



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## 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><b>PROGRAMME</b></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"> <li>- Owen Goode received the Comedy Award for his performance as Jeeves in <i>Jeeves and Wooster in Perfect Nonsense</i></li> <li>- Adam Wells won Best Male Character in a Play for his performance as Oliver in <i>The Pride</i>;</li> <li>- <i>The Welkin</i> was named Best Drama;</li> <li>- 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;</li> <li>- Imogen Lilley won Best Female Character in a Play for her performance as Viola in <i>Twelfth Night</i></li> </ul> <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>
--	--	---

		<p><b>OUTREACH AND ACCESS</b></p> <p>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.</p> <p>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.</p> <p><b>YOUTH THEATRE</b></p> <p>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.</p> <p><b>MEMBERSHIP</b></p> <p>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>
--	--	---

		<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>
--	--	---

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

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"> <li>i. Chair</li> <li>ii. Treasurer</li> <li>iii. Secretary</li> <li>iv. A non-executive Trustee</li> </ul> <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		
---	--	--

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

31<sup>st</sup> August 2023

Charity no  
(if any)

1182798

Set out on pages

3, 4 and 5

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

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

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:

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	01.09.21-	31.08.22
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
<b>Total Receipts</b>				<b>128,966.76</b>		<b>101,601.93</b>
<b>PAYMENTS</b>						
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	-	-
<b>Expenditure on the building</b>						
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
	<b>c/fwd</b>			<b>27,954.48</b>		<b>140,719.51</b>

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
<b>Expenditure on building contd.</b>						
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
<b>Bldgs sub-total</b>			<b>24,199.36</b>		<b>130,971.90</b>	
Venue costs - Open Air		6000	28,146.84	28,146.84	25,512.56	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
	<b>c/fwd</b>			<b>90,632.62</b>		<b>197,336.00</b>

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
<b>BALANCE SHEET @ 31st August 2023</b>						
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	
<b>BANK RECONCILIATION SUMMARY</b>						
	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

31<sup>st</sup> August 2023

Charity no  
(if any)

1182798

Set out on pages

3, 4 and 5

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

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

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:

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.

--