

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)	
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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 (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.

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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
<p>Summary of the main achievements of the charity during the year</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Due to COVID-19 restrictions we were unable to host our usual Jazz events or art exhibitions.</p> <p>We participated in Reading UK virtual advent calendar, by creating a sketch and filming it for release through the advent period.</p>

Section E	Financial review
<p>Brief statement of the charity's policy on reserves</p>	<p>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.</p> <p>Although this project has cost a substantial sum, we still retain enough reserves to cover annual running costs as above.</p>
<p>Details of any funds materially in deficit</p>	<p>None.</p>

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.

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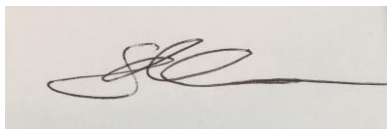
Section F	Other optional information
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Section G	Declaration
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The trustees declare that they have approved the trustees' report above.

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
		Nom Ledgr	£	£	£	£
Payments contd.	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
Progress Youth Theatre					
	Leaders & assistants fees	8061	16,013.35		16,260.87
	Incidental expenses	8063	-	16,013.35	-
Wardrobe					
	Costumes (non-specific)	8051	-		-
	Dry cleaning and washing	8052	-		-
	General expenses	8053	63.26		69.94
	Facilities improvement	8054	-	63.26	-
Accounting					
	Written-off	8100	-	-	-
Total Payments				123,842.55	79,693.80
Excess of receipts over payments				- 63,115.57	- 4,702.18
<u>BALANCE SHEET @ 31st August 2021</u>					
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
	Cambs. & 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					
DEBTORS					
	Accounts Payable			32,305.44	2,443.91
	Accounts Receivable		- 50.00	- 50.00	
			182,135.82	32,305.44	215,389.86
NET ASSETS			£149,830.38	-£63,115.57	£212,945.95
<u>BANK RECONCILIATION SUMMARY</u>					
	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					



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's
report on the accounts

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
BERKSHIRE. R44 5AJ

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.