

HENLEY AMATEUR OPERATIC &
DRAMATIC SOCIETY

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2022

HENLEY AMATEUR OPERATIC & DRAMATIC SOCIETY

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FOR THE YEAR ENDED 31 MAY 2022

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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 Pengilley Harriet Jamieson Jake T.Willett	Chair Vice-Chair Secretary Membership Secretary Treasurer (Resigned November2021) (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 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 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

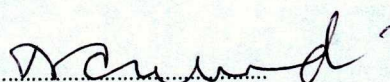
Reserves Policy

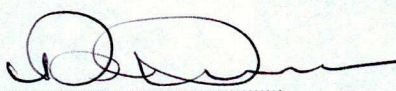
It is the policy of the charity where possible to maintain unrestricted funds at a level which allows advance expenditure for each production prior to the receipt of ticket sales and the day-to-day administration costs and charitable donations which may from time to time be agreed by the Trustees.

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

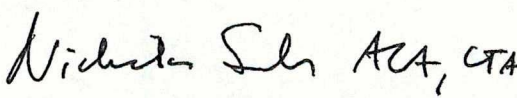
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual 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



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		<u>32,950</u>	<u>-</u>	<u>32,950</u>	<u>2,384</u>
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		<u>(40,155)</u>	<u>(2,892)</u>	<u>(43,047)</u>	<u>(11,468)</u>
Net (expenditure)/income		<u>(7,205)</u>	<u>(2,892)</u>	<u>(10,097)</u>	<u>(9,084)</u>
Transfers between funds		<u>(2,892)</u>	<u>2,892</u>	<u>-</u>	<u>-</u>
Net Movement in funds		<u>(10,097)</u>	<u>-</u>	<u>(10,097)</u>	<u>(9,084)</u>
Reconciliation of Funds					
Total funds brought forward		36,062	127,829	163,891	172,976
Total funds carried forward		<u>25,965</u>	<u>127,829</u>	<u>153,794</u>	<u>163,891</u>
		=====	=====	=====	=====

HENLEY AMATEUR OPERATIC AND DRAMATIC SOCIETY

BALANCE SHEET

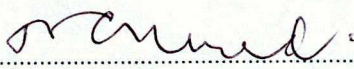
- as at -

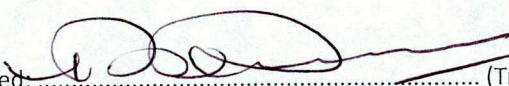
31 MAY 2022

	<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		122,503	126,293
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		33,600	42,183
Liabilities			
Creditors: Amounts falling due within one year			
Creditors and accruals	11	(2,309)	(4,585)
Net Current assets		31,291	37,598
TOTAL ASSETS LESS CURRENT LIABILITIES		153,794	163,891
Total net assets		153,794	163,891
The funds of the charity:			
UNRESTRICTED FUNDS			
General Fund	13	25,965	36,062
Studio Fund	13	127,829	127,829
Total charity funds		153,794	163,891

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	-
Total Fund Raising	2,551	(850)	1,701	-
Social Events				
Birthday Party	-	(191)	(191)	-
Total Social Events	-	(191)	(191)	-
Total Fundraising & Social Events	2,551	(1,041)	1,510	-
	=====	=====	=====	=====
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	-
	4,951	-	4,951	1,505
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
	(8,932)	(2,892)	11,824	(8,178)
Net (Deficit)/Surplus	(4,081)	(2,892)	(6,973)	(6,673)
	=====	=====	=====	=====

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>Studio</u>			
	<u>Shrek</u>	<u>Sing from the Heart</u>	<u>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
	<u>£</u>	<u>£</u>
Derived from:		
Interest on Deposit Fund	38	12
	===	==

9. <u>Administrative expenses</u>	2022	2021
	<u>£</u>	<u>£</u>
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

	Leasehold Land and Buildings	Studio Equipment	Totals
	£	£	£
<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>
At 31 May 2022	-----	-----	-----
<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>
At 31 May 2022	-----	-----	-----
<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

	<u>Unrestricted Funds</u>		
	<u>Designated</u>		<u>Total</u>
	<u>General</u>	<u>Studio</u>	
	<u>Fund</u>	<u>Fund</u>	
	<u>£</u>	<u>£</u>	<u>£</u>
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	<u>33,983</u>	<u>119,811</u>	<u>153,794</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>2021</u>			<u>Funds</u>	<u>2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
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
	<u>163,891</u>	<u>32,950</u>	<u>(43,047)</u>	<u>-</u>	<u>153,793</u>