

2020 Financial Report

I've provided similar information to the last few years. If anyone wants a copy of the full Annual Report and Financial Statements please let me know and I'll email it to them.

What I've included is :-

- a) The box office figures for the year.
- b) Our audience figures showing, from 2009 onwards, the productions we have staged and the audience figures for each one.
- c) The Achievements and Performance paragraph from the Annual Report which is the summary of the year from the committee.
- d) Information from the Annual Report and Financial Statements.
- e) New expenditure guidelines which are being introduced due to the current situation.

Notes on each of these follow :-

Box office figures

This shows the takings for each of the shows during the last year. It obviously looks very different to previous years due to our having to cancel 5 of our shows. Tickets bought for shows we had to cancel could either be refunded, changed to a credit note for a future show, or the ticket price could be donated. Around half of our customers have chosen a credit note or donated the ticket price which is very good of them.

Audience figures

This gives the audience figures for every show we've staged since September 2009. Last year's figures, despite highlighting the cancellation of 5 shows and that the sales for Bedroom Farce were also affected, do also show that we were having a very good year until the virus hit us. Overall the figures show how successful we have consistently been and, I hope, give confidence that when some sort of normality returns we have every reason to look forward to successful times again.

Achievements and Performance

This is the committee's comment on the year and reads :-

"2019-20 started well but has been dramatically affected by the Coronavirus pandemic. This affected the sales for the last production we were able to stage, Bedroom Farce in March, and we then had to close the theatre and cancel all future planned productions. We do not expect to be able to reopen until January 2021 with, prospectively, our first production in March 2021.

The closure of the theatre, and the limitations necessary to enable social distancing when we do reopen, present the theatre with the most challenging period in its history. However, we are fortunate to have a resourceful, imaginative and enthusiastic membership and a loyal audience, all of whom have helped to raise a magnificent sum in donations which will play a significant part in our survival. We anticipate that the effect of the pandemic will be felt throughout next year and, since closure, our focus has been on planning how we successfully steer the theatre through the many months until some sort of normality returns."

Annual Report and Financial Statements


I have only included the Income and Expenditure page. Everyone will know how unusual our current circumstances are and I simply want to make a few points. If anyone has any questions about the figures please let me know and I'll do my best to answer them.

The points I want to make are :-

- Our income last year was obviously lower and so was our expenditure as the theatre has been closed since mid March. Despite the difficulties of the last 6 months the final position at end of year is healthy.
- We have been helped by a grant of £25k from Newcastle City Council, by grants from the government via the Coronavirus Job Retention Scheme and, most significantly, by the efforts of our members, and some loyal supporters, in fund-raising and donations. At the time of writing the total raised is over £57k, a quite magnificent sum, and everyone who has played a part in this has helped in ensuring our survival.
- This year will be even more challenging than last year. New processes will be needed front of house, back stage, in rehearsal, in everything we do. We have worked out 3 different layouts for a socially distanced audience and these all dramatically reduce the maximum number we can seat. We have made conservative estimates of the audience numbers we might expect when we reopen, we have estimated the minimum amount we will need to spend each month, and we are regularly forecasting 12 months ahead. We remain a viable going concern based on this.
- January is our main month for the payment of membership fees. These go towards the ongoing running costs of the theatre such as heating, lighting and cleaning which, in total, make up one of the largest expenses the theatre has. The current situation, which has forced the theatre to close and which will reduce our audience size (and therefore our ticket sales income) for some time after we reopen, makes membership fees even more important than they usually are. Membership fees can include the purchase of tickets, membership can be paid as a single annual amount or spread through the year as quarterly payments, and Life membership is also available for a one-off payment of £1000.
- It's impossible to exaggerate the importance of the fund-raising and donations received to date. Although we have not assumed any donations in our financial forecasting it will obviously help enormously if we can continue raising money this way.

Expenditure Guidelines

These have been revised as it is essential that we spend only what is absolutely necessary. All purchasing will need to go through an approval process and then to Steve who will handle the Purchase Order system with our suppliers.

A handwritten signature in black ink, appearing to read 'Kate', is written in a cursive style.

Autumn/Winter Season 2019

[illegible]

Spring/Summer Season 2020

Bedroom Farce	£8,503.69	£1,097.26	£2,712.54	£4,693.89
Cat on a Hot Tin Roof	£2,933.67	£851.78	£1,334.37	£747.52
Northern Odyssey	£1,955.08	£879.71	£680.56	£394.81
Private Lives	£2,715.35	£1,084.72	£1,085.39	£545.24
Appointment with Death	£3,213.52	£1,049.24	£1,537.00	£627.28
The Wizard of Oz	£1,488.33	£419.88	£693.44	£375.01
<i>Autumn Winter Season 2020</i>				
Panto - Sleeping Beauty	£3,252.71	£1,004.89	£1,115.36	£598.43
				£273.70

Autumn Winter Season 2020

[illegible]

TOTAL BANKED 2020	£141,617.52	£11,425.71	£19,359.74	£28,188.54	£23,818.29	£16,964.63	£19,755.16	£16,671.86	£240.78	£201.70	£156.53	£4,443.44	COVID19 FROM MARCH
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PLAYS & AUDIENCE FIGURES 2009-2018

	YE 31/7/2009	YE 31/7/2010	YE 31/7/2011	YE 31/7/2012	YE 31/7/2013
<u>Autumn/Winter Season</u>					
September	84 Charing Cross Rd	Cleo/Camping...	Billy Liar	Song Thief	Carpe Jugulum (YPT)
October	Blood Wedding	Cherry Orchard	Can't Pay Won't Pay	Nicholas Nickleby	Never So Good
November	Glorious!	All My Sons	My Boy Jack	Bugsy Malone	Time & The Conways
November	The Old Masters	Permanent Way	Pig Stew (PP)	KOT Spider Woman	Ersatz (PP)
Panto	Aladdin	Sleeping Beauty	Mother Goose	Cinderella	Snow White
January	Hound OT Baskervilles	Black Coffee	Pygmalion	A T There Were None	Arsenic & Old Lace
February	Breath of Life	Frozen	Beauty Queen Leenane	Harold Pinter Shorts	Creditors
<u>Spring/Summer Season</u>					
YPT show					
March	Bedroom Farce	Lysistrata	Midsummer Night's Dream	Stags and Hens	King Lear
April	1984	An Inspector Calls	Past Glories Wk 1	Quick Bright Things	KO Sister George
May	Teachers	The Wier	Past Glories Wk 2	Jerusalem	Prisoner of 2nd Ave
May	Democracy	Nightingale/ Eldon Squ	Clockwork Orange	Life * 3	Bombshells
June	Play It Again Sam	The Pillowman	Pitman Painters	Separate Tables	Bones
July	Importance/Earnest	Guys & Dolls	Plaf	Dad's Army	Calendar Girls
	14429	13722	14437	14372	11834

	YE 31/7/2014	YE 31/7/2015	YE 31/7/2016	YE 31/7/2017	YE 31/7/2018
<u>Autumn/Winter Season</u>					
September	692	Gregory's Girl	804	-	Animal Farm
October	591	Habeas Corpus	828	Chorus of Disapproval	Hi-de-Hil
November	1174	People's Play	706	Double Bill	Dracula
November	250	Death of a Salesman	160	Three Sisters	Season's Greetings
Panto	4513	Rapunzel	4647	Beauty & the Beast	Aladdin
January	1034	Daisy Pulls It Off	850	Murder on the Nile	Go Back for Murder
February	388	Taking Sides	299	Eight	Breaking the Code
<u>Spring/Summer Season</u>					
YPT show	125	Scary Play	140	Eclipse	Blue Electric Wind
March	1002	Much A About Nothing	656	Richard III	Wind in the Willows
April	932	Yes Prime Minister	907	Be My Baby	Trainspotting
May	237	God of Carnage	250	Heroes	When we are Married
May	622	They Shoot Horses	566	Sense & Sensibility	39 Steps
June	989	Hay Fever	736	Jumpy	Cooking with Elvis
July	965	Fifteen Streets	978	Lords & Ladies	Heaton!
	13514	12527	11741	14383	18632

Centenary Year

PLAYS & AUDIENCE FIGURES 2019 -

	YE 31/7/2019	YE 31/7/2020		
<u>Autumn/Winter Season</u>				
September	Treasure Island 524	Iris 323		
October	Romeo & Juliet 802	Vicar of Dibley 1481		
November	Blackadder 1353	Diary of Anne Frank 954		
November	Blithe Spirit 1240	Pride & Prejudice 1013		
Panto	Cinderella 4953	Dick Whittington 4706		
January	Black Coffee 1821	Dial M for Murder 1710		
February	The River 326	Seven Acts of Mercy 327		
		The Witches (YPT, Nov) 234		
<u>Spring/Summer Season</u>				
YPT show	Start Swimming 137	The Changing Room 129		
March	Arcadia 775	Bedroom Farce 729		
April	Importance of Earnest 989	Oat on a Hot Tin Roof 0		
May	Volkmund & Cornilius (PP) 316	Northern Odyssey 0		
May	Frankenstein 693	Private Lives 0		
June	Dark Earth & Night Sky 308	Appointment with Death 0		
July	Gambling Man 924	Wizard of Oz 0		
	15161	11606		
Coronavirus effect				
<u>Autumn/Winter Season</u>				
September				
October				
November				
November				
Panto				
January				
February				
<u>Spring/Summer Season</u>				
YPT show				
March				
April				
May				
May				
June				
July				

Draft Financial Statements at 02 October 2020 at 09:05:51
PEOPLE'S THEATRE ARTS GROUP LIMITED
(LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 JULY 2020

Current financial year

	Notes	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
Income from:					
Donations and legacies	3	109,530	5,971	115,501	59,805
Charitable activities	4	143,500	-	143,500	177,233
Other trading activities	5	39,061	-	39,061	382,470
Investments	6	278	-	278	670
Total income		292,369	5,971	298,340	620,178
Expenditure on:					
Raising funds	7	31,591	9,758	41,349	46,668
Charitable activities	8	174,940	55,296	230,236	315,836
Other	13	-	18,083	18,083	16,664
Total resources expended		206,531	83,137	289,668	379,168
Net incoming/(outgoing) resources before transfers		85,838	(77,166)	8,672	241,010
Gross transfers between funds		(36,257)	36,257	-	-
Net income/(expenditure) for the year/ Net movement in funds		49,581	(40,909)	8,672	241,010
Fund balances at 1 August 2019		141,496	1,318,058	1,459,554	1,218,544
Fund balances at 31 July 2020		191,077	1,277,149	1,468,226	1,459,554

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

PTAG EXPENDITURE – COVID19 INTERIM GUIDELINES

Reasoning

Until something approaching our normal operating environment returns it is vital that no additional expenditure is undertaken unless it is absolutely vital. While closed we receive virtually no income other than the donations generously given by members and friends. These are enabling us to build up our reserves which we have to do before we reopen. When we do reopen we will have an indefinite number of months during which we will have to spend more than we can make and we will therefore be reliant on our reserves to see us through this period.

Extent

Previous expenditure guidelines have excluded spend on productions. These guidelines include ALL expenditure, whether production related or not.

**No theatre money can be spent without prior approval.
If you spend any theatre money without proper authorisation
you will be liable to pay, not the theatre.**

Process to gain approval

1. Any proposed spend on building materials, including paint, must be agreed with Alan Potts before it goes any further.
2. Any proposed spend on lights, sound or other technical stage equipment must be agreed with Tim Swinton before it goes any further.
3. Any proposed spend on costumes must be agreed with Dianne Edwards before it goes any further.
4. Any proposed spend on props must be agreed with Anneliese Clifton before it goes any further.
5. If the proposed spend is agreed as above, and for any other proposed expenditure, the following rules will apply :-

<u>Expenditure</u>	<u>Comment</u>	<u>Approval needed from</u>
Up to £500		Treasurer
Up to £2000	2 Quotation minimum, or demonstrable lack of available competition	Treasurer and Chairman
Up to £20,000	3 Quotation minimum Warrantees required	Management Committee
Over £20,000	3 Quotation minimum Tenders where appropriate Consultant involvement Indemnity required	Management Committee

Purchase Orders will be introduced with all our main suppliers and they will be instructed not to allow any purchasing on the theatre's behalf unless they have a Purchase Order.

August 2020