

HENLEY-ON-THAMES AMATEUR OPERATIC AND DRAMATIC SOCIETY

England & Wales · Charity number 259404

Details

Status Registered

Legal form Other

Registered 1969-09-24

Register [View on the Charity Commission register](#)

Contact

Address 13 Singers Close
Henley-On-Thames
RG9 1HD

Phone 01491573084

Email clancey.smith@hotmail.co.uk

Website www.haods.org

Activities

Objects: 1. TO PROMOTE THE ADVANCEMENT AND IMPROVEMENTS OF GENERAL EDUCATION IN RELATION TO ALL ASPECTS OF THE ART OF MUSIC AND DRAMA AND THE DEVELOPMENT OF PUBLIC APPRECIATION OF SUCH ARTS. 2. TO ASSIST, BY MAKING DONATIONS, SUCH CHARITABLE INSTITUTIONS AS THE SOCIETY SHALL FROM TIME TO TIME DECIDE.

Activities: 109 Arts/Culture

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** UNRESTRICTED
- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-05-31	£73,325	£71,751	-	-
2024-05-31	£34,299	£32,294	-	-
2023-05-31	£45,779	£62,765	-	-
2022-05-31	£32,950	£43,047	-	-
2021-05-31	£2,384	£11,468	-	-

Trustees

Name	Role	Appointed
ALEXANDER STAUNTON		2022-11-01
ANN JENKIN		
BRYAN ROY VILLARS F.C.A.		
HUGH LEGH		2022-11-01
JEAN EMMA SMITH		2012-01-16
Julie Huntington		
SAMANTHA RILEY		2013-03-07

HENLEY-ON-THAMES AMATEUR OPERATIC AND DRAMATIC SOCIETY

England & Wales - Charity number 259404

Accounts

Please sign
and return to
accountants

HENLEY AMATEUR OPERATIC &
DRAMATIC SOCIETY

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2025

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

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FOR THE YEAR ENDED 31 MAY 2025

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HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2025

GENERAL INFORMATION

HOLDING TRUSTEES:	Mrs N C Diamond J C Luker (resigned November 2024) Mrs A Burley (from November 2024) Miss S A Moon (from November 2024)
PRESIDENT:	Simon Williams
MANAGEMENT COMMITTEE: (TRUSTEES OF THE CHARITY)	Jake T. Willett Chair (resigned November 2024) Julie Huntington Chair (from November 2024) Mrs J E Smith Secretary Samantha Riley Membership secretary Bryan Villars FCA Treasurer Ann Jenkin Alex Staunton Vice-Chair (from November 2024) Hugh Legh
INDEPENDENT EXAMINER:	N M Smith BFP, ACA, CTA Villars Hayward LLP Chartered Accountants, Registered Auditors and Chartered Tax Advisers Boston House Henley-on-Thames RG9 1DY
REGISTERED CHARITY NO:	259404
PRINCIPAL OFFICE:	c/o Mrs J E Smith 13 Singers Close Henley-on-Thames RG9 1HD
BANKERS:	Barclays Bank plc Leicester LE87 2BB CCLA Investment Management Limited COIF Charity Funds 85 Queen Victoria Street London EC4V 4ET

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

ANNUAL REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MAY 2025

The Trustees present their report with the financial statements of the Charity for the year ended 31 May 2025.

Reference and Administration Information

This information is provided on page 1.

Structure, Governance and Management

Governing Document

The society is a registered charity. The charity's initial trust document was amended on the 13 September 1995, and this sets out the objectives, constitution, membership, subscriptions, election, management and productions procedures. A new updated Constitution was approved at an EGM called for that purpose on 23 May 2011.

Methods of Recruiting and Appointing New Trustees

Under the governing amended trust document, the section relating to the Trustees determines that –

- (i) up to four Holding Trustees shall be appointed by the Chairman and Committee presently in office;
- (ii) the Trustees of the Charity (the Management Committee) shall be appointed annually by the Members of the Society at the Annual General Meeting, and the maximum number including Officers shall not exceed 14.

Risk Management

Major risks to which the charity is exposed have been identified. The Trustees regularly assess production budget controls and the financial risks associated with any major expenditure for refurbishment and repair of property.

Objects and Activities for the Public Benefit

The objects of the Society are:

- (a) to further the Operatic and Dramatic Arts, and
- (b) to assist, by making donations, such charitable institutions as the Society shall from time to time decide.

The society seeks to fulfil its objectives by staging a variety of shows in which many amateurs and volunteers are involved, thus encouraging a variety of people into acting. The society also undertakes fundraising ventures both to support the productions undertaken and to obtain money to pass to miscellaneous charitable causes. The members at the AGM determine the charitable causes and the amounts to be donated.

The activities and management of the affairs and property of the Society by the Trustees shall be reviewed annually by the committee and a report submitted to the Members of the Society at the Annual General Meeting.

Section 4 of the Charities Act 2011/2006 requires the charity trustees to comply with their duty to have due regard to the public benefit guidance published by the Charity Commission in exercising their powers or duties. The trustees confirm that they have referred to this guidance when reviewing the organisation's aims and objectives and in planning future activities.

Membership of the Society is open to all members of the community with an annual subscription of £15. Acting members pay an additional fee for any productions in which they are cast. Auditions are open to all and larger productions are normally staged at the Kenton Theatre, Henley-on-Thames, with tickets available to all from the theatre box office. Other Society activities and smaller productions take place in the HAODS studio adjoining the Kenton Theatre.

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

ANNUAL REPORT OF THE TRUSTEES (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2025

Achievements and Performance

During the past year the society put on in the Studio a production of Woyzek and the annual dinner theatre which this year was Keeping Up Appearances. In addition, two productions were staged in the Kenton Theatre – Hairspray, which was very successful, and Grease which had similar costs but lower ticket sales and was less successful financially as a result.

Financial Review

Studio Lettings continued at a similar level at the new rates and outstanding rental arrears were reduced, leading to a smaller loss on running the Studio this year.

Production fees paid by the casts are now included with basic annual subscriptions which has reduced the income previously attributed to individual shows, and consequently a net loss is shown on productions.

Grants have been received from the local authorities towards expenditure on repairs and improved lighting in the studio, a proportion of which income has been carried forward as the work was not all completed at the end of the financial year.

Plans for the Future

In the current year the productions in the Kenton Theatre will be We Will Rock You and Footloose, while the dinner theatre will as usual take place in the Studio, early in 2026.

Statement of Trustees' Responsibilities

The Trustees are required by the Charities Act 2011 to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- i) to select suitable accounting policies and then apply them consistently;
- ii) make judgements and estimates that are reasonable and prudent;
- iii) state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- iv) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

ANNUAL REPORT OF THE TRUSTEES (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2025

Reserves Policy

It is the policy of the charity where possible to maintain unrestricted funds at a level which allows advance expenditure for each production prior to the receipt of ticket sales and the day-to-day administration costs and charitable donations which may from time to time be agreed by the Trustees.

Independent Examiner

The Trustees intend to ask the existing independent examiner to undertake the independent examination of the Charity in the following year.

On behalf of the Board of Trustees:

Signed: 
(Holding Trustee)

Signed: 
B R Villars FCA (Treasurer)

Date: 25-11 2025

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY**

I report on the financial statements of the Trust for the year ended 31 May 2025 which are set out on pages six to thirteen.

Respective Responsibilities of Trustees and Examiners

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

N M Smith BFP, ACA CTA
Villars Hayward LLP
Chartered Accountants,
Registered Auditors and
Chartered Tax Advisers
Boston House
Henley-on-Thames
RG9 1DY

Nicholas Smith BFP, ACA, CTA

Date: *24 November 2025*

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING INCOME & EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MAY 2025

		<u>Unrestricted Funds</u>		<u>Total</u>	<u>Total</u>
	<u>Notes</u>	<u>General</u>	<u>Studio</u>	<u>Funds</u>	<u>Funds</u>
		<u>Fund</u>	<u>Fund</u>	<u>2025</u>	<u>2024</u>
		£	£	£	£
Income and endowments from:					
Donations and subscriptions	4	5,130	-	5,130	1,169
Charitable activities	7	50,880	-	50,880	14,555
Charitable activities - prior period		-	-	-	147
Other trading activities					
Fund Raising & Social Events	5	4,158	-	4,158	5,538
Studio	6	12,688	-	12,688	12,388
Investments	8	469	-	469	502
Total		<u>73,325</u>	<u>-</u>	<u>73,325</u>	<u>34,299</u>
Expenditure on:					
Raising funds					
Fund Raising & Social Events	5	1,824	-	1,824	2,317
Studio	6	11,324	2,892	14,216	16,122
Charitable Activities:					
Theatrical Productions	7	52,066	-	52,066	10,384
Administrative expenses	9	3,645	-	3,645	3,471
Total		<u>(68,859)</u>	<u>(2,892)</u>	<u>(71,751)</u>	<u>(32,294)</u>
Net income/(expenditure)		4,466	(2,892)	1,574	2,005
Transfers between funds		(2,892)	2,892	-	-
Net Movement in funds		<u>1,574</u>	<u>-</u>	<u>1,574</u>	<u>2,005</u>
Reconciliation of Funds					
Total funds brought forward		10,984	127,829	138,813	136,808
Total funds carried forward		<u>12,558</u>	<u>127,829</u>	<u>140,387</u>	<u>138,813</u>
		=====	=====	=====	=====

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

STATEMENT OF FINANCIAL POSITION

- as at -


31 MAY 2025

	<u>Notes</u>	<u>2025</u>		<u>2024</u>	
		£	£	£	£
<u>Fixed assets</u>					
Leasehold Land & Buildings	10		111,115		114,027
Studio Equipment	10		1,136		1,514
Total Fixed assets			<u>112,251</u>		<u>115,541</u>
<u>Current assets</u>					
Debtors		4,857		8,254	
Prepayments - Future Productions		1,277		860	
Prepayments - Others		1,150		1,000	
Cash at Bank and In Hand		32,650		18,317	
Total Current assets		<u>39,934</u>		<u>28,431</u>	
<u>Liabilities</u>					
Creditors: Amounts falling due within one year					
Creditors and accruals	11	(11,798)		(5,159)	
Net current assets			28,136		23,272
Total net assets			<u>140,387</u>		<u>138,813</u>
Funds of the charity:					
<u>UNRESTRICTED FUNDS</u>					
General Fund	13		12,558		10,984
Studio Fund	13		127,829		127,829
Total charity funds			<u>140,387</u>		<u>138,813</u>

Approved by the Board of Trustees on

2025 and signed on its behalf by

Signed:  (Holding Trustee)

Signed:  (Treasurer)
B R Villars FCA

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2025

1. Accounting Policies

(a) Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)-(Charities SORP (FRS 102)).

Henley Amateur Operatic and Dramatic Society meets the definition of a public benefit entity under FRS 102.

(b) Fund Accounting

Unrestricted funds

- The general fund is available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- The Designated Studio Fund is an unrestricted fund originally created by the trustees from donations for the construction of the building and since augmented by transfers from the General Fund.

(c) Income Recognition Policies

Items of income are recognised and included in the Statement of Financial Activities when all the following criteria are met:

- The Charity has entitlement to the funds;
- Any performance conditions attached to the item(s) of income have been met or are fully within the control of the Charity;
- There is sufficient certainty that the receipt of the income is considered probable, and
- The amount can be measured reliably.

Income tax recoverable on interest received is recognised on the date the income is received.

(d) Incoming Resources

All incoming resources other than subscriptions are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of subscriptions and donations. Subscription income is credited to the statement of financial activities in the period when it is received. No adjustment is made in respect of subscriptions outstanding or received in advance. Donations are included in the statement of financial activities when receivable.
- Investment income is credited to income when receivable.
- Incoming resources from charitable activities are accounted for in the period when the production takes place. Income is deferred when admission fees are received in advance of the performances to which they relate.

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2025

(e) Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure is recognised on an accruals basis and includes VAT, which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of fundraising.
- Charitable activities include the expenditure incurred in mounting theatrical productions during the year and amounts donated to other charities as agreed by members at the AGM.

(f) Tangible Fixed Assets and Depreciation

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions are not capitalised. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Leasehold land	-	Nil
Studio building	-	over 50 years
Studio equipment	-	25% on the reducing balance

No depreciation is deemed necessary by the trustees on leasehold land as it is considered that its residual value is higher than cost. The term of the lease was 999 years from 24 August 1982.

2. Related party transactions and trustees' remuneration

No trustee received any remuneration as trustees during the year (2024 - £Nil). The Studio cleaning charges of £6,134 (2024 - £6,148) were paid to a company owned by a Trustee – S Riley.

3. Taxation

The charity is exempt from Corporation Tax on its charitable activities.

4. Donations & Subscriptions

	General Fund £	Studio Fund £	2025 £	2024 £
Subscriptions and production fees	5,130	-	5,130	669
Donations	-	-	-	500
	<u>5,130</u>	<u>-</u>	<u>5,130</u>	<u>1,169</u>

Note: In previous periods production fees have been included under income for individual productions.

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2025

5. Fund Raising & Social Events	Funds	Expenses	Net	
			Income/(Expenditure)	
			2025	2024
	£	£	£	£
<u>Fund Raising</u>				
Wardrobe Hire & Sales	130	-	130	130
Private Production (Aviator)	250	(100)	150	-
Bar Sales	3,208	(1,724)	1,484	1,484
Proceeds of Raffles	570	-	570	-
Total Fund Raising	4,158	(1,824)	2,334	1,614
6. The Studio	General Fund	Studio Fund	2025	2024
	£	£	£	£
<u>Income</u>				
Rent/Hirings	11,128	-	11,128	12,373
Equipment hire	60	-	60	15
Grants	1,500	-	1,500	-
	12,688	-	12,688	12,388
<u>Expenditure</u>				
Cleaning	6,134	-	6,134	6,383
Repairs & Renewals	731	-	731	890
Insurance	1,110	-	1,110	970
Electricity	1,712	-	1,712	2,214
Gas and Water	-	-	-	434
SODC Rates	104	-	104	138
Sundries (including rubbish clearance)	1,155	-	1,155	1,696
Depreciation of Equipment	378	-	378	505
Depreciation of Studio Building	-	2,892	2,892	2,892
	(11,324)	(2,892)	(14,216)	(16,122)
Net Surplus/(Deficit)	1,364	(2,892)	(1,528)	(1,828)

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2025

7. Studio Productions (Excluding Bar Sales)

	— Studio —		— Theatre —		
	Woyzek	Keeping Up Appearances	Hairspray	Grease	Total
Income					
Ticket sales	864	11,070	22,194	15,013	49,141
Sponsorship	-	-	884	355	1,239
S.O.D.C Grant for Signing	-	-	-	500	500
	<u>864</u>	<u>11,070</u>	<u>23,078</u>	<u>15,868</u>	<u>50,880</u>
Expenditure					
Theatre rent	-	-	3,600	3,816	7,416
Theatre commission recharge	-	-	826	631	1,457
Royalties	-	510	4,261	4,890	9,661
Scores and scripts	-	-	754	-	754
Sound and lighting	-	-	2,750	-	2,750
Music and orchestra	-	-	820	3,340	4,160
Wardrobes and make up	116	-	530	1,364	2,010
Scenery and props	160	562	5,112	5,360	11,194
Programmes	45	136	510	450	1,141
Catering	-	6,537	-	-	6,537
Sundry	-	-	311	-	311
Fees: Director	-	-	700	-	700
Musical Director	-	-	750	750	1,500
Choreography	-	-	90	750	840
Signer	-	-	-	317	317
Printing and publicity	65	393	374	486	1,318
	<u>386</u>	<u>8,138</u>	<u>21,388</u>	<u>22,154</u>	<u>52,066</u>
Surplus/(Deficit)	<u>478</u>	<u>2,932</u>	<u>1,690</u>	<u>(6,286)</u>	<u>(1,186)</u>

8. Investment Income

	2025	2024
Derived from:	£	£
Interest on Deposit Fund	469	502
	===	==

9. Administrative expenses

	2025	2024
	£	£
Administration and Sundries	591	591
Subscriptions, Licences & Insurances	1,206	800
Independent Examiner's Fees	1,848	1,777
Website Costs	-	303
	<u>3,645</u>	<u>3,471</u>
	=====	=====

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2025

10. <u>Tangible Fixed Assets</u>	Leasehold Land and Buildings	Studio Equipment	Totals
	£	£	£
<u>COST</u>			
At 1 June 2024	155,365	23,607	178,972
Additions/(Disposals) in year	-	-	-
At 31 May 2025	155,365	23,607	178,972
	-----	-----	-----
<u>DEPRECIATION</u>			
At 1 June 2024	41,358	22,093	63,451
Charge for the year	2,892	378	3,270
At 31 May 2025	44,250	22,471	66,721
	-----	-----	-----
<u>NET BOOK VALUE</u>			
At 31 May 2025	111,115	1,136	112,251
	=====	=====	=====
At 31 May 2024	114,027	1,514	115,541
	=====	=====	=====

All of the above assets are used in the furtherance of the Charity's objects.

11. <u>Creditors and Accruals</u>	2025	2024
	£	£
Creditors	9,492	2,909
Accruals	2,306	2,250
	-----	-----
	11,798	5,159
	=====	=====

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2025

12. Analysis of Net Assets/(Liabilities) between Funds

	<u>Unrestricted Funds</u>		
	<u>General Fund</u>	<u>Designated Fund</u>	<u>Total</u>
		<u>Studio Fund</u>	
	<u>£</u>	<u>£</u>	<u>£</u>
Tangible Fixed Assets	1,136	111,115	112,251
Cash at Bank and in Hand	22,650	10,000	32,650
Debtors and prepayments	7,284	-	7,284
Creditors and Accruals	(11,798)	-	(11,798)
Interfund indebtedness	(6,714)	6,714	-
Balance of funds at 31 May 2025	<u>12,558</u>	<u>127,829</u>	<u>140,387</u>

13. Funds

	<u>At 1 June 2024</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers between Funds</u>	<u>At 31 May 2025</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Unrestricted Funds					
General Funds	10,984	73,325	(68,859)	(2,892)	12,558
Designated Funds					
Studio Fund	127,829	-	(2,892)	2,892	127,829
	<u>138,813</u>	<u>73,325</u>	<u>(71,751)</u>	<u>-</u>	<u>140,387</u>

HENLEY-ON-THAMES AMATEUR OPERATIC AND DRAMATIC SOCIETY

England & Wales - Charity number 259404

Accounts

**HENLEY AMATEUR OPERATIC &
DRAMATIC SOCIETY**

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2024

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

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HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2024

GENERAL INFORMATION

HOLDING TRUSTEES:	Mrs N C Diamond J C Luker W Willis (Deceased August 2023) A Taylor (Deceased September 2024)
PRESIDENT:	Simon Williams
MANAGEMENT COMMITTEE: (TRUSTEES OF THE CHARITY)	Jake T.Willett Chair Julie Huntington Vice-Chair Mrs J E Smith Secretary Samantha Riley Membership secretary Bryan Villars FCA Treasurer Harriet Jamieson (Resigned July 2024) Ann Jenkin Alex Staunton Hugh Legh
INDEPENDENT EXAMINER:	N M Smith BFP, ACA, CTA Villars Hayward LLP Chartered Accountants, Registered Auditors and Chartered Tax Advisers Boston House Henley-on-Thames RG9 1DY
REGISTERED CHARITY NO:	259404
PRINCIPAL OFFICE:	c/o Mrs J E Smith 13 Singers Close Henley-on-Thames RG9 1HD
BANKERS:	Barclays Bank plc Leicester LE87 2BB CCLA Investment Management Limited COIF Charity Funds 85 Queen Victoria Street London EC4V 4ET

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

ANNUAL REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MAY 2024

The Trustees present their report with the financial statements of the Charity for the year ended 31 May 2024.

Reference and Administration Information

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Structure, Governance and Management

Governing Document

The society is a registered charity. The charity's initial trust document was amended on the 13 September 1995, and this sets out the objectives, constitution, membership, subscriptions, election, management and productions procedures. A new updated Constitution was approved at an EGM called for that purpose on 23 May 2011.

Methods of Recruiting and Appointing New Trustees

Under the governing amended trust document, the section relating to the Trustees determines that –

- (i) up to four Holding Trustees shall be appointed by the Chairman and Committee presently in office;
- (ii) the Trustees of the Charity (the Management Committee) shall be appointed annually by the Members of the Society at the Annual General Meeting, and the maximum number including Officers shall not exceed 14.

Risk Management

Major risks to which the charity is exposed have been identified. The Trustees regularly assess production budget controls and the financial risks associated with any major expenditure for refurbishment and repair of property.

Objects and Activities for the Public Benefit

The objects of the Society are:

- (a) to further the Operatic and Dramatic Arts, and
- (b) to assist, by making donations, such charitable institutions as the Society shall from time to time decide.

The society seeks to fulfil its objectives by staging a variety of shows in which many amateurs and volunteers are involved, thus encouraging a variety of people into acting. The society also undertakes fundraising ventures both to support the productions undertaken and to obtain money to pass to miscellaneous charitable causes. The members at the AGM determine the charitable causes and the amounts to be donated.

The activities and management of the affairs and property of the Society by the Trustees shall be reviewed annually by the committee and a report submitted to the Members of the Society at the Annual General Meeting.

Section 4 of the Charities Act 2011/2006 requires the charity trustees to comply with their duty to have due regard to the public benefit guidance published by the Charity Commission in exercising their powers or duties. The trustees confirm that they have referred to this guidance when reviewing the organisation's aims and objectives and in planning future activities.

Membership of the Society is open to all members of the community with an annual subscription of £15. Acting members pay an additional fee for any productions in which they are cast. Auditions are open to all and larger productions are normally staged at the Kenton Theatre, Henley-on-Thames, with tickets available to all from the theatre box office. Other Society activities and smaller productions take place in the HAODS studio adjoining the Kenton Theatre.

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

ANNUAL REPORT OF THE TRUSTEES (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2024

Achievements and Performance

The society had two disappointing years of results after the Covid lockdown with losses arising due to the large increase in costs, both in connection with the operation of the Studio and in staging productions in Kenton Theatre.

Action was taken with respect to running costs and hire rentals of the Studio, and it was decided that the Society's financial situation should be stabilised before any more productions were put on elsewhere. Three Studio productions were accordingly staged in this financial year.

Financial Review

Rents charged to hirers of the studio space were increased as forecast last year to a more economic level, although this has resulted in a temporary increase in the amounts due from some of our hirers, which they are clearing in the current period.

The Studio productions were all profitable this year and produced an overall surplus of £4,318, not including the bar profits which are always a bonus in the case of the dinner theatre, which this year was an episode of "Allo Allo".

Plans for the Future

In addition to more Studio productions in the current year, the committee felt confident enough to plan for a hire of the Kenton in November when they are planning to put on "Hairspray".

It is also intended to improve the facilities in the Studio by updating the equipment etc as soon as finances permit.

Statement of Trustees' Responsibilities

The Trustees are required by the Charities Act 2011 to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- i) to select suitable accounting policies and then apply them consistently;
- ii) make judgements and estimates that are reasonable and prudent;
- iii) state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- iv) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

ANNUAL REPORT OF THE TRUSTEES (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2024

Reserves Policy

It is the policy of the charity where possible to maintain unrestricted funds at a level which allows advance expenditure for each production prior to the receipt of ticket sales and the day-to-day administration costs and charitable donations which may from time to time be agreed by the Trustees.

Independent Examiner

The Trustees intend to ask the existing independent examiner to undertake the independent examination of the Charity in the following year.

On behalf of the Board of Trustees:

Signed:
(Holding Trustee)

Signed:
B R Villars FCA (Treasurer)

Date: 2024

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

I report on the financial statements of the Trust for the year ended 31 May 2024 which are set out on pages six to thirteen.

Respective Responsibilities of Trustees and Examiners

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

N M Smith BFP, ACA CTA
Villars Hayward LLP
Chartered Accountants,
Registered Auditors and
Chartered Tax Advisers
Boston House
Henley-on-Thames
RG9 1DY

Nickolas Smith BFP, ACA, CTA

Date: *21 October 2024*

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING INCOME & EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MAY 2024

		<u>Unrestricted Funds</u>		<u>Total</u>	<u>Total</u>
	<u>Notes</u>	<u>General</u>	<u>Studio</u>	<u>Funds</u>	<u>Funds</u>
		<u>Fund</u>	<u>Fund</u>	<u>2024</u>	<u>2023</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Income and endowments from:					
Donations and subscriptions	4	1,169	-	1,169	2,094
Charitable activities	7	14,555	-	14,555	31,715
Charitable activities - prior period	7	147	-	147	-
Other trading activities					
Fund Raising & Social Events	5	5,538	-	5,538	4,634
Studio	6	12,388	-	12,388	6,896
Investments	8	502	-	502	440
Total		<u>34,299</u>	<u>-</u>	<u>34,299</u>	<u>45,779</u>
Expenditure on:					
Raising funds					
Fund Raising & Social Events	5	2,317	-	2,317	2,213
Studio	6	13,230	2,892	16,122	16,112
Charitable Activities:					
Theatrical Productions	7	10,384	-	10,384	41,042
Administrative expenses	9	3,471	-	3,471	3,398
Total		<u>(29,402)</u>	<u>(2,892)</u>	<u>(32,294)</u>	<u>(62,765)</u>
Net (expenditure)/income		<u>4,897</u>	<u>(2,892)</u>	<u>2,005</u>	<u>(16,986)</u>
Transfers between funds		<u>(2,892)</u>	<u>2,892</u>	<u>-</u>	<u>-</u>
Net Movement in funds		<u>2,005</u>	<u>-</u>	<u>2,005</u>	<u>(16,986)</u>
Reconciliation of Funds					
Total funds brought forward		<u>8,979</u>	<u>127,829</u>	<u>136,808</u>	<u>153,794</u>
Total funds carried forward		<u>10,984</u>	<u>127,829</u>	<u>138,813</u>	<u>136,808</u>
		<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

STATEMENT OF FINANCIAL POSITION

- as at -

31 MAY 2024

	<u>Notes</u>	<u>2024</u>	<u>2023</u>
		£	£
<u>Fixed assets</u>			
Leasehold Land & Buildings	10	114,027	116,919
Studio Equipment	10	1,514	2,019
Total Fixed assets		<u>115,541</u>	<u>118,938</u>
 <u>Current assets</u>			
Debtors		8,254	13,866
Prepayments - Future Productions		860	1,166
Prepayments - Others		1,000	910
Cash at Bank and In Hand		18,317	10,944
Total Current assets		<u>28,431</u>	<u>26,886</u>
 <u>Liabilities</u>			
Creditors: Amounts falling due within one year			
Creditors and accruals	11	<u>(5,159)</u>	<u>(9,016)</u>
Net Current assets		23,272	17,870
 Total net assets		<u>138,813</u>	<u>136,808</u>
		=====	=====
 Funds of the charity:			
 <u>UNRESTRICTED FUNDS</u>			
General Fund	13	10,984	8,979
Studio Fund	13	127,829	127,829
Total charity funds		<u>138,813</u>	<u>136,808</u>
		=====	=====

Approved by the Board of Trustees on

2024 and signed on its behalf by

Signed: (Holding Trustee)

Signed: (Treasurer)

B R Villars FCA

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2024

1. Accounting Policies

(a) Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)-(Charities SORP (FRS 102)).

Henley Amateur Operatic and Dramatic Society meets the definition of a public benefit entity under FRS 102.

(b) Fund Accounting

Unrestricted funds

- The general fund is available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- The Designated Studio Fund is an unrestricted fund originally created by the trustees from donations for the construction of the building and since augmented by transfers from the General Fund.

(c) Income Recognition Policies

Items of income are recognised and included in the Statement of Financial Activities when all the following criteria are met:

- The Charity has entitlement to the funds;
- Any performance conditions attached to the item(s) of income have been met or are fully within the control of the Charity;
- There is sufficient certainty that the receipt of the income is considered probable, and
- The amount can be measured reliably.

Income tax recoverable on interest received is recognised on the date the income is received.

(d) Incoming Resources

All incoming resources other than subscriptions are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of subscriptions and donations. Subscription income is credited to the statement of financial activities in the period when it is received. No adjustment is made in respect of subscriptions outstanding or received in advance. Donations are included in the statement of financial activities when receivable.
- Investment income is credited to income when receivable.
- Incoming resources from charitable activities are accounted for in the period when the production takes place. Income is deferred when admission fees are received in advance of the performances to which they relate.

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2024

(e) Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure is recognised on an accruals basis and includes VAT, which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of fundraising.
- Charitable activities include the expenditure incurred in mounting theatrical productions during the year and amounts donated to other charities as agreed by members at the AGM.

(f) Tangible Fixed Assets and Depreciation

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions are not capitalised. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Leasehold land	-	Nil
Studio building	-	over 50 years
Studio equipment	-	25% on the reducing balance

No depreciation is deemed necessary by the trustees on leasehold land as it is considered that its residual value is higher than cost. The term of the lease was 999 years from 24 August 1982.

2. Related party transactions and trustees' remuneration

No trustee received any remuneration as trustees during the year (2023 - £Nil). The Studio cleaning charges of £6,148 (2023 - £5,229) were paid to a company owned by a Trustee – S Riley.

3. Taxation

The charity is exempt from Corporation Tax on its charitable activities.

4. Donations & Subscriptions

	General Fund £	Studio Fund £	2024 £	2023 £
Subscriptions	669	-	669	2,094
Donations	500	-	500	-
	<hr/>	<hr/>	<hr/>	<hr/>
	1,169	-	1,169	2,094
	<hr/>	<hr/>	<hr/>	<hr/>

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2024

5. Fund Raising & Social Events	Funds	Expenses	Net	
			Income/(Expenditure)	
			2024	2023
	£	£	£	£
Fund Raising				
Wardrobe Hire & Sales	160	-	160	265
Bar Sales	5,378	(2,317)	3,061	1,805
<i>Total Fund Raising</i>	<u>5,538</u>	<u>(2,317)</u>	<u>3,221</u>	<u>2,070</u>
Social Events				
Christmas Party	-	-	-	351
<i>Total Social Events</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>351</u>
Total Fundraising & Social Events	<u>5,538</u>	<u>(2,317)</u>	<u>3,221</u>	<u>2,421</u>
	=====	=====	=====	=====
6. The Studio	General Fund	Studio Fund	2024	2023
	£	£	£	£
Income				
Rent/Hirings	12,373	-	12,373	6,066
Equipment hire	15	-	15	830
	<u>12,388</u>	<u>-</u>	<u>12,388</u>	<u>6,896</u>
Expenditure				
Cleaning	6,383	-	6,383	5,229
Repairs & Renewals	890	-	890	3,334
Insurance	970	-	970	925
Electricity	2,214	-	2,214	1,537
Gas and Water	434	-	434	500
SODC Rates	138	-	138	175
Sundries (including rubbish clearance)	1,696	-	1,696	847
Depreciation of Equipment	505	-	505	673
Depreciation of Studio Building	-	2,892	2,892	2,892
	<u>(13,230)</u>	<u>(2,892)</u>	<u>(16,122)</u>	<u>(16,112)</u>
	-----	-----	-----	-----
Net (Deficit)/Surplus	<u>(842)</u>	<u>(2,892)</u>	<u>(3,734)</u>	<u>(9,216)</u>
	=====	=====	=====	=====

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2024

7. Studio Productions (Excluding Bar Sales)

	<u>Death & The Maiden</u>	<u>Backstage Aladdin</u>	<u>Allo Allo</u>	<u>Total</u>
Income				
Ticket sales	1,579	1,554	9,915	13,048
Production fees	-	-	1,507	1,507
	<u>1,579</u>	<u>1,554</u>	<u>11,422</u>	<u>14,555</u>
Expenditure				
Commission, royalties and scripts	374	-	510	884
Wardrobe & make-up	-	-	937	937
Staging props	434	120	475	1,029
Printing & publicity	103	388	324	815
Programmes	90	112	-	202
Admin expenses	-	-	360	360
	<u>(1,001)</u>	<u>(620)</u>	<u>(2,606)</u>	<u>(4,227)</u>
Cost of catering	-	-	6,157	6,157
	<u>(1,001)</u>	<u>(620)</u>	<u>(8,763)</u>	<u>(10,384)</u>
Surplus/(Deficit) before adjustment	<u>578</u>	<u>934</u>	<u>2,659</u>	<u>4,171</u>
Further income from earlier year, less sundry festival and irrecoverable costs	-	-	-	147
Surplus/(Deficit) after adjustment	<u>578</u>	<u>934</u>	<u>2,659</u>	<u>4,318</u>

8. Investment Income	2024	2023
Derived from:	£	£
Interest on Deposit Fund	502	440
	===	==

9. Administrative expenses	2024	2023
	£	£
Administration and Sundries	591	468
Subscriptions, Licences & Insurances	800	901
Independent Examiner's Fees	1,777	1,789
Website Costs	303	240
	<u>3,471</u>	<u>3,398</u>
	=====	=====

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2024

10. Tangible Fixed Assets

	Leasehold Land and Buildings	Studio Equipment	Totals
	<u>£</u>	<u>£</u>	<u>£</u>
<u>COST</u>			
At 1 June 2023	155,365	23,607	178,972
Additions/(Disposals) in year	-	-	-
	<u>155,365</u>	<u>23,607</u>	<u>178,972</u>
	-----	-----	-----
<u>DEPRECIATION</u>			
At 1 June 2023	38,446	21,588	60,034
Charge for the year	2,892	505	3,397
	<u>41,338</u>	<u>22,093</u>	<u>63,431</u>
	-----	-----	-----
<u>NET BOOK VALUE</u>			
At 31 May 2024	114,027	1,514	115,541
	=====	=====	=====
At 31 May 2023	116,919	2,019	118,938
	=====	=====	=====

All of the above assets are used in the furtherance of the Charity's objects.

11. Creditors and Accruals

	2024	2023
	<u>£</u>	<u>£</u>
Creditors	2,909	7,260
Accruals	2,250	1,756
	<u>5,159</u>	<u>9,016</u>
	=====	=====

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2024

12. Analysis of Net Assets/(Liabilities) between Funds

	<u>Unrestricted Funds</u>		
	<u>Designated</u>		
	<u>General</u>	<u>Studio</u>	<u>Total</u>
	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Tangible Fixed Assets	1,514	114,027	115,541
Cash at Bank and in Hand	8,317	10,000	18,317
Debtors and prepayments	10,114	-	10,114
Creditors and Accruals	(5,159)	-	(5,159)
Interfund indebtedness	(3,802)	3,802	-
Balance of funds at 31 May 2024	<u>10,984</u>	<u>127,829</u>	<u>138,813</u>

13. Funds

	<u>At</u>			<u>Transfers</u>	<u>At</u>
	<u>1 June</u>	<u>Income</u>	<u>Expenditure</u>	<u>between</u>	<u>31 May</u>
	<u>2023</u>			<u>Funds</u>	<u>2024</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Unrestricted Funds					
General Funds	8,979	34,299	(29,402)	(2,892)	10,984
Designated Funds					
Studio Fund	127,829	-	(2,892)	2,892	127,829
	<u>136,808</u>	<u>34,299</u>	<u>(32,294)</u>	<u>-</u>	<u>138,813</u>

HENLEY-ON-THAMES AMATEUR OPERATIC AND DRAMATIC SOCIETY

England & Wales - Charity number 259404

Accounts

**HENLEY AMATEUR OPERATIC &
DRAMATIC SOCIETY**

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2023

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

INDEX TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2023

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Notes to the Financial Statements	8-13

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2023

GENERAL INFORMATION

HOLDING TRUSTEES:	Mrs N C Diamond J C Luker W Willis (Deceased August 2023) A Taylor	
PRESIDENT:	Simon Williams	
MANAGEMENT COMMITTEE: (TRUSTEES OF THE CHARITY)	Jake T. Willett Julie Huntington Mrs J E Smith Samantha Riley Bryan Villars FCA Harriet Jamieson Ann Jenkin Alex Staunton Hugh Legh	Chair Vice-Chair Secretary Membership secretary Treasurer (Appointed November 2022) (Appointed November 2022)
INDEPENDENT EXAMINER:	N M Smith, ACA, CTA Villars Hayward LLP Chartered Accountants, Registered Auditors and Chartered Tax Advisers Boston House Henley-on-Thames RG9 1DY	
REGISTERED CHARITY NO:	259404	
PRINCIPAL OFFICE:	c/o Mrs J E Smith 13 Singers Close Henley-on-Thames RG9 1HD	
BANKERS:	Barclays Bank plc Hart Street Henley-on-Thames RG9 2AX	
	CCLA Investment Management Limited COIF Charity Funds 85 Queen Victoria Street London EC4V 4ET	

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

ANNUAL REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MAY 2023

The Trustees present their report with the financial statements of the Charity for the year ended 31 May 2023.

Reference and Administration Information

This information is provided on page 1.

Structure, Governance and Management

Governing Document

The society is a registered charity. The charity's initial trust document was amended on the 13 September 1995, and this sets out the objectives, constitution, membership, subscriptions, election, management and productions procedures. A new updated Constitution was approved at an EGM called for that purpose on 23 May 2011.

Methods of Recruiting and Appointing New Trustees

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- (i) up to four Holding Trustees shall be appointed by the Chairman and Committee presently in office;
- (ii) the Trustees of the Charity (the Management Committee) shall be appointed annually by the Members of the Society at the Annual General Meeting, and the maximum number including Officers shall not exceed 14.

Risk Management

Major risks to which the charity is exposed have been identified. The Trustees regularly assess production budget controls and the financial risks associated with any major expenditure for refurbishment and repair of property.

Objects and Activities for the Public Benefit

The objects of the Society are:

- (a) to further the Operatic and Dramatic Arts, and
- (b) to assist, by making donations, such charitable institutions as the Society shall from time to time decide.

The society seeks to fulfil its objectives by staging a variety of shows in which many amateurs and volunteers are involved, thus encouraging a variety of people into acting. The society also undertakes fundraising ventures both to support the productions undertaken and to obtain money to pass to miscellaneous charitable causes. The members at the AGM determine the charitable causes and the amounts to be donated.

The activities and management of the affairs and property of the Society by the Trustees shall be reviewed annually by the committee and a report submitted to the Members of the Society at the Annual General Meeting.

Section 4 of the Charities Act 2011/2006 requires the charity trustees to comply with their duty to have due regard to the public benefit guidance published by the Charity Commission in exercising their powers or duties. The trustees confirm that they have referred to this guidance when reviewing the organisation's aims and objectives and in planning future activities.

Membership of the Society is open to all members of the community with reduced subscriptions for students and retired members; auditions are open to all and larger productions are normally staged at the Kenton Theatre, Henley-on-Thames, with tickets available to all from the theatre box office. Other Society activities and smaller productions take place in the HAODS studio adjoining the Kenton Theatre.

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

ANNUAL REPORT OF THE TRUSTEES (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2023

Achievements and Performance

Activities have been getting further back to normal this year after the interruptions caused by the Covid lockdown and the society have staged two performances in the Kenton Theatre, both of which were well received by the audiences, but due to the large increases in expenses beyond budgeted expectations incurred unwelcome losses. Two productions were also staged in the Studio which earned a net £182 between them, and a dinner theatre production of Blackadder should have been profitable but due to the heavy cost of the catering only made £260 plus some bar profits.

Financial Review

In addition to a net loss on productions as mentioned above amounting to £9,300 increased costs of electricity etc. incurred in running the studio together with the need for renewal of the gas boiler during this financial year amounted to about £9,200. This meant that after members subscriptions and a small amount of fund-raising the overall result for the year was a loss of just under £17,000. This has put a large hole in the Society's reserves and means that fund raising is now essential to provide the cash to enable it to continue putting on productions much beyond the end of this financial year.

Plans for the Future

Due to the vastly increased costs of putting on productions in the Kenton Theatre, together with non-availability at present of the rights to stage the desired future productions, it has been agreed that for the time being the society will concentrate on Studio productions. During October 2023 "Death and the Maiden" is being staged in the studio and another dinner theatre is planned for early in 2024. It is the intention to run another production in the Kenton Theatre in November 2024, if finances at that time permit this.

It was also found that, with the increased cost of running the studio, the agreed rents charged had been subsidising tenants for some time, and the decision was taken by the Trustees to increase rents to a more economical level from 1 September 2023 to allow lettings to continue on a more realistic basis.

Statement of Trustees' Responsibilities

The Trustees are required by the Charities Act 2011 to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- i) to select suitable accounting policies and then apply them consistently;
- ii) make judgements and estimates that are reasonable and prudent;
- iii) state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- iv) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

ANNUAL REPORT OF THE TRUSTEES (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2023

Reserves Policy

It is the policy of the charity where possible to maintain unrestricted funds at a level which allows advance expenditure for each production prior to the receipt of ticket sales and the day-to-day administration costs and charitable donations which may from time to time be agreed by the Trustees.

Independent Examiner

The Trustees intend to ask the existing independent examiner to undertake the independent examination of the Charity in the following year.

On behalf of the Board of Trustees:

Signed:
(Holding Trustee)

Signed:
B R Villars FCA (Treasurer)

Date: 2023

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

I report on the financial statements of the Trust for the year ended 31 May 2023 which are set out on pages six to thirteen.

Respective Responsibilities of Trustees and Examiners

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

N M Smith ACA CTA
Villars Hayward LLP
Chartered Accountants,
Registered Auditors and
Chartered Tax Advisers
Boston House
Henley-on-Thames
RG9 1DY

Nicholas Smith BFP, ACA, CTA

Date: *14 November 2023*

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING INCOME & EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MAY 2023

		<u>Unrestricted Funds</u>			
	<u>Notes</u>	<u>General Fund</u>	<u>Studio Fund</u>	<u>Total Funds 2023</u>	<u>Total Funds 2022</u>
		£	£	£	£
Income and endowments from:					
Donations and subscriptions	4	2,094	-	2,094	1,964
Charitable activities	7	31,715	-	31,715	23,446
Other trading activities					
Fund Raising & Social Events	5	4,634	-	4,634	2,551
Studio	6	6,896	-	6,896	4,951
Investments	8	440	-	440	38
Total		<u>45,779</u>	<u>-</u>	<u>45,779</u>	<u>32,950</u>
		-----	-----	-----	-----
Expenditure on:					
Raising funds					
Fund Raising & Social Events	5	2,213	-	2,213	1,041
Studio	6	13,220	2,892	16,112	11,824
Charitable Activities:					
Theatrical Productions	7	41,042	-	41,042	27,017
Administrative expenses	9	3,398	-	3,398	3,165
Total		<u>(59,873)</u>	<u>(2,892)</u>	<u>(62,765)</u>	<u>(43,047)</u>
		-----	-----	-----	-----
Net (expenditure)/income		(14,094)	(2,892)	(16,986)	(10,097)
Transfers between funds		(2,892)	2,892	-	-
Net Movement in funds		<u>(16,986)</u>	<u>-</u>	<u>(16,986)</u>	<u>(10,097)</u>
Reconciliation of Funds					
Total funds brought forward		25,965	127,829	153,794	163,891
Total funds carried forward		<u>8,979</u>	<u>127,829</u>	<u>136,808</u>	<u>153,794</u>
		=====	=====	=====	=====

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

BALANCE SHEET

- as at -

31 MAY 2023

	<u>Notes</u>	<u>2023</u>	<u>2022</u>
		£	£
<u>Fixed assets</u>			
Leasehold Land & Buildings	10	116,919	119,811
Studio Equipment	10	2,019	2,692
Total Fixed assets		<u>118,938</u>	<u>122,503</u>
<u>Current assets</u>			
Debtors		13,866	2,993
Prepayments - Future Productions		1,166	990
Prepayments - Others		910	250
Cash at Bank and In Hand		10,944	29,367
Total Current assets		<u>26,886</u>	<u>33,600</u>
<u>Liabilities</u>			
Creditors: Amounts falling due within one year			
Creditors and accruals	11	(9,016)	(2,309)
Net Current assets		17,870	31,291
Total net assets		<u>136,808</u>	<u>153,794</u>
Funds of the charity:			
<u>UNRESTRICTED FUNDS</u>			
General Fund	13	8,979	25,965
Studio Fund	13	127,829	127,829
Total charity funds		<u>136,808</u>	<u>153,794</u>

Approved by the Board of Trustees on

2023 and signed on its behalf by

Signed: (Holding Trustee)

Signed: (Treasurer)

B R Villars FCA

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2023

1. Accounting Policies

(a) Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)-(Charities SORP (FRS 102)).

Henley Amateur Operatic and Dramatic Society meets the definition of a public benefit entity under FRS 102.

(b) Fund Accounting

Unrestricted funds

- The general fund is available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- The Designated Studio Fund is an unrestricted fund originally created by the trustees from donations for the construction of the building and since augmented by transfers from the General Fund.

(c) Income Recognition Policies

Items of income are recognised and included in the Statement of Financial Activities when all the following criteria are met:

- The Charity has entitlement to the funds;
- Any performance conditions attached to the item(s) of income have been met or are fully within the control of the Charity;
- There is sufficient certainty that the receipt of the income is considered probable, and
- The amount can be measured reliably.

Income tax recoverable on interest received is recognised on the date the income is received.

(d) Incoming Resources

All incoming resources other than subscriptions are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of subscriptions and donations. Subscription income is credited to the statement of financial activities in the period when it is received. No adjustment is made in respect of subscriptions outstanding or received in advance. Donations are included in the statement of financial activities when receivable.
- Investment income is credited to income when receivable.
- Incoming resources from charitable activities are accounted for in the period when the production takes place. Income is deferred when admission fees are received in advance of the performances to which they relate.

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2023

(e) Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure is recognised on an accruals basis and includes VAT, which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of fundraising.
- Charitable activities include the expenditure incurred in mounting theatrical productions during the year and amounts donated to other charities as agreed by members at the AGM.

(f) Tangible Fixed Assets and Depreciation

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions are not capitalised. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Leasehold land	-	Nil
Studio building	-	over 50 years
Studio equipment	-	25% on the reducing balance

No depreciation is deemed necessary by the trustees on leasehold land as it is considered that its residual value is higher than cost. The term of the lease was 999 years from 24 August 1982.

2. Related party transactions and trustees' remuneration

No trustee received any remuneration as trustees during the year (2022 - £Nil), but two trustees received fees during the year for directing productions: Julie Huntington received £500 in connection with Blackadder, and Jake Willett received £700 for directing "Our House". The Studio cleaning charges of £5,229 (2022 - £4,809) were paid to a company owned by a Trustee – S Riley.

3. Taxation

The charity is exempt from Corporation Tax on its charitable activities.

4. Donations & Subscriptions

	General Fund £	Studio Fund £	2023 £	2022 £
Subscriptions	2,094	-	2,094	1,854
Donations	-	-	-	110
	<hr/>	<hr/>	<hr/>	<hr/>
	2,094	-	2,094	1,964
	<hr/>	<hr/>	<hr/>	<hr/>

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2023

5. Fund Raising & Social Events	Funds	Expenses	Net	
			Income/(Expenditure)	
			2023	2022
	£	£	£	£
<u>Fund Raising</u>				
Wardrobe Hire & Sales	265	-	265	30
Bar Sales	3,360	(1,555)	1,805	1,671
<i>Total Fund Raising</i>	<u>3,625</u>	<u>(1,555)</u>	<u>2,070</u>	<u>1,701</u>
<u>Social Events</u>				
Christmas Party	1,009	(658)	351	(191)
<i>Total Social Events</i>	<u>1,009</u>	<u>(658)</u>	<u>351</u>	<u>(191)</u>
Total Fundraising & Social Events	<u>4,634</u>	<u>(2,213)</u>	<u>2,421</u>	<u>1,510</u>
	=====	=====	=====	=====
6. The Studio	General Fund	Studio Fund	2023	2022
	£	£	£	£
<u>Income</u>				
Rent/Hirings	6,066	-	6,066	4,728
Equipment hire	830	-	830	223
	<u>6,896</u>	<u>-</u>	<u>6,896</u>	<u>4,951</u>
	-----	-----	-----	-----
<u>Expenditure</u>				
Cleaner & Caretaker	5,229	-	5,229	4,809
Repairs & Renewals (including new boiler)	3,334	-	3,334	823
Insurance	925	-	925	925
Electricity	1,537	-	1,537	400
Gas and Water	500	-	500	100
SODC Rates	175	-	175	249
Sundries (including rubbish clearance)	847	-	847	728
Depreciation of Equipment	673	-	673	898
Depreciation of Studio Building	-	2,892	2,892	2,892
	<u>(13,220)</u>	<u>(2,892)</u>	<u>(16,112)</u>	<u>(11,824)</u>
	-----	-----	-----	-----
Net (Deficit)/Surplus	<u>(6,324)</u>	<u>(2,892)</u>	<u>(9,216)</u>	<u>(6,873)</u>
	=====	=====	=====	=====

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2023

7. Theatre and Studio Productions

			Studio				
	Hot	Our	First	Mary		Drama	Total
	Mikado	House	Love	Blandy	Blackadder	Fest etc.	
Income							
Box office	6,317	11,080	1,248	1,560	8,980	-	29,185
Programme adverts	-	-	-	-	250	-	250
Production fees	440	1,735	-	-	105	-	2,280
	<u>6,757</u>	<u>12,815</u>	<u>1,248</u>	<u>1,560</u>	<u>9,335</u>	<u>-</u>	<u>31,715</u>
Expenditure							
Theatre rent	2,658	2,834	102	-	-	-	5,594
Theatre recharges	196	344	72	90	530	-	1,232
Royalties	1,917	1,994	270	-	300	-	4,481
Printing & publicity	764	1,108	219	270	378	30	2,769
Scores & scripts	-	525	-	-	-	-	525
Wardrobe & make-up	831	144	-	96	170	98	1,339
Staging & props	1,079	3,162	717	240	548	-	5,746
Sound & lighting	2,000	1,900	-	-	-	-	3,900
Orchestra & music	1,745	2,867	-	-	-	-	4,612
Catering	-	-	-	-	6,383	-	6,383
Entry fees	-	-	-	-	-	90	90
Miscellaneous expenses:	145	111	-	550	265	-	1,071
Fees: Directors	-	700	-	-	500	-	1,200
Choreographer	-	700	-	-	-	-	700
Musical director	700	700	-	-	-	-	1,400
	<u>(12,035)</u>	<u>(17,089)</u>	<u>(1,380)</u>	<u>(1,246)</u>	<u>(9,074)</u>	<u>(218)</u>	<u>(41,042)</u>
(Deficit)/Surplus	<u>(5,278)</u>	<u>(4,274)</u>	<u>(132)</u>	<u>314</u>	<u>261</u>	<u>(218)</u>	<u>(9,327)</u>

8. Investment Income

	2023	2022
Derived from:	£	£
Interest on Deposit Fund	440	38
	====	==

9. Administrative expenses

	2023	2022
	£	£
Administration and Sundries	468	476
Subscriptions, Licences & Insurances	901	886
Independent Examiner's Fees	1,789	1,563
Website Costs	240	240
	<u>3,398</u>	<u>3,165</u>
	=====	=====

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2023

10. Tangible Fixed Assets

	Leasehold Land and Buildings	Studio Equipment	Totals
	<u>£</u>	<u>£</u>	<u>£</u>
<u>COST</u>			
At 1 June 2022	155,365	23,607	178,972
Additions/(Disposals) in year	-	-	-
At 31 May 2023	<u>155,365</u>	<u>23,607</u>	<u>178,972</u>
	-----	-----	-----
<u>DEPRECIATION</u>			
At 1 June 2022	35,554	20,915	56,469
Charge for the year	2,892	673	3,565
At 31 May 2023	<u>38,446</u>	<u>21,588</u>	<u>60,034</u>
	-----	-----	-----
<u>NET BOOK VALUE</u>			
At 31 May 2023	116,919	2,019	118,938
	=====	=====	=====
At 31 May 2022	119,811	2,692	122,503
	=====	=====	=====

All of the above assets are used in the furtherance of the Charity's objects.

11. Creditors and Accruals

	2023	2022
	<u>£</u>	<u>£</u>
Creditors	7,260	327
Accruals	1,756	1,982
	<u>9,016</u>	<u>2,309</u>
	=====	=====

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2023

12. Analysis of Net Assets/(Liabilities) between Funds

	<u>Unrestricted Funds</u>		
	<u>Designated Fund</u>		<u>Total</u>
	<u>General Fund</u>	<u>Studio Fund</u>	
	<u>£</u>	<u>£</u>	<u>£</u>
Tangible Fixed Assets	2,019	116,919	118,938
Cash at Bank and in Hand	10,944	-	10,944
Debtors and prepayments	15,942	-	15,942
Creditors and Accruals	(9,016)	-	(9,016)
Interfund indebtedness	(10,910)	10,910	-
Balance of funds at 31 May 2023	<u>8,979</u>	<u>127,829</u>	<u>136,808</u>

13. Funds

	<u>At 1 June 2022</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers between Funds</u>	<u>At 31 May 2023</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Unrestricted Funds					
General Funds	25,965	45,779	(59,873)	(2,892)	8,979
Designated Funds					
Studio Fund	127,829	-	(2,892)	2,892	127,829
	<u>153,794</u>	<u>45,779</u>	<u>(62,765)</u>	<u>-</u>	<u>136,808</u>

HENLEY-ON-THAMES AMATEUR OPERATIC AND DRAMATIC SOCIETY

England & Wales - Charity number 259404

Accounts

HENLEY AMATEUR OPERATIC &
DRAMATIC SOCIETY

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2022

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

INDEX TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2022

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Independent Examiner's Report	5
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Notes to the Financial Statements	8-13

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2022

GENERAL INFORMATION

HOLDING TRUSTEES:	Mrs N C Diamond J C Luker W Willis A Taylor	
PRESIDENT:	Simon Williams	
MANAGEMENT COMMITTEE: (TRUSTEES OF THE CHARITY)	Samantha Riley Julie Huntington Mrs J E Smith Ann Jenkin Bryan Villars FCA Angela Pengilly Harriet Jamieson Jake T.Willett	Chair Vice-Chair Secretary Membership Secretary Treasurer (Resigned November 2021) (Appointed November 2021) (Appointed November 2021)
INDEPENDENT EXAMINER:	N M Smith, ACA, CTA Villars Hayward LLP Chartered Accountants, Registered Auditors and Chartered Tax Advisers Boston House Henley-on-Thames RG9 1DY	
REGISTERED CHARITY NO:	259404	
PRINCIPAL OFFICE:	c/o Mrs J E Smith 13 Singers Close Henley-on-Thames RG9 1HD	
BANKERS:	Barclays Bank plc Hart Street Henley-on-Thames RG9 2AX	CCLA Investment Management Limited COIF Charity Funds 85 Queen Victoria Street London EC4V 4ET

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

ANNUAL REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MAY 2022

The Trustees present their report with the financial statements of the Charity for the year ended 31 May 2022.

Reference and Administration Information

This information is provided on page 1.

Structure, Governance and Management

Governing Document

The society is a registered charity. The charity's initial trust document was amended on the 13 September 1995, and this sets out the objectives, constitution, membership, subscriptions, election, management and productions procedures. A new updated Constitution was approved at an EGM called for that purpose on 23 May 2011.

Methods of Recruiting and Appointing New Trustees

Under the governing amended trust document, the section relating to the Trustees determines that –

- (i) up to four Holding Trustees shall be appointed by the Chairman and Committee presently in office;
- (ii) the Trustees of the Charity (the Management Committee) shall be appointed annually by the Members of the Society at the Annual General Meeting, and the maximum number including Officers shall not exceed 14.

Risk Management

Major risks to which the charity is exposed have been identified. The Trustees regularly assess production budget controls and the financial risks associated with any major expenditure for refurbishment and repair of property.

Objects and Activities for the Public Benefit

The objects of the Society are:

- (a) to further the Operatic and Dramatic Arts, and
- (b) to assist, by making donations, such charitable institutions as the Society shall from time to time decide.

The society seeks to fulfil its objectives by staging a variety of shows in which many amateurs and volunteers are involved, thus encouraging a variety of people into acting. The society also undertakes fundraising ventures both to support the productions undertaken and to obtain money to pass to miscellaneous charitable causes. The members at the AGM determine the charitable causes and the amounts to be donated.

The activities and management of the affairs and property of the Society by the Trustees shall be reviewed annually by the committee and a report submitted to the Members of the Society at the Annual General Meeting.

Section 4 of the Charities Act 2011/2006 requires the charity trustees to comply with their duty to have due regard to the public benefit guidance published by the Charity Commission in exercising their powers or duties. The trustees confirm that they have referred to this guidance when reviewing the organisation's aims and objective and in planning future activities.

Membership of the Society is open to all members of the community with reduced subscriptions for students and retired members; auditions are open to all and public productions are normally staged at the Kenton Theatre Henley-on-Thames, with tickets available to all from the theatre box office. Other Society activities take place in the HAODS studio adjoining the Kenton Theatre.

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

ANNUAL REPORT OF THE TRUSTEES (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2022

Achievements and Performance

Due to continuing problems from the Coronavirus pandemic, there were no theatrical productions or other activities until after September 2021, apart from such deliberations and actions as were necessary for the committee members to ensure the maintenance and safety of the Studio premises and the completion of the redecoration etc of the committee room.

Activities recommenced with Sing from the Heart in the Studio, and then Shrek in the Kenton Theatre in November 2021. Although seats sold well for Shrek, the expenses in connection with the production were not all recovered and a loss of £2,931 was incurred on the production.

In early 2022 there was a dinner theatre production of Hi-de-Hi in the studio which unfortunately also incurred a loss.

Financial Review

During the period of closure there were no fund-raising events, as the 100 club had been closed and it was not possible to run other events. Since then, wardrobe and equipment hire and bar sales in the studio have been the main sources of additional funds, and a restricted number of lettings of the Studio to local groups recommenced in October 2021.

Plans for the Future

As mentioned earlier work has now been completed on the committee room refurbishment, including a further attempt to cure the periodical roof leak in the valley where the building adjoins the Kenton Theatre building, and the Studio is now back in regular use.

In September there will be a HAODS Studio Fringe performance of "Mary Blandy-A-Retrial", a docu-drama by local author Mike Rowbottom, featuring our President Simon Williams and BBC Radio presenter Bill Buckley playing the roles of Narrator and Foreman of the Jury. "First Love" is scheduled as a studio production in October 2022, and rehearsals are in hand for "Hot Mikado" in November 2022 in the Kenton Theatre. It is hoped that the licence can be obtained for "Our House" in the Kenton Theatre in Spring 2023.

Statement of Trustees' Responsibilities

The Trustees are required by the Charities Act 2011 to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- i) to select suitable accounting policies and then apply them consistently;
- ii) make judgements and estimates that are reasonable and prudent;
- iii) state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- iv) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

ANNUAL REPORT OF THE TRUSTEES (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2022

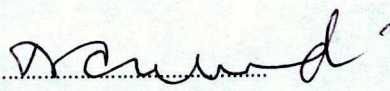
Reserves Policy

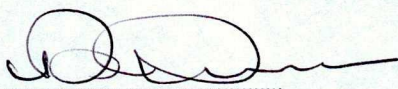
It is the policy of the charity where possible to maintain unrestricted funds at a level which allows advance expenditure for each production prior to the receipt of ticket sales and the day-to-day administration costs and charitable donations which may from time to time be agreed by the Trustees.

Independent Examiner

The Trustees intend to ask the existing independent examiner to undertake the independent examination of the Charity in the following year.

On behalf of the Board of Trustees:

Signed: 
(Holding Trustee)

Signed: 
B R Villars FCA (Treasurer)

Date: 1 - 11 2022

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

I report on the financial statements of the Trust for the year ended 31 May 2022 which are set out on pages six to thirteen.

Respective Responsibilities of Trustees and Examiners

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

N M Smith ACA CTA
Villars Hayward LLP
Chartered Accountants,
Registered Auditors and
Chartered Tax Advisers
Boston House
Henley-on-Thames
RG9 1DY

Nicholas Sels ACA, CTA

Date: *20 October 2022*

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING INCOME & EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MAY 2022

<u>Unrestricted Funds</u>					
	<u>Notes</u>	<u>General Fund</u>	<u>Studio Fund</u>	<u>Total Funds 2022</u>	<u>Total Funds 2021</u>
		£	£	£	£
Income and endowments from:					
Donations and subscriptions	4	1,964	-	1,964	867
Charitable activities	7	23,446	-	23,446	-
Other trading activities					
Fund Raising & Social Events	5	2,551	-	2,551	-
Studio	6	4,951	-	4,951	1,505
Investments	8	38	-	38	12
Total		32,950	-	32,950	2,384
Expenditure on:					
Raising funds					
Fund Raising & Social Events	5	1,041	-	1,041	-
Studio	6	8,932	2,892	11,824	8,178
Charitable Activities:					
Theatrical Productions	7	27,017	-	27,017	-
Charitable Donations		-	-	-	500
Administrative expenses	9	3,165	-	3,165	2,790
Total		(40,155)	(2,892)	(43,047)	(11,468)
Net (expenditure)/income		(7,205)	(2,892)	(10,097)	(9,084)
Transfers between funds		(2,892)	2,892	-	-
Net Movement in funds		(10,097)	-	(10,097)	(9,084)
Reconciliation of Funds					
Total funds brought forward		36,062	127,829	163,891	172,976
Total funds carried forward		25,965	127,829	153,794	163,891
		=====	=====	=====	=====

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

BALANCE SHEET

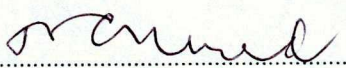
- as at -

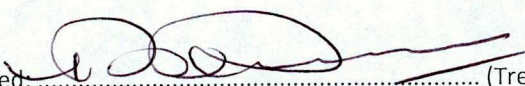
31 MAY 2022

	<u>Notes</u>	<u>2022</u>	<u>2021</u>
		£	£
Fixed assets			
Leasehold Land & Buildings	10	119,811	122,703
Studio Equipment	10	2,692	3,590
Total Fixed assets		<u>122,503</u>	<u>126,293</u>
Current assets			
Debtors		2,993	-
Prepayments - Future Productions		990	2,517
Prepayments - Others		250	1,487
Cash at Bank and In Hand		29,367	38,179
Total Current assets		<u>33,600</u>	<u>42,183</u>
Liabilities			
Creditors: Amounts falling due within one year			
Creditors and accruals	11	<u>(2,309)</u>	<u>(4,585)</u>
Net Current assets		31,291	37,598
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>153,794</u>	<u>163,891</u>
Total net assets		<u>153,794</u>	<u>163,891</u>
The funds of the charity:			
UNRESTRICTED FUNDS			
General Fund	13	25,965	36,062
Studio Fund	13	127,829	127,829
Total charity funds		<u>153,794</u>	<u>163,891</u>

Approved by the Board of Trustees on

2022 and signed on its behalf by

Signed:  (Holding Trustee)

Signed:  (Treasurer)
B R Villars FCA

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2022

1. Accounting Policies

(a) Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)-(Charities SORP (FRS 102)).

Henley Amateur Operatic and Dramatic Society meets the definition of a public benefit entity under FRS 102.

(b) Fund Accounting

Unrestricted funds

- The general fund is available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- The Designated Studio Fund is an unrestricted fund originally created by the trustees from donations for the construction of the building and since augmented by transfers from the General Fund.

(c) Income Recognition Policies

Items of income are recognised and included in the Statement of Financial Activities when all the following criteria are met:

- The Charity has entitlement to the funds;
- Any performance conditions attached to the item(s) of income have been met or are fully within the control of the Charity;
- There is sufficient certainty that the receipt of the income is considered probable, and
- The amount can be measured reliably.

Income tax recoverable on interest received is recognised on the date the income is received.

(d) Incoming Resources

All incoming resources other than subscriptions are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of subscriptions and donations. Subscription income is credited to the statement of financial activities in the period when it is received. No adjustment is made in respect of subscriptions outstanding or received in advance. Donations are included in the statement of financial activities when receivable.
- Investment income is credited to income when receivable.
- Incoming resources from charitable activities are accounted for in the period when the production takes place. Income is deferred when admission fees are received in advance of the performances to which they relate.

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2022

(e) Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure is recognised on an accruals basis and includes VAT, which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of fundraising.
- Charitable activities include the expenditure incurred in mounting theatrical productions during the year and amounts donated to other charities as agreed by members at the AGM.

(f) Tangible Fixed Assets and Depreciation

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions are not capitalised. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Leasehold land	-	Nil
Studio building	-	over 50 years
Studio equipment	-	25% on the reducing balance

No depreciation is deemed necessary by the trustees on leasehold land as it is considered that its residual value is higher than cost. The term of the lease was 999 years from 24 August 1982.

2. Related party transactions and trustees' remuneration

No trustee received any remuneration during the year (2020-£Nil). No trustees received any reimbursed expenses in the year.

No trustee or other person related to the charity had any personal interest in any transaction entered into by the charity during the year (2020-£Nil).

3. Taxation

The charity is exempt from Corporation Tax on its charitable activities.

4. Subscriptions & Donations

	General Fund £	Studio Fund £	2022 £	2021 £
Subscriptions	1854		1,854	702
Donations	113	-	113	165
	<hr/>	<hr/>	<hr/>	<hr/>
	1964	-	1964	867
	<hr/>	<hr/>	<hr/>	<hr/>

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2022

5. Fund Raising & Social Events	Funds	Expenses	Net	
			Income/(Expenditure)	
			2022	2021
	£	£	£	£
Fund Raising				
Wardrobe Hire & Sales	30	-	30	-
Bar Sales	2,521	(850)	1,671	-
<i>Total Fund Raising</i>	<u>2,551</u>	<u>(850)</u>	<u>1,701</u>	<u>-</u>
Social Events				
Birthday Party	-	(191)	(191)	-
<i>Total Social Events</i>	<u>-</u>	<u>(191)</u>	<u>(191)</u>	<u>-</u>
Total Fundraising & Social Events	<u>2,551</u>	<u>(1,041)</u>	<u>1,510</u>	<u>-</u>
	=====	=====	=====	=====
6. The Studio	General Fund	Studio Fund	2022	2021
	£	£	£	£
Income				
Local Authority Grants	-	-	-	2,000
Rent/Hirings	4,728	-	4,728	(495)
Equipment hire	223	-	223	-
	<u>4,951</u>	<u>-</u>	<u>4,951</u>	<u>1,505</u>
Expenditure				
Cleaner & Caretaker	4,809	-	4,809	237
Repairs & Renewals	823	-	823	2,673
Insurance	925	-	925	925
Electricity	400	-	400	206
Gas and Water	100	-	100	50
SODC Rates	249	-	249	-
Sundries (including rubbish clearance)	728	-	728	-
Depreciation of Equipment	898	-	898	1,195
Depreciation of Studio Building	-	2,892	2,892	2,892
	<u>(8,932)</u>	<u>(2,892)</u>	<u>11,824</u>	<u>(8,178)</u>
Net (Deficit)/Surplus	<u>(4,081)</u>	<u>(2,892)</u>	<u>(6,973)</u>	<u>(6,673)</u>
	=====	=====	=====	=====

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2022

7. Theatre and Studio Productions

	<u>Shrek</u>	<u>Sing from the Heart</u>	<u>Studio Hi-de-Hi</u>	<u>Drama Fest etc.</u>	<u>Total</u>
Income					
Box office	15,937	1,714	4,704	-	22,355
Programme sales	177	-	-	-	177
Programme adverts	200	-	-	-	200
Production fees	575	12	127	-	714
	<u>16,889</u>	<u>1,726</u>	<u>4,831</u>	<u>-</u>	<u>23,446</u>
Expenditure					
Theatre rent	2,362	-	-	-	2,362
Theatre recharges	581	98	282	-	961
Royalties	4,770	-	663	-	5,433
Printing & Publicity	969	222	217	27	1,435
Scores & Scripts	-	157	241	-	398
Wardrobe & make-up	1,756	72	570	-	2,398
Staging & Props	3,938	278	601	-	4,817
Sound & Lighting	1,713	-	234	-	1,947
Orchestra & Music	3,505	-	-	-	3,505
Catering	-	-	3,051	-	3,051
Entry fees	-	-	-	50	50
Miscellaneous	226	65	119	250	660
	<u>(19,820)</u>	<u>(892)</u>	<u>(5,978)</u>	<u>(327)</u>	<u>(27,017)</u>
(Deficit)/Surplus	<u>(2,931)</u>	<u>834</u>	<u>(1,147)</u>	<u>(327)</u>	<u>(3,571)</u>

8. <u>Investment Income</u>	2022	2021
Derived from:	£	£
Interest on Deposit Fund	38	12
	===	==

9. <u>Administrative expenses</u>	2022	2021
	£	£
Administration and Sundries	476	283
Subscriptions, Licences & Insurances	886	647
Independent Examiner's Fees	1,563	1,620
Website Costs	240	240
	<u>3,165</u>	<u>2,790</u>
	=====	=====

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2022

10. Tangible Fixed Assets

	<u>Leasehold Land and Buildings</u>	<u>Studio Equipment</u>	<u>Totals</u>
	£	£	£
<u>COST</u>			
At 1 June 2021	155,365	23,607	178,972
Additions/(Disposals) in year	-	-	-
	<u>155,365</u>	<u>23,607</u>	<u>178,972</u>
	-----	-----	-----
<u>DEPRECIATION</u>			
At 1 June 2021	32,662	20,017	52,679
Charge for the year	2,892	898	3,790
	<u>35,554</u>	<u>20,915</u>	<u>56,469</u>
	-----	-----	-----
<u>NET BOOK VALUE</u>			
At 31 May 2022	119,811	2,692	122,503
	=====	=====	=====
At 31 May 2021	122,703	3,590	126,293
	=====	=====	=====

All of the above assets are used in the furtherance of the Charity's objects.

11. Creditors and Accruals

	2022	2021
	£	£
Creditors	327	763
Accruals	1,982	3,822
	<u>2,309</u>	<u>4,585</u>
	=====	=====

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2022

12 Analysis of Net Assets/(Liabilities) between Funds

	Unrestricted Funds		
	Designated Fund		
	General Fund	Studio Fund	Total
	£	£	£
Tangible Fixed Assets	2,692	119,811	122,503
Cash at Bank and in Hand	29,367	-	29,367
Debtors and prepayments	4,233	-	4,233
Creditors and Accruals	(2,309)	-	(2,309)
	-	-	-
Balance of funds at 31 May 2022	33,983	119,811	153,794

13 Funds

	At 1 June 2021	Income	Expenditure	Transfers between Funds	At 31 May 2022
	£	£	£	£	£
Unrestricted Funds					
General Funds	36,062	32,950	(40,155)	(2,892)	25,964
Designated Funds					
Studio Fund	127,829	-	(2,892)	2,892	127,829
	163,891	32,950	(43,047)	-	153,793