

# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	1	January	2021		31	December	2021

## Section A Reference and administration details

**Charity name** Witham Amateur Operatic Society

**Other names charity is known by** WAOS

**Registered charity number (if any)** 265029

**Charity's principal address** Pumpfield, 1 Blunts Hall Road

Witham

Essex

**Postcode** CM8 1EX

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stewart Adkins	President		Membership
2	Anita Goold	Treasurer		Membership
3	Matthew Waldie	Secretary		Membership
4	Paul Goddard	Production Manager		Membership
5	Emma Loring	Minutes Secretary		Membership
6	Elizabeth Chapman	Membership Secretary		Membership
7	Trevor Drury	Chair / Business Manager		Membership
8	Annette Maguire			Membership
9	Ben Sawyer			Membership
10	Justine Ephgrave			Membership
11				
12				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

## Section B management

## Structure, governance and

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by membership

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

WAOS is affiliated to the National Operatic and Dramatic Association which helps with templates and fact sheets on policies and procedures for similar organisations to ours.

We work closely with Witham Public Hall Trust, the venue in which we rehearse and perform.

We consider major risk - financial, reputational and health and safety each year. We also conduct risk assessments for each production. We score risks and discuss how best to reduce or eliminate potential problems.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To educate the public in the music and dramatic arts.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

To this end we perform three full scale musical production each year (including from our youth group WOW), each usually performing for a week with a live orchestra. We also sing Christmas carols at residential homes in Witham and sometimes perform ad hoc concerts.

Not only do we involve 30-40 acting members in each show but we involve another 40 volunteers to work front of house, backstage and in the bar. Another 10-14 musicians play in the orchestra pit.

Throughout the week we get 1200-1900 members of the audience to each production.

We strongly believe we provide high quality musical theatre in the town at a price that almost everyone can afford. We have a policy of offering every ticket for the first night at just £10 - less than the cost of a cinema ticket - and we maintain concessionary prices of just £10 for all seniors and children on Tuesday and Saturday matinee.

Our membership fees can be waived in times of hardship and our Summer School for children (two separate weeks run in August for 8-13s and 13-21s ) offer "Nick Clough" bursaries to students who do not have the financial ability to participate.

WAOS is also exploring outreach policies to BAME and other minority residents in order to increase the level of diversity within our membership and audience. We have always had an inclusive membership policy but we are trying to be proactive in attracting a wider membership, representative of our community. To complement these efforts we will make it clear that auditioning is colour-blind, choosing the best candidates irrespective of colour.

**Additional details of objectives and activities (Optional information)**

Volunteers are essential for the functioning of this society. in total there may be 100 people involved in a production, most of whom are volunteers rather than paid up members.

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

Due to Covid-19 there was only one production for WAOS and none for WOW during the calendar year 2021.

Made in Dagenham - 85%+ of tickets sold and a surplus of £2995

Successful but smaller than usual Summer School - 20+ students and surplus of £1035.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We endeavour to keep at least 6 shows (2 years) worth of show expenses in the bank. You can never predict the success of a show, or even it if will be able to continue (Covid-19 has forced the postponement of two shows, with no WOW show in 2021). We are mindful of the loss of £16,000 in 2010 when all three shows did poorly. With today's show economics that loss could be doubled.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

Principal fund-raising is via sale of tickets to our musical productions. The goal is to be self-funding over time so we can afford ad hoc workshops and investment in equipment necessary for our sustainability.

All expenditure supports the production of three shows a year or the administration costs of running the society. We have no employees so have no staff costs.

## Section F

## Other optional information

WAOS has created its own musical based on an historical event in Witham. Following a weekend workshop involving 16 members we already have a script and we have developed characterisations suitable for males and females of different ages. A composer has been commissioned to compose and orchestrate the music for a 10 piece band. Lyric writing workshops and other workshops are planned, thus maintaining engagement with members. A full production is due in October 2022 to celebrate the 100th anniversary of our first production in 1922.

## Section G

## Declaration

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Anita Christine Goold	
<b>Position (eg Secretary, Chair, etc)</b>	Hon. Treasurer	
<b>Date</b>		

# **WITHAM AMATEUR OPERATIC SOCIETY**

## **2021 YEAR END ACCOUNT**



**PREPARED BY: ANITA GOOLD, Hon Treasurer**

**INSPECTED BY: Alison Lawfield, Hon Auditor**

**PRESENTATION TO THE ANNUAL GENERAL MEETING**

**WEDNESDAY 4TH MAY 2022**

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## **WAOS/WOW**

### **Balance Sheet for the period ended 31 Dec**

#### **ASSETS**

60959766 WAOS - Barclays Current Account  
80613401 WAOS - Barclays Bonus Account  
WAOS - COIF CHARITIES  
13562972 WOW/WAOS - Standard Life Savings Account (1)  
40765309 WAOS/WOW - Barclays Bonus Account  
30036471 WOW - Barclays Current Account  
83199770 WOW/WAOS - Standard Life Savings Account (2)  
33590771 WOW/WAOS - Standard Life Savings Account (3)

WAOS	WAOS - Pre-Paid and Accruals as at 31 December 2021
WAOS	WAOS - Pre-Paid and Accruals as at 31 December 2020
WAOS	Unpresented cheques / credits at 31 Dec 2019
WOW	WOW - Pre-Paid and Accruals as at 31 December 2019
WOW	20Unpresented cheques / credits at 31 December 2020

#### **ACCUMULATED FUND**

WAOS	Opening Balance 1 January Bank, Savings
WOW	Opening Balance 1 January Bank, Savings & Cash
WAOS	WAOS - Annie get your gun
WAOS	WAOS - MID
WAOS	WAOS - BBE
WAOS	WAOS - Flames of Injustice
WAOS	WAOS - Young Frank
WAOS	WAOS - General Fund
WAOS	WAOS - Loan Repayment (W.P.H.T. Ltd)
	YE adjustment WCA
	YE adjustment WPH
WAOS	Unknown difference end of December 2021
WOW	WOW - Legally Blonde
WOW	WOW Prepaid - Guys and Dolls
WOW	WOW - General Fund
WOW	W.P.H.T. Ltd Loan Repayment
WOW	Unknown difference end of December 2020
WOW	21Unknown difference end of December 2021



**ember 2021****12/31/2021****12/31/2020**

£14,556.87	£	12,449.96
£5,461.32	£	657.57
£10,000.00	£	10,000.00
£11,271.84	£	11,270.72
£	12,126.61	£ 11,825.21
£	10,329.43	£ 12,720.29
£	10,836.59	£ 10,835.51
£	13,224.91	£ 13,223.59

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**£87,807.57**

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**£82,982.85**

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<b>£2,144.99</b>		£1,424.22
£0.00		<b>£34.00</b>
£0.00		<b>£17.00</b>
£0.00	£	-
£1,218.60		<b>£450.67</b>
<b>£926.39</b>		£922.55

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**£86,881.18**

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**£83,905.40**

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£35,751.47		£39,315.29
£48,153.93		£50,784.55
£0.00		£45.21
£4,596.21		<b>£1,141.00</b>
<b>£803.00</b>		£0.00
<b>£841.67</b>		<b>£1,025.00</b>
<b>£500.00</b>		£0.00
£942.03		<b>£173.03</b>
£0.00		£0.00
£0.00		<b>£369.00</b>
£0.00		<b>£901.00</b>
£0.00		£0.00
£0.00		<b>£2,780.36</b>
<b>£513.63</b>		£0.00
£95.84		£149.74
£0.00		£0.00
£0.00		£0.00
£0.00		£0.00
£	86,881.18	£ 83,905.40

£0.00

£0.00

**WITHAM AMATEUR OPERATIC SOCIETY**  
**Total Income/Expenditure Summary**  
**for Shows Performed in the year ended 31st December 2021**

**MADE IN DAGENHAM**

**Full Cost**

**Production**

Box Office	£21,145.80	
Less PayPal fees	£332.79	
Less Royalties	£4,790.48	
sub total	<u>£16,022.53</u>	£ 16,022.53

Lib deposits	£250.00	
Programme advertising	£400.00	
Advetising - tshirt sales	£369.50	
Production Fees	£2,185.00	
sub total	<u>£ 3,204.50</u>	£ 3,204.50

<b>Production Income</b>	<u>£ 19,227.03</u>	<u>£ 19,227.03</u>
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Production Direct costs

Director	£1,300.00
Musical Directors	£2,000.00
Choreographer/Assistant	£0.00
Staging Build	£351.70
Scenery	£1,200.00
Makeup	£25.90
Costumes	£883.22
Wigs	£320.00
Properties	£344.57
Van Hire/Petrol	£335.41
Lighting	£500.00
Sound & Light	£4,564.32
Orchestra	£2,200.00
Rehearsal sets	£0.00
Libs/Scores	£200.00
RMS miv	£624.46
Rehearsal Accompanist	£0.00
Rehearsal Rooms	£3,130.51
Public Hall/Seat Hire show week	£942.00

Marketing

Printing & Publicity	£182.71
T shirts	£412.25
Board / banner costs	£242.26
Preview Evening	£32.30
Photography	£200.00
Foyer Display	£32.34

Misc		
Adjudication fee	£17.00	
Gifts/Flowers	£119.00	
Refreshments	£49.07	
Box Office Expenses	£69.24	
Admin / misc	£34.40	
Production Direct costs total	<u>£ 20,312.66</u>	£ 20,312.66
<b>Production Gross Profit/(loss)</b>	<u><b>-£ 1,085.63</b></u>	<u><b>-£ 1,085.63</b></u>
<b>Front of House P&amp;L</b>		
<b>INCOME</b>		
Programme sales	720.40	
Raffle	748.40	
Drinks /Sweets	£362.12	
Ices	£688.10	
	<u>£ 2,519.02</u>	£ 2,519.02
<b>EXPENSES</b>		
Programme printing	£402.85	
Raffle	£175.50	
Drinks & Sweets	£116.90	
Ices	£197.66	
	<u>£ 892.91</u>	£ 892.91
	<b>£ 1,626.11</b>	<b>£ 1,626.11</b>
<b>Bar P&amp;L</b>		
Bar income	£4,273.73	
less Bar Expenses	£1,859.00	
	<u>£ 2,414.73</u>	£ 2,414.73
<b>Front of House Profit</b>	<u><b>£ 4,040.84</b></u>	<u><b>£ 4,040.84</b></u>
<b>Profit/Loss</b>	<u><b>£2,955.21</b></u>	<u><b>£2,955.21</b></u>

The above Show Accounts reflect the TOTAL Show Cost and Income  
The Show Totals in the Balance Sheet are for Income/Expenditure during 2021 or



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**WITHAM AMATEUR OPERATIC SOCIETY**

**Total Income/Expenditure Summary**  
**for Show Performed in the year ended 31st December 2021**

**NO SHOW**

**Full Cost**

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**WAOS/WOW**

**General Funds for the year ended 31st December 2021**

	<b>WAOS</b>	Note
<b><u>INCOME</u></b>		
Annual Subscriptions	£ 4,845.00	
Gift aid scheme - donations/subs	£ 0.10	
Refund of membership	-£ 300.00	
Bank Interest:	£ 1.37	
Workshops	£ -	
Summer School	£ -	
NETG award evening	£ -	
Costume Hire	£ -	
WAOScars	£ -	
Donations	£ 150.00	
General income	£ -	
	<b>£ 4,696.47</b>	
<b><u>EXPENDITURE</u></b>		
Admin costs	£ 554.17	
Affiliation/Membership Fees:		
NETG no charge	£ -	
NODA	£ 72.00	
Spring Lodge no charge	£ -	
W.P.H.T. Ltd cfwd	£ 200.00	
Positicket Annual Fee - Trencham Assoc	£ -	
1&1 Internet	£ -	
Website	£ -	
Insurance	£ 909.34	
Summer School	£ -	
Bursaries	£ -	
Costume Store Rent	£ 800.00	
Costume purchases - stock	£ 500.00	
Misc makeup /Props & misc scenery	£ 668.93	
Props Store Rent & Boxes	£ 50.00	
Miscellaneous - 25th tshirts	£ -	
Social	£ -	
Noda awards/AGM	£ -	
Spring Lodge Piano Tuning	£ -	
NETG award evening	£ -	
Miscellaneous	£ -	
	<b>£ 3,754.44</b>	
	<b>£ 942.03</b>	
Total Gen account shown in bal sheet	£ 1,967.03	

Note

£ 942.03

£ -

## WOW

£	720.00	
£	-	
		admin
£	3.80	
£	-	
£	4,242.00	
£	-	
£	-	
£	-	
£	-	
£	-	

**£ 4,965.80**

£	46.10	admin
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£	-	membership
£	163.00	membership
£	-	membership
£	200.00	membership

£	-	
£	-	
£	-	membership
£	454.67	
£	3,206.99	
£	125.00	
£	400.00	

£	-	
£	274.20	

£	-	misc
£	-	misc
£	-	misc
£	-	misc

**£ 4,869.96**

**£ 95.84**

£	95.84	
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£	-	
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**Independent examiner's Statement to the Trustees of Witham Amateur Operatic Society (Charity No. 265029)**

I have completed my examination and I confirm that in my opinion the financial statements present fairly, in all material respects, the financial position of WAOS as at 31 December 2021.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

A handwritten signature in black ink, appearing to read 'Alison R Lawfield', written in a cursive style.

Alison R Lawfield – Company Director  
Castle Precincts Cottage  
Castle Precincts  
Lewes BN7 1YT

6 April 2022