



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				
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10				
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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)

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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.

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

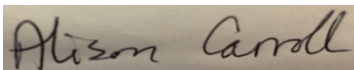
Other optional information

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:

Date:

29/06/2023

Name:

ROGER E. TUNNEY

Relevant professional
qualification(s) or body

(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						
			01.09.21-	31.08.22	01.09.20-	31.08.21
RECEIPTS	Nom Ledgr		£	£	£	£
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
BALANCE SHEET @ 31st August 2022						
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	
BANK RECONCILIATION SUMMARY						
	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						