



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

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
Investments						
	Bank interest	4901	2,463.66	2,463.66	1,172.24	1,172.24
Other trading activities						
	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
Front of House						
	Bar & confectionery (Purchases)	7007	9,457.40	9,457.40	7,766.93	7,766.93
Other						
	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
<u>BALANCE SHEET @ 31st August 2024</u>						
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	
<u>BANK RECONCILIATION SUMMARY</u>						
	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.