13		£35,934.24	
	TOTAL		£101,819.96	+£50,702.83	£51,117.13	
Carole Brown & Tony Wernham March 2025						

Progress Theatre Annual Report: 2023/24

The 2023/24 season has been a year of development, reflection, and growth at Progress Theatre. It has brought with it considerable learning, a number of strategic decisions, and a continued commitment to artistic excellence and community engagement.

Artistic Programme

The in-house season opened with *The Effect*, followed by the 17th edition of *WriteFest*, which continued to showcase new writing with imagination and flair. *Blood Wedding* overcame directorial challenges through the dedication of the extended Progress Youth Theatre (PYT) community, resulting in a powerful final production.

Hogfather marked a return to the Discworld universe and was followed by *Albion*, set in a beautifully designed English garden. The immersive and interactive *The Last Quiz Night on Earth* introduced a new audience to Progress and was both humorous and heartfelt. *Under Milk Wood* followed, and was the theatre's most accessible production to date, incorporating integrated BSL, performers of all abilities, and creative use of projection and audio. The season continued with *Moles* and *Dirt*, two original works staged as part of *Progress Premieres*, before closing with the annual *PYT Presents...* showcase and a large-scale outdoor production of *The Importance of Being Earnest* in the Abbey Ruins, which welcomed record audiences.

The 2023/24 season also saw the regular embedding of relaxed performances and "Come As You Are" nights into the theatre's programme, continuing its commitment to accessibility and inclusive practice.

Youth and Community Engagement

Progress Youth Theatre continued to thrive, offering high-quality creative and performance opportunities for young people. Many current and former PYT members are now integrated into the theatre's wider activity, reinforcing the value of Progress as a pipeline for developing the next generation of theatre makers.

The *Open Progress* initiative was launched this year, supported by grants from the John Sykes Foundation and Berkshire Community Foundation. This scheme enables individuals facing financial hardship to access free memberships and tickets, furthering the theatre's mission to remove barriers to participation.

New Initiatives and Partnerships

This year marked the pilot of *Comedy in Progress*, which achieved an average 85% capacity and has now been confirmed for a second season. The theatre continued its partnership with Jazz in Reading and expanded its external hires, hosting events including the Whiteknights Studio Trail and Fourbears Fest, in partnership with Fourbears Books. These hires align with Progress' strategic goal of building sustainable partnerships with shared values.

Capital and Maintenance Projects

The final phase of the capital improvement project was completed this year, including new planters and external landscaping. Additionally, Progress has ring-fenced budget for annual maintenance and infrastructure purchases. A formal summer maintenance period has been introduced to ensure regular, strategic upkeep of the building and equipment. Planning is already underway for improvements in both the theatre building and the technical rig.

Governance and Management

This year saw a number of new appointments to the Management Committee, and strong collaboration across the team. Strategic decisions included the introduction of formal risk assessments and updated policy processes, the ring-fencing of maintenance funds, and the decision to pause open-air programming in 2024/25, with the intention to return in 2025/26 subject to robust planning and capacity assessments.

The organisation has also begun reviewing its membership structure, programming processes, and training offer for members. These will be developed further in the coming year.

Volunteers and Acknowledgements

Progress Theatre continues to be powered by the commitment of its volunteers. Across artistic programming, technical operation, youth theatre, front of house, bar, marketing, maintenance, safeguarding, governance, and countless unseen roles, the contribution of individual members has been critical to the theatre's success. Special thanks are due to the Management Committee, Trustees, and all volunteers who have supported the theatre this year.

Looking Ahead

As Progress Theatre approaches its 80th anniversary in 2026/27, the organisation is committed to ensuring its continued sustainability and relevance. The past year has been spent understanding the theatre's current position and preparing for future growth. Upcoming priorities include:

- Formalising a new membership structure
- Expanding training and support for members
- Continuing to build a sustainable programme, with accessible and high-quality work at its core
- Preparing for a return to open-air productions in 2025/26
- Strengthening partnerships that reflect Progress' values and ambition

With the pandemic now largely behind us, Progress Theatre is embracing a forward-looking approach that honours its past while planning for a vibrant, inclusive, and sustainable future.

PROGRESS THEATRE

England & Wales - Charity number 1182798

Accounts



Trustees' Annual Report for the period

From 01/09/2022 To 31/08/2023

Charity name: Progress Theatre

Charity registration number: 1182798

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote the education of the general public in Reading and elsewhere in the performing arts
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Presented a season of theatrical productions to the general public: 11 shows across the season including our Open Air production in July 2023, and continued our partnership with Jazz in Reading. We sold 5,141 tickets during the season - a 45% increase on 2022/23. The Progress Youth Theatre delivered drama education to groups of local young people aged 8-18.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees read the guidance on public benefit issued by the Charities Commission and considered this when exercising their powers and duties at trustee meetings.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	

Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Our theatre is run entirely by volunteers, aside from one part-time employee. We rely on our membership to fill a variety of roles, from Front of House to maintenance, from Trustee roles to backstage! Our membership numbers are generally around 100-120, varying slightly throughout the year, and in 2020 we were awarded the Queen's Award for Voluntary Service
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>PROGRAMME</p> <p>This year we continued our journey of recovery from the pandemic, staging our first full season of non-reduced capacity productions since 2019.</p> <p>A season with commercial appeal, while still staying true to Progress' penchant for the weird and wonderful, saw us welcome over 3,500 audience members to our building, with a further 1,300 joining us for our Open Air production in July.</p> <p>The following productions were staged:</p> <p>Jeeves and Wooster in Perfect Nonsense</p> <p>The Pride</p>

		<p>16th Annual WriteFest</p> <p>Progress Premieres: Liar's Teeth</p> <p>Progress Youth Theatre: Life is a Dream</p> <p>The Welkin</p> <p>The Lonesome West</p> <p>Dinner</p> <p>Silver Lining</p> <p>The Silence of the Sea</p> <p>Open Air: Twelfth Night</p> <p>Reviews, both from press and public, were very positive, and we were proud to receive a number of district awards from the National Operatic and Dramatic Association (NODA):</p> <ul style="list-style-type: none">- Owen Goode received the Comedy Award for his performance as Jeeves in <i>Jeeves and Wooster in Perfect Nonsense</i>- Adam Wells won Best Male Character in a Play for his performance as Oliver in <i>The Pride</i>;- <i>The Welkin</i> was named Best Drama;- The Innovation Award was presented to Progress for our production of <i>The Silence of the Sea</i>, which was performed in France as well as in our theatre - a trip and performances which were all organised by the production team on top of the in-house production;- Imogen Lilley won Best Female Character in a Play for her performance as Viola in <i>Twelfth Night</i> <p>On top of our theatrical programme, we continued hosting monthly Jazz in Reading performances, and were once again a venue for the Whiteknights Art Trail.</p>
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OUTREACH AND ACCESS

In the community, we created and performed a Potted Panto for two groups of Reading Mencap service users, and were delighted to welcome many of these participants back to our relaxed performances, which we were able to deliver for a selection of our productions this year. This trial has been very successful and we look forward to programming more relaxed performances in future years.

We also programmed at least one socially distanced performance per production this year, as some audience members continued to shield and experience anxiety in larger groups following the pandemic. After surveying audiences towards the end of the year, we took the decision to merge these with our relaxed performances, ensuring we still offer a smaller capacity performance while protecting our potential ticket sales income. We continue to offer Come As You Are Nights during every production.

YOUTH THEATRE

Membership numbers continue to slowly rise following the reinstatement of PYT after the pandemic. This year we benefited from funding which allowed us to offer full and half bursaries to ensure money is not a barrier to attendance. Alongside this year's PYT production of Life is a Dream, many youth members were also involved across the rest of the programme, both on and offstage, and continue to be a vital and valued part of what makes Progress so special.

MEMBERSHIP

This year, we developed a Code of Conduct for members to encourage a safe and inclusive environment for all at Progress. We also began work on updating our membership structure to reflect the many

		<p>and varied ways that people can and do get involved with Progress.</p> <p>SUMMARY</p> <p>Progress continues to be a vital part of not only the cultural ecology of Reading, but of many of our members' lives. This year, as every year previously, new friendships have been forged, people have stepped onto the stage for the very first time, learned new skills, taken up volunteering and found "their people" in our little 97 seat home. While rising costs and increasing pressures on our members' time continue to challenge us, the Trustees and management committee remain dedicated to learning from each year and ensuring that Progress will continue to be a going concern for many years to come.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	

Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Receipts exceeded payments by £15,182.89, largely due to returning audiences and a large season. Reserves are still below target but are growing and sufficient for the continued running of the venue, and reserves-building plan is currently in action.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our policy is to retain 12 months of running costs as reserves. This is to ensure that we can maintain the building and continue to pay staff in the case of emergency building closure or dissolving the organisation.
Amount of reserves held	Para 1.22	£51,117.13
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>Ticket Sales</p> <p>Membership and Progress Youth Theatre fees</p> <p>External Hire arrangements</p> <p>Individual donations</p> <p>Grants</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	

A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		n/a
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution and rules
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>All Trustees must be Members of the Theatre.</p> <p>Up to four Trustees will be elected by the Members at the Annual General meeting on a rotational basis according to the length of service of the current Board. These are:</p> <ul style="list-style-type: none"> i. Chair ii. Treasurer iii. Secretary iv. A non-executive Trustee <p>If necessary, further Trustees may be co-opted by the elected Trustees if this serves the best interests of the Theatre.</p> <p>A new Trustee shall be elected by the members at the next Annual, or at a Special, General Meeting of the Society, or at any other Members Meeting, provided that the Secretary has given members a minimum of ten days notice that such an appointment is proposed.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and		
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training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Progress Theatre
Other name the charity uses	n/a
Registered charity number	1182798
Charity's principal address	Progress Theatre The Mount Reading RG1 5HL

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Alison Carroll	Chair		
2	Carole Brown	Treasurer	from 12 October 2022	
3	Megan Turnell	Secretary		
4	Marc Reid			
5	Kate Whiting		from 6 January 2023	
6	Peter O’Sullivan			
7	Anthony Wernham	Treasurer	until 12 October 2022	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

	Type of adviser	Name	Address
	Name of chief executive or names of senior staff members (Optional information)		

Exemptions from disclosure


Reason for non-disclosure of key personnel details

Other optional information

Declarations

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

Signed on behalf of the charity's trustees

	Signature(s)	
	Full name(s)	Megan Turnell Willett
	Position (eg Secretary, Chair, etc)	Chair
	Date	29 June 2024



Section A

Independent Examiner's Report

Report to the trustees

PROGRESS THEATRE

On accounts for the year ended

31st August 2023

Charity no (if any)

1182798

Set out on pages

3, 4 and 5

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/ 08 / 2023.

Responsibilities and basis of report

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

I report in respect of my examination of the Trust'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

~~{The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]}. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Roger E. Tuhy

Date:

27-6-24

Name:

ROGER. E. TUHY

Relevant professional qualification(s) or body

(if any):

Address: 73, SOUTH VIEW AVENUE
CAVERSHAM
READING BERKS. RG4 5AJ

Section B Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

PROGRESS THEATRE ACCOUNTS					Page 1	
For the period 1st September 2022 to 31st August 2023						
			01.09.22-	31.08.23	<i>01.09.21-</i>	<i>31.08.22</i>
RECEIPTS		Nom Ledgr	£	£	£	£
Seat sales						
	Box Office (Cash)	4302	1,519.83		1,078.00	
	(Card)	4304	4,017.68		1,916.00	
	(Online)	4305	68,365.67		47,748.50	
	Seasons passes	4303	1,903.00	75,806.18	2,477.00	53,219.50
Subscriptions						
	Members	4401	4,502.50		4,682.50	
	Friends	4402	110.00		110.00	
	Adult workshops	4403	0.00		-	
	Youth Theatre fees	4406	12,779.00	17,391.50	11,820.00	16,612.50
Front of House						
	Bar & confectionery (Sales)	4201	16,310.45		8,067.43	
	Tea & coffee	4202	427.11		121.92	
	Ice cream	4203	547.99		125.77	
	Programmes	4204	515.08		546.59	
	Merchandising	4205	200.00	18,000.63	460.50	9,322.21
Hiring charges						
	Costumes	4101	175.00		-	
	Props	4900	0.00		-	
	Equipment inc chairs	4102	0.00		-	
	Premises	4103	60.00	235.00	-	-
Miscellaneous receipts						
	Advertising	4000	0.00		-	
	Donations	4902	6,544.31		2,312.55	
	Legacy Payments	4911	5,000.00		2,312.55	
	Commission & Referral	4910	166.23		87.88	
	Grants	4903	2,000.00		11,917.00	
	Fund raising	4904	25.11		2,708.15	
	Sponsorship	4905	0.00		126.94	
	Bank interest	4901	1,172.24		692.77	
	Gift aid	4906	0.00		2,743.60	
	Art sales commission	4907	267.40		251.00	
	Equipment sales	4908	0.00		-	
	Jazz at Progress	4909	2,358.16	17,533.45	1,607.83	22,447.72
Total Receipts				128,966.76		101,601.93
PAYMENTS						
Productions						
	Audition notices	7601	0.00		61.99	
	Royalties	7602	4,210.80		6,523.20	
	Scripts	7603	754.28		558.21	
	Rehearsal space	7604	2,975.08		4,088.27	
	Costumes,wigs & make-up	7605	2,756.33		5,539.95	-
	Equipment & special effects	7606	0.00		-	
	Furniture & props	7607	2,760.47		2,376.58	
	Lighting & sound	7608	0.00		-	
	Set building materials & paint	7609	2,595.38		3,098.72	
	Special expertise	7610	0.00		-	
	Cast & crew food	7611	0.00	16,052.34	-	22,246.92
Bar & confectionery (Purchases)		7007	7,766.93	7,766.93	4,662.99	-
PPC production planning		7701	0.00		-	
Special Projects		7801	0.00		-	
Training		8041	0.00	0.00	-	-
Expenditure on the building						
Buildings	Inspections & surveys	7501	0.00		936.00	
	Maintenance,repairs & wages	7502	678.50		1,029.85	
	Improvements	7505	3,456.71		111,843.75	
	Planning fees & expenses	7503	0.00	4,135.21	-	113,809.60
	c/fwd			27,954.48		140,719.51

Progress Theatre accounts (1st September 2022 to 31st August 2023)						Page 2
			01.09.22-	31.08.23	01.09.21-	31.08.22
Payments contd.		Nom Ledgr	£	£	£	£
	B/fwd			27,954.48		140,719.51
Expenditure on building contd.						
Cleaning						
	Wages	7521	2,761.87		3,912.66	
	Janitorial supplies	7522	150.27		116.27	
	Rubbish disposal	7523	999.43		621.23	
	General expenses	7524	-	3,911.57	-	4,650.16
Tools & equip. Purchase, repair & hire						
		7531	219.98	219.98	144.00	144.00
Fire						
	Maintenance & testing	7541	204.00		-	
	Repairs & replacements	7542	414.19	618.19	-	-
Insurance						
	Open Air Shakespeare	7551	-		224.00	
	Theatre including Open Air	7552	4,567.41	4,567.41	4,181.69	4,405.69
Kitchen						
	Equip.purchase & repair	7561	26.98		-	
	Consumables - not F o H	7562	4.50	31.48	21.58	21.58
Security						
	Maintenance & call-outs	7571	1,275.00		1,093.20	
	Telephone monitoring	7572	396.00		378.00	
	Repairs & replacements	7573	-	1,671.00	-	1,471.20
Storage						
	Calcot	7581	500.00	500.00	500.00	500.00
Utilities						
	Electricity	7591	2,517.04		2,468.66	
	Gas	7592	4,773.71		1,668.36	
	Water	7593	248.95		482.63	
	Telephone & Internet	7594	902.42		1,104.26	
	Non-domestic rates	7595	102.40	8,544.52	245.76	5,969.67
Bldgs sub-total			24,199.36		130,971.90	
Venue costs - Open Air			6000	28,146.84	28,146.84	25,512.56
Associations						
	LTG & NODA subscriptions	6031	300.00		270.00	
	Conference & delegate fees	6032	55.40		-	
	Publications etc.	6033	135.00	490.40	135.00	405.00
Front of House						
	Box office costs	7004	-		154.26	
	Displays	7005	189.50		216.95	
	Clothing and other expenses	7006	-	189.50	189.85	561.06
Licensing						
	Bar & theatre	7101	376.00		376.00	
	Performing Right Society	7102	228.73		421.74	
	Phonographic Performance	7103	284.02	888.75	362.29	1,160.03
Lighting & sound						
	Maintenance & repairs	7151	17.81		214.47	
	Equipment purchase	7152	371.21	389.02	98.47	312.94
Marketing						
	Mail-outs & show advertising	7201	2,107.95		889.06	
	General season's publicity	7202	-		80.10	
	Flyers & posters, design & print	7203	2,095.37		1,644.27	
	Banners, displays & T shirts	7204	1,186.45		670.18	
	Leaflet distribution	7205	360.00		390.00	
	Web site costs	7206	-		-	
	Other marketing inc Library	7207	1,609.43	7,359.20	1,400.99	5,074.60
Employment						
	Wages (PAYE)	7520	4,790.00		5,960.00	
	Employment overheads	7504	360.28	5,150.28	468.00	6,428.00
c/fwd				90,632.62		197,336.00

Progress Theatre accounts (1st September 2022 to 31st August 2023)						Page 3
			01.09.22-	31.08.23	01.09.21-	31.08.22
Payments contd.	Nom Ledgr		£	£	£	£
	B/fwd			90,632.62		197,336.00
Membership						
	Curtain Up & Newsletters	7301	-		-	
	General expenses	7303	-	-	-	-
Office costs						
	Web site expenditure	7306	-		-	
	Loan interest	7350	2,592.51		647.04	
	Bank charges & interest	7351	493.64		647.04	
	Gifts & donations	7352	-		-	
	Equipment purchase & repair	7353	362.96		242.40	
	Computer supplies & software	7354	-		-	
	Postage & carriage	7355	13.57		-	
	Travel, mileage & parking	7356	249.71		778.27	
	Stationery	7357	9.24		-	
	Legal fees	7358	-		-	
	General expenses	7359	109.60		113.09	
	Computer software & subs	7360	1,385.24		1,430.14	
	Hire of premises (not rehearsals)	7613	222.59	5,411.92	84.46	3,295.40
Progress Youth Theatre						
	Leaders & assistants fees	8061	17,405.70		14,476.50	
	Incidental expenses	8063	243.74	17,649.44	267.34	14,743.84
Wardrobe						
	Costumes (non-specific)	8051	9.99		-	
	Dry cleaning and washing	8052	-		-	
	General expenses	8053	79.90		122.83	
	Facilities improvement	8054	-	89.89	-	122.83
Accounting	Written-off	8100	-	-	-	-
Total Payments				113,783.87		215,498.07
Excess of receipts over payments				15,182.89		- 113,896.14
BALANCE SHEET @ 31st August 2023						
BANK			01.09.22-	31.08.23	01.09.21-	31.08.22
	CAF Bank Current a/c		29,314.90		21,264.05	
	CAF Bank Deposit a/c		10,086.74		-	
	Big Issue Loan			37,128.51	-45,000.00	
	Cambs. & Counties Bank 120 day notice		40,472.41		50,000.00	
	Monmouthshire Building Soc Deposit		11,060.43		10,945.55	
	Paypal account		-		180.36	
CURRENT ASSETS						
	Petty Cash in bar and box office		512.36		471.67	
	Bar stock at cost		1,003.77		726.41	
LIABILITIES						
	Accounts Payable			4,204.97		2,617.55
DEBTORS						
	Accounts Receivable		-	-	36.25	
			92,450.61	41,333.48	38,551.79	2,617.55
NET ASSETS			£51,117.13	+£15,182.89	£35,934.24	
BANK RECONCILIATION SUMMARY						
	31/08/2023	CAF Bank current a/c		£29,314.90		
	Plus Outstanding Payments	Expense claims		£26.99		
	Total Outstanding Payments			£26.99		
	Less Outstanding Receipts	none		£0.00		
	Total Outstanding Payments			£0.00		
	31/08/2023	Statement Balance		£29,341.89		
EQUITY			01.09.22-	31.08.23	01.09.21-	31.08.22
	Current Year Earnings		£15,182.89	+£78,298.46	-£63,115.57	
	Retained Earnings		£35,934.24		£212,945.95	
	TOTAL		£51,117.13	-£98,713.25	£149,830.38	
Tony Wernham & Carole Brown November 2023						



Section A

Independent Examiner's Report

Report to the trustees

PROGRESS THEATRE

On accounts for the year ended

31st August 2023

Charity no (if any)

1182798

Set out on pages

3, 4 and 5

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/ 08 / 2023.

Responsibilities and basis of report

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

I report in respect of my examination of the Trust'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

~~{The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]}. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Roger E. Tuhy

Date:

27-6-24

Name:

ROGER. E. TUHY

Relevant professional qualification(s) or body

(if any):

Address: 73, SOUTH VIEW AVENUE
CAVERSHAM
READING BERKS. RG4 5AJ

Section B Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

PROGRESS THEATRE

England & Wales - Charity number 1182798

Accounts



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 09 2021	To	31 08 2022

Section A Reference and administration details

Charity name Progress Theatre

Other names charity is known by Progress Theatre

Registered charity number (if any) 1182798

Charity's principal address

The Mount
 Reading
 Postcode RG1 5HL

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stephanie Dewar	Chair	End date 7/7/2022	
2	Fernando Camargo	Treasurer	End date 18/7/2022	
3	Laura Barns	Secretary	End date 7/7/2022	
4	Peter O'Sullivan	Non-Executive		
5	Marc Reid	Non-Executive		
6	Jay Dear	Non-Executive		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
The Official Custodian for Charities	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Association and Scheme 20 June 2000
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by membership

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

--

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To promote the education of the general public in Reading and elsewhere in the performing arts
--

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Presented a season of theatrical productions to the general public.

We returned to live performances after the COVID-19 restrictions, presenting 9 shows across the season, including our Open Air production in July 2022. We sold 3,538 tickets during the season.

The Progress Youth Theatre delivered drama education, to groups of local young people aged 8-18.

All trustees give of their time freely and no remuneration or expenses were paid in the year.

All trustees read the guidance on public benefit issued by the Charities Commission and considered this when exercising their powers and duties at trustee meetings.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Our theatre is run entirely by volunteers, aside from one part-time employee. We rely on our membership to fill a variety of roles, from Front of House to maintenance, from Trustee roles to backstage! Our membership numbers are generally around 100-120, varying slightly throughout the year.

Summary of the main achievements of the charity during the year

In June 2020, we were very honoured to receive the Queen's Award for Voluntary Service, an incredible recognition of the extensive contribution and work of all past and present members.

We presented 9 plays to the general public from a wide range of playwrights and genres, eight of these productions were staged in the Theatre, and the other our annual Open Air production in the Reading Abbey Ruins, performing Great Expectations in July 2022.

Our Progress Youth Theatre returned to classes in person and continues to grow.

Jazz events were restarted and continue to prove popular, and the Art exhibitions also recommenced.

The new toilet facilities were completed.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our policy is to retain 12 months of running costs as reserves.

Although the lower than usual ticket sales meant that our funds are not yet back to the level they were prior to the COVID-19 pandemic, we still retain enough reserves to cover annual running costs as above.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

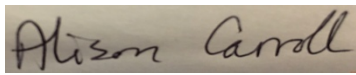
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Alison Carroll	
Position (eg Secretary, Chair, etc)	Chair	
Date	30/06/2023	



Section A

Independent Examiner's Report

Report to the trustees

Charity Name: PROGRESS THEATRE

On accounts for the year ended

31st AUGUST 2022 Charity no (if any) 1182798

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022

Responsibilities and basis of report

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

I report in respect of my examination of the Trust'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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
the accounts did not accord with the accounting records; or
the accounts did 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.

* Please delete the words in the brackets if they do not apply.

Signed: Roger E. Tully

Date: 29/06/2023

Name: ROGER. E. TULLY

Relevant professional qualification(s) or body

[Empty box for professional qualification]

(if any):

Address: 73, SOUTH VIEW AVENUE, CAVERSHAM
READING
BERKSHIRE RG4 5AJ.

Section B Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

PROGRESS THEATRE ACCOUNTS						Page 1	
For the period 1st September 2021 to 31st August 2022							
		Nom Ledgr	01.09.21- £	31.08.22 £	01.09.20- £	31.08.21 £	
RECEIPTS							
Seat sales							
	Box Office (Cash)	4302	1,078.00		203.00		
	(Card)	4304	1,916.00		92.00		
	(Online)	4305	47,748.50		19,924.35		
	Seasons passes	4303	2,477.00	53,219.50	-		20,219.35
Subscriptions							
	Members	4401	4,682.50		5,280.00		
	Friends	4402	110.00		130.00		
	Adult workshops	4403	-		-		
	Youth Theatre fees	4406	11,820.00	16,612.50	3,221.93		8,631.93
Front of House							
	Bar & confectionery (Sales)	4201	8,067.43		- 18.20		
	Tea & coffee	4202	121.92		-		
	Ice cream	4203	125.77		-		
	Programmes	4204	546.59		126.90		
	Merchandising	4205	460.50	9,322.21	497.00		605.70
Hiring charges							
	Costumes	4101	-		100.00		
	Props	4900	-		-		
	Equipment inc chairs	4102	-		711.00		
	Premises	4103	-	-	-		811.00
Miscellaneous receipts							
	Advertising	4000	-		210.00		
	Donations	4902	2,312.55		1,532.09		
	Commission & Referral	4910	87.88		95.75		
	Grants	4903	11,917.00		19,562.93		
	Fund raising	4904	2,708.15		5,402.50		
	Sponsorship	4905	126.94		1,000.00		
	Bank interest	4901	692.77		1,240.62		
	Gift aid	4906	2,743.60		1,718.70		
	Art sales commission	4907	251.00		-		
	Equipment sales	4908	-		-		
	Jazz at Progress	4909	1,607.83	22,447.72	- 303.59		30,459.00
Total Receipts				101,601.93			60,726.98
PAYMENTS							
Productions							
	Audition notices	7601	61.99		-		
	Royalties	7602	6,523.20		4,041.00		
	Scripts	7603	558.21		202.60		
	Rehearsal space	7604	4,088.27		-		
	Costumes,wigs & make-up	7605	5,539.95		1,050.23		-
	Equipment & special effects	7606	-		-		
	Furniture & props	7607	2,376.58		568.55		
	Lighting & sound	7608	-		-		
	Set building materials & paint	7609	3,098.72		114.28		
	Special expertise	7610	-		600.00		
	Cast & crew food	7611	-	22,246.92	110.13		6,686.79
Bar & confectionery (Purchases)							
		7007	4,662.99	4,662.99	-		-
PPC production planning							
		7701	-		-		
Special Projects							
		7801	-		-		
Training							
		8041	-	0.00	140.00		140.00
Expenditure on the building							
Buildings							
	Inspections & surveys	7501	936.00		960.00		
	Maintenance,repairs & wages	7502	1,029.85		5,592.43		
	Improvements	7505	111,843.75		58,956.97		
	Planning fees & expenses	7503	-	113,809.60	472.80		65,982.20
	c/fwd			140,719.51			72,808.99

Progress Theatre accounts (1st September 2021 to 31st August 2022)
Page 2

			01.09.21-	31.08.22	01.09.20-	31.08.21
Payments contd.	Nom	Ledgr	£	£	£	£
	B/fwd			140,719.51		72,808.99
Expenditure on building contd.						
Cleaning						
	Wages	7521	3,912.66		2,233.38	
	Janitorial supplies	7522	116.27		-	
	Rubbish disposal	7523	621.23		1,085.60	
	General expenses	7524	-	4,650.16	120.09	3,439.07
Tools & equip. Purchase, repair & hire		7531	144.00	144.00	-	-
Fire						
	Maintenance & testing	7541	-		283.44	
	Repairs & replacements	7542	-	-	-	283.44
Insurance						
	Open Air Shakespeare	7551	224.00		224.00	
	Theatre including Open Air	7552	4,181.69	4,405.69	3,449.69	3,673.69
Kitchen						
	Equip.purchase & repair	7561	-		-	
	Consumables - not F o H	7562	21.58	21.58	-	-
Security						
	Maintenance & call-outs	7571	1,093.20		960.00	
	Telephone monitoring	7572	378.00		378.00	
	Repairs & replacements	7573	-	1,471.20	-	1,338.00
Storage	Calcot	7581	500.00	500.00	500.00	500.00
Utilities						
	Electricity	7591	2,468.66		681.92	
	Gas	7592	1,668.36		1,498.77	
	Water	7593	482.63		- 142.99	
	Telephone & Internet	7594	1,104.26		925.30	
	Non-domestic rates	7595	245.76	5,969.67	125.45	3,088.45
Bldgs sub-total			130,971.90		78,304.85	
Venue costs - Open Air		6000	25,512.56	25,512.56	9,975.75	9,975.75
Associations						
	LTG & NODA subscriptions	6031	270.00		233.00	
	Conference & delegate fees	6032	-		-	
	Publications etc.	6033	135.00	405.00	135.00	368.00
Front of House						
	Box office costs	7004	154.26		-	
	Displays	7005	216.95		-	
	Clothing and other expenses	7006	189.85	561.06	780.79	780.79
Licensing						
	Bar & theatre	7101	376.00		250.00	
	Performing Right Society	7102	421.74		270.34	
	Phonographic Performance	7103	362.29	1,160.03	-	520.34
Lighting & sound						
	Maintenance & repairs	7151	214.47		-	
	Equipment purchase	7152	98.47	312.94	432.29	432.29
Marketing						
	Mail-outs & show advertising	7201	889.06		511.38	
	General season's publicity	7202	80.10		-	
	Flyers & posters, design & print	7203	1,644.27		653.67	
	Banners, displays & T shirts	7204	670.18		749.62	
	Leaflet distribution	7205	390.00		348.00	
	Web site costs	7206	-		-	
	Other marketing inc Library	7207	1,400.99	5,074.60	548.51	2,811.18
Employment						
	Wages (PAYE)	7520	5,960.00		5,340.00	
	Employment overheads	7504	468.00	6,428.00	396.00	5,736.00
	c/fwd			197,336.00		105,755.99

Progress Theatre accounts (1st September 2021 to 31st August 2022)						Page 3
			01.09.21-	31.08.22	01.09.20-	31.08.21
Payments contd.	Nom Ledgr		£	£	£	£
	B/fwd			197,336.00		105,755.99
Membership						
	Curtain Up & Newsletters	7301	-		-	
	General expenses	7303	-	-	-	-
Office costs						
	Web site expenditure	7306	-		10.00	
	Bank charges & interest	7351	647.04		171.63	
	Gifts & donations	7352	-		-	
	Equipment purchase & repair	7353	242.40		-	
	Computer supplies & software	7354	-		-	
	Postage & carriage	7355	-		38.00	
	Travel, mileage & parking	7356	778.27		189.17	
	Stationery	7357	-		-	
	Legal fees	7358	-		180.00	
	General expenses	7359	113.09		95.00	
	Computer software & subs	7360	1,430.14		1,346.15	
	Hire of premises (not rehearsals)	7613	84.46	3,295.40	-	2,009.95
Progress Youth Theatre						
	Leaders & assistants fees	8061	14,476.50		16,013.35	
	Incidental expenses	8063	267.34	14,743.84	-	16,013.35
Wardrobe						
	Costumes (non-specific)	8051	-		-	
	Dry cleaning and washing	8052	-		-	
	General expenses	8053	122.83		63.26	
	Facilities improvement	8054	-	122.83	-	63.26
Accounting	Written-off	8100	-	-	-	-
Total Payments				215,498.07		123,842.55
Excess of receipts over payments				- 113,896.14		- 63,115.57
<u>BALANCE SHEET @ 31st August 2022</u>						
BANK			01.09.21-	31.08.22	01.09.20-	31.08.21
	CAF Bank Current a/c		21,264.05		11,859.20	
	CAF Bank Deposit a/c		-		539.38	
	Big Issue Loan		-45,000.00		-	
	Cambs. & Counties Bank 120 day notice		50,000.00		84,850.66	
	Monmouthshire Building Soc Deposit		10,945.55		83,674.17	
	Paypal account		180.36		-	
CURRENT ASSETS						
	Petty Cash in bar and box office		471.67		389.55	
	Bar stock at cost		726.41		872.86	
LIABILITIES						
	Accounts Payable			2,617.55		32,305.44
DEBTORS						
	Accounts Receivable		- 36.25		- 50.00	
			38,551.79	2,617.55	182,135.82	32,305.44
NET ASSETS			£35,934.24	-£113,896.14	£149,830.38	
<u>BANK RECONCILIATION SUMMARY</u>						
	31/08/2022	CAF Bank current a/c		£21,264.05		
	Plus Outstanding Payments	Expense claims		£416.57		
	Total Outstanding Payments			£416.57		
	Less Outstanding Receipts	none		£0.00		
	Total Outstanding Payments			£0.00		
	31/08/2021	Statement Balance		£21,680.62		
EQUITY			01.09.21-	31.08.22	01.09.20-	31.08.21
	Current Year Earnings		-£113,896.14	-£50,780.57	-£63,115.57	
	Retained Earnings		£149,830.38		£212,945.95	
	TOTAL		£35,934.24	-£113,896.14	£149,830.38	
Tony Wernham & Carole Brown January 2023						

PROGRESS THEATRE

England & Wales - Charity number 1182798

Accounts

Trustees' Annual Report for the period

	Period start date				Period end date		
From	1	Sept	2020	To	31	Aug	2021

Section A Reference and administration details

Charity name	Progress Theatre
Other names charity is known by	Progress Theatre
Registered charity number (if any)	1182798
Charity's principal address	The Mount
	Reading
	Postcode RG1 5HL

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stephanie Dewar	Chair		
2	Anthony Wernham	Treasurer		
3	Alexander McCubbin	Secretary		
4	Peter O'Sullivan	Non-Executive		
5	Alison Hill	Non-Executive	Until 03.07.2021 (deceased)	
6				
7				
8				
9				
10				
11				
12				
13				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
The Official Custodian for Charities	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	CIO Association and Scheme 20 June 2000
How the charity is constituted <small>(eg. trust, association, company)</small>	Association
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Elected by membership

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To promote the education of the general public in Reading and elsewhere in the performing arts

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Presented a season of theatrical productions to the general public. Due to COVID-19 restrictions this was mainly by producing online productions via zoom. 6 Productions in total – 1 in-person, and 5 online during this reporting period. Our in-person production was delivered in the Open Air. We sold 1,695 tickets across the year.

The Progress Youth Theatre delivered drama education, to groups of local young people aged 8-18. The youth theatre operated almost entirely online during this period – returning to in-person sessions when restrictions allowed.

We were unable to deliver our outreach programme to local nursing home to residents who are unable to travel to our theatre due to COVID-19 restrictions, however the outreach team created digital theatre which was shared with the residents, in order to facilitate their engagement in the arts during such a difficult time.

All trustees give of their time freely and no remuneration or expenses were paid in the year.

All trustees read the guidance on public benefit issued by the Charities Commission and considered this when exercising their powers and duties at trustee meetings.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Our theatre is run entirely by volunteers, aside from one part-time employee. We rely on our membership to fill a variety of roles, from Front of House to maintenance, from Trustee roles to backstage! Our membership numbers are generally around 100-120, varying slightly throughout the year.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

We have presented six plays to the general public from a wide range of playwrights and genres, five of these productions were staged online due to COVID-19 restrictions. A total of 834 people watched a digital performance, and our geographical reach was much wider than usual – audience members watched from America, Spain, Ireland & Japan, as well as across the UK.

We produced an open-air production of Romeo & Juliet in the Abbey Ruins. Some performances had to be cancelled due to COVID-19, however by engaging professional actors we were able to continue, performing to a total of 861 people over 6 performances.

Our Progress Youth Theatre provided three terms of youth theatre education to local young people, most of which took place on-line due to COVID-19 restrictions.

The Progress Theatre Outreach team were unable to engage in their usual work with care homes in-person, so instead created digital work that was shared with the homes for residents to enjoy.

Due to COVID-19 restrictions we were unable to host our usual Jazz events or art exhibitions.

We participated in Reading UK virtual advent calendar, by creating a sketch and filming it for release through the advent period.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our policy is to retain 12 months of running costs as reserves. Historically, the charity has built up very large reserves, which have been used for a major renovation project to provide our building with an extension and new bathroom facilities. Although this project has cost a substantial sum, we still retain enough reserves to cover annual running costs as above.

Details of any funds materially in deficit

None.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

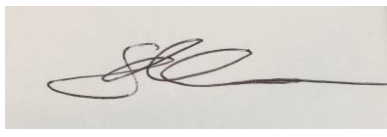
- the charity’s principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity’s trustees

Signature(s)		
Full name(s)	Stephanie Dewar	
Position (eg Secretary, Chair, etc)	Chair	
Date	27/06/2022	

PROGRESS THEATRE ACCOUNTS						Page 1
For the period 1st September 2020 to 31st August 2021						
		Nom Ledgr	01.09.20- £	31.08.21 £	01.09.19- £	31.08.20 £
RECEIPTS						
Seat sales						
	Box Office (Cash)	4302	203.00		1,779.00	
	(Card)	4304	92.00		1,893.80	
	(Online)	4305	19,924.35		32,198.95	
	Seasons passes	4303	-	20,219.35	- 323.00	35,548.75
Subscriptions						
	Members	4401	5,280.00		5,545.00	
	Friends	4402	130.00		150.00	
	Adult workshops	4403	-		-	
	Youth Theatre fees	4406	3,221.93	8,631.93	4,940.00	10,635.00
Front of House						
	Bar & confectionery (Sales)	4201	- 18.20		9,507.57	
	Tea & coffee	4202	-		379.82	
	Ice cream	4203	-		589.72	
	Programmes	4204	126.90		520.90	
	Merchandising	4205	497.00	605.70	-	10,998.01
Hiring charges						
	Costumes	4101	100.00		85.00	
	Props	4900	-		40.00	
	Equipment inc chairs	4102	711.00		-	
	Premises	4103	-	811.00	- 18.00	107.00
Miscellaneous receipts						
	Advertising	4000	210.00		-	
	Donations	4902	1,532.09		2,327.26	
	Commission & Referral	4910	95.75		-	
	Grants	4903	19,562.93		10,000.00	
	Fund raising	4904	5,402.50		150.45	
	Sponsorship	4905	1,000.00		-	
	Bank interest	4901	1,240.62		1,723.28	
	Gift aid	4906	1,718.70		2,308.28	
	Art sales commission	4907	-		295.00	
	Equipment sales	4908	-		-	
	Jazz at Progress	4909	- 303.59	30,459.00	898.59	17,702.86
Total Receipts				60,726.98		74,991.62
PAYMENTS						
Productions						
	Audition notices	7601	-		-	
	Royalties	7602	4,041.00		- 480.00	
	Scripts	7603	202.60		320.75	
	Rehearsal space	7604	-		1,705.13	
	Costumes,wigs & make-up	7605	1,050.23		2,452.69	
	Equipment & special effects	7606	-		963.84	
	Furniture & props	7607	568.55		1,100.61	
	Lighting & sound	7608	-		845.76	
	Set building materials & paint	7609	114.28		2,479.75	
	Special expertise	7610	600.00		-	
	Cast & crew food	7611	110.13	6,686.79	-	9,388.53
Bar & confectionery (Purchases)		7007	0.00	-	4,830.63	4,830.63
PPC production planning		7701	-		-	
Special Projects		7801	-		43.39	
Training		8041	140.00	140.00	- 129.00	- 85.61
Expenditure on the building						
Buildings						
	Inspections & surveys	7501	960.00		5,304.00	
	Maintenance,repairs & wages	7502	5,592.43		15,319.43	
	Improvements	7505	58,956.97		-	
	Planning fees & expenses	7503	472.80	65,982.20	-	20,623.43
	c/fwd			72,808.99		34,756.98

Progress Theatre accounts (1st September 2020 to 31st August 2021)						Page 2
			01.09.20-	31.08.21	01.09.19-	31.08.20
Payments contd.		Nom Ledgr	£	£	£	£
	B/fwd			72,808.99		34,756.98
Expenditure on building contd.						
Cleaning	Wages	7521	2,233.38		1,530.00	
	Janitorial supplies	7522	-		509.13	
	Rubbish disposal	7523	1,085.60		279.27	
	General expenses	7524	120.09	3,439.07	-	2,318.40
Tools & equip. Purchase, repair & hire			7531	-	-	-
Fire	Maintenance & testing	7541	283.44		904.68	
	Repairs & replacements	7542	-	283.44	180.00	1,084.68
Insur'ce	Open Air Shakespeare	7551	224.00		-	
	Theatre including Open Air	7552	3,449.69	3,673.69	4,489.09	4,489.09
Kitchen	Equip.purchase & repair	7561	-		10.99	
	Consumables - not F o H	7562	-	-	135.86	146.85
Security	Maintenance & call-outs	7571	960.00		432.00	
	Telephone monitoring	7572	378.00		378.00	
	Repairs & replacements	7573	-	1,338.00	-	810.00
Storage	Calcot	7581	500.00	500.00	500.00	500.00
Utilities	Electricity	7591	681.92		1,592.89	
	Gas	7592	1,498.77		1,444.29	
	Water	7593	142.99		743.26	
	Telephone & Internet	7594	925.30		938.94	
	Non-domestic rates	7595	125.45	3,088.45	-	4,719.38
Bldgs sub-total				78,304.85		34,691.83
Venue costs - Open Air		6000	9,975.75	9,975.75	1,750.00	1,750.00
Associations						
	LTG & NODA subscriptions	6031	233.00		270.00	
	Conference & delegate fees	6032	-		107.90	
	Publications etc.	6033	135.00	368.00	135.00	512.90
Front of House						
	Box office costs	7004	-		238.80	
	Displays	7005	-		102.05	
	Clothing and other expenses	7006	780.79	780.79	-	340.85
Licensing						
	Bar & theatre	7101	250.00		439.00	
	Performing Right Society	7102	270.34		325.97	
	Phonographic Performance	7103	-	520.34	236.08	1,001.05
Lighting & sound						
	Maintenance & repairs	7151	-		5.28	
	Equipment purchase	7152	432.29	432.29	270.64	275.92
Marketing						
	Mail-outs & show advertising	7201	511.38		295.80	
	General season's publicity	7202	-		-	
	Flyers & posters, design & print	7203	653.67		712.00	
	Banners, displays & T shirts	7204	749.62		138.50	
	Leaflet distribution	7205	348.00		-	
	Web site costs	7206	-		-	
	Other marketing inc Library	7207	548.51	2,811.18	406.67	1,552.97
Employment						
	Wages (PAYE)	7520	5,340.00		5,160.00	
	Employment overheads	7504	396.00	5,736.00	506.40	5,666.40
c/fwd				105,755.99		59,925.47

Progress Theatre accounts (1st September 2020 to 31st August 2021)						Page 3
			01.09.20-	31.08.21	01.09.19-	31.08.20
Payments contd.	Nom Ledgr	£	£	£	£	
	B/fwd			105,755.99		59,925.47
Membership						
	Curtain Up & Newsletters	7301	-		161.27	
	General expenses	7303	-	-	-	161.27
Office costs						
	Web site expenditure	7306	-	10.00	-	
	Bank charges & interest	7351	171.63		971.67	
	Gifts & donations	7352	-		-	
	Equipment purchase & repair	7353	-		190.80	
	Computer supplies & software	7354	-		59.23	
	Postage & carriage	7355	38.00		3.00	
	Travel, mileage & parking	7356	189.17		-	
	Stationery	7357	-		-	
	Legal fees	7358	180.00		816.00	
	General expenses	7359	95.00		80.00	
	Computer software & subs	7360	1,346.15		865.02	
	Hire of premises (not rehearsals)	7613	-	2,009.95	290.53	3,276.25
Progress Youth Theatre						
	Leaders & assistants fees	8061	16,013.35		16,260.87	
	Incidental expenses	8063	-	16,013.35	-	16,260.87
Wardrobe						
	Costumes (non-specific)	8051	-		-	
	Dry cleaning and washing	8052	-		-	
	General expenses	8053	63.26		69.94	
	Facilities improvement	8054	-	63.26	-	69.94
Accounting						
	Written-off	8100	-	-	-	-
Total Payments				123,842.55		79,693.80
Excess of receipts over payments				- 63,115.57		- 4,702.18
BALANCE SHEET @ 31st August 2021						
BANK			01.09.20-	31.08.21	01.09.19-	31.08.20
	CAF Bank Current a/c		11,859.20		2,798.55	
	Co-operative Bank current a/c		-		1,257.69	
	CAF Bank Deposit a/c		539.38		79,534.78	
	Barclays Bank 10 day notice		-		45,000.00	
	Camb. & Counties Bank 120 day notice		84,850.66		85,428.55	
	Monmouthshire Building Soc Deposit		83,674.17		-	
	Paypal account		-		89.68	
CURRENT ASSETS						
	Petty Cash in bar and box office		389.55		407.75	
	Bar stock at cost		872.86		872.86	
LIABILITIES						
	Accounts Payable			32,305.44		2,443.91
DEBTORS						
	Accounts Receivable		- 50.00		- 50.00	
			182,135.82	32,305.44	215,389.86	2,443.91
NET ASSETS			£149,830.38	-£63,115.57	£212,945.95	
BANK RECONCILIATION SUMMARY						
	31/08/2021	CAF Bank current a/c		£11,859.20		
	Plus Outstanding Payments	Expense claim		£118.90		
	Total Outstanding Payments			£118.90		
	Less Outstanding Receipts	Car park sale cash proceeds		£190.00		
		Cash donation		£131.43		
	Total Outstanding Payments			£131.43		
	31/08/2021	Statement Balance		£11,846.67		
EQUITY			01.09.20-	31.08.21	01.09.19-	31.08.20
	Current Year Earnings		-£63,115.57	-£58,413.39	-£4,702.18	
	Retained Earnings		£212,945.95		£217,648.13	
	TOTAL		£149,830.38	-£63,115.57	£212,945.95	
Tony Wernham & Fernando Camargo February 2022						



Section A

Independent Examiner's Report

Report to the trustees/ members of

PROGRESS THEATRE

On accounts for the year ended

31st AUGUST 2021

Charity no (if any)

1182798

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (~~other than that disclosed below~~*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Roger E. Tuhy

Date:

29/06/21

Name:

ROGER E. TUHY

Relevant professional qualification(s) or body (if any):

Address:

73, SOUTH VIEW AVENUE, CAVERSHAM
READING
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Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

