

Charity Number
276271

RICHMOND SHAKESPEARE SOCIETY

Trustees' Report and Unaudited Financial Statements

- for the year ended -

30 June 2021

RICHMOND SHAKESPEARE SOCIETY

Report and Accounts

For the year ended: 30 June 2021

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RICHMOND SHAKESPEARE SOCIETY

General Information

TRUSTEES - CUSTODIAN:	S. Bartlett C. Williamson F. Abbott
Trustees – Management Committee:	
Chairman:	F. Abbott
Hon. Secretary:	R. Stringer (to Sept 20) M King (from Sept 20)
Hon. Treasurer:	B. H. Casey (to March 21) S Bartlett (from March 21)
Assistant Secretary:	M. Graham (to Oct 20) J. Parkinson (from Oct 20)
Ordinary Members:	J. Gilbert (to Oct 20) L. Tomlinson (to Oct 20) W. Booth M. Dennis F. Ellis R. Figaro S Bartlett (from Oct 20 to Mar 21) D Campbell (from Oct 20) J Mortley (from Oct 20) J Olmschield (from Oct 2020) Marc Pearce (from April 21)
Registered Office:	Mary Wallace Theatre The Embankment Twickenham TW1 3DU
Charity Registered Number:	276271
Governing Document:	Trust Deed adopted 6 July 1987
Legal Constitution:	Unincorporated Association
Independent Examiner:	Kye S Yin (FCCA, AAIA, MAAT, MBA) Chartered Certified Accountant KY Accountancy Services Ltd Unit 2, 5 & 6, Second Floor 39-41 High Street New Malden, Surrey KT3 4BY
Bankers:	National Westminster Bank 25 King Street Twickenham, TW1 3SU CCLA Investment Management 85 Queen Victoria Street London, EC4V 4ET CAF Bank 25 King's Avenue West Malling ME19 4TA

RICHMOND SHAKESPEARE SOCIETY

Annual Report Of The Trustees

For the year ended: 30 June 2021

The trustees present their report with the financial statements of Richmond Shakespeare Society for the year ended 30 June 2021

Reference and Administration Information

This information is provided on page 1.

Structure, Governance and Management

Governing Document

The society is a registered charity and is governed by the rules of the Richmond Shakespeare Society. As amended at the special general meeting held at the Mary Wallace Theatre on 6 July 1987 and subsequently amended at various AGM's and EGM's.

Methods of Recruiting and Appointing Trustees

Trustees are appointed from time to time, as necessary, by the society in General Meeting from ordinary or honorary life members who are willing to be so appointed.

Organisation Structure

The Society is managed by the Officers, Chairman, Secretary, Assistant Secretary and Treasurer who, with eight members of the General Committee, meet monthly to conduct the business of the Society. They are assisted by the Membership Secretary and various ad-hoc groups as the need arises. There has always been a permanent working group set up for the Summer Show.

Risk Management

Major risks which the charity faced have been identified. The trustees have set up the appropriate and robust financial procedure and budget for the coming year. Committee members have regular meetings in order to monitor, control, analyse and review business activities. By doing so, the charity is able to identify risks and develop remedies to deal with them in an effective and efficient way.

RICHMOND SHAKESPEARE SOCIETY
Annual Report Of The Trustees (Continued)

For the year ended: 30 June 2021

Objectives and activities for the public benefit (continued)

The rules of the Society provides that the objects of the society are:

- The promotion of knowledge and appreciation by the public of drama and of the works of Shakespeare in particular, and poetry generally, within the area of Richmond upon Thames
 - In furtherance of the above object but not otherwise the society shall have power to engage in the production of Shakespearean and other dramatic works for the purpose of fulfilling the first stated object
 - The encouragement amongst members of the society and of the public at large of the study and discussion of the works and historical background of Shakespeare
- The study and teaching of all or any matters relating to amateur theatre.

In furtherance of these objects the Society produces each year a season of plays and related activities.

The trustees confirm that they have had due regard to the public benefit guidance published by the charity commission in exercising their powers and duties as required by section 4 of the Charities Act 2011.

Membership of the Society is open to all members of the community and all members and their guests are entitled to attend performances and other events that the society mounts in furtherance of its objects. Those who wish to be cast in a production must audition and auditions are open to all. If cast, they must become full members of the Society.

Part of the Society's activities is to run the RSS Young Actors Company and the RSS Junior Actors Company for persons aged between 11 and 18 years. Membership of these companies is open to all in the relevant age-groups and each Company meets weekly. Members of the RSS Young Actors Company partake in an annual production at the Mary Wallace Theatre.

The Society is a member of the Church Street Association in Twickenham and partakes in events organised by such associations.

The Society is a member of The Little Theatre Guild of Great Britain and is represented at the Guild's conferences.

Achievements and Performances

The year ending 30 June 2021 was inevitably affected by the Covid-19 pandemic and consequent lockdowns with no plays being able to be produced in the Mary Wallace Theatre from March 2020 until 26 June 2021, when we were delighted to re-open our theatre with performances of Summerland by Arlitia Jones

Despite this a regular series of online events was organised comprising play and poetry readings together with monologue evenings showcasing members own writing including readings of Under Milkwood, Pygmalion, TS Eliot's Cats, School for Scandal and Pride and Prejudice alongside pieces written by members. In December a series of rehearsed streamed performances of The All-Female Pallas Players Present "WHISKY GALORE were mounted.

RICHMOND SHAKESPEARE SOCIETY
Annual Report Of The Trustees (Continued)

For the year ended: 30 June 2021

Responsibilities of Trustees in Relation to the Financial Statements

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:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- 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
- 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 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 Charity 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.

Approved by the Board of Trustees on 11 Oct 2021 and signed on its behalf:

F. Abbott - Chairman

Simon Bartlett- Treasurer


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Date: 11-10-21.....


.....

Date: 11-10-21.....

RICHMOND SHAKESPEARE SOCIETY

Independent Examiner's Report

For the year ended: 30 June 2021

I report on the accounts of RICHMOND SHAKESPEARE SOCIETY for the year ended 30 June 2021 which are set out on pages 7 to 12.

Respective Responsibilities of Trustees and Examiner

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

It is our responsibility to:

- (i) examine the accounts under section 145 of the Charities Act
- (ii) follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- (iii) state whether particular matters have come to our attention.

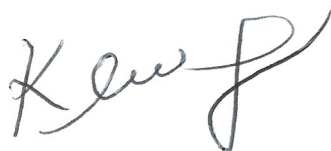
Basis of Independent Examiner's Statement

Our examination was carried out in accordance with 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and it seeks explanations from the 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 accounts 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 our attention:

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



Kye S Yin (FCCA, AAIA, MAAT, MBA)
Chartered Certified Accountants
KY Accountancy Services Ltd
Unit 2, 5 and 6, Second Floor
39-41 High Street
New Malden, Surrey
KT3 4BY
05th October 2021



RICHMOND SHAKESPEARE SOCIETY

Statement Of Financial Activities

For the year ended: 30 June 2021

	Notes	Unrestricted General Income Funds £	Restricted Legacy Funds £	Restricted Property Contingency Funds £	Restricted Leasehold Property Funds £	Total Funds 2021 £	Total Funds 2020 £
<u>Income and Endowments from:</u>							
Voluntary Income							
Membership Subscriptions	3	8,100	-	-	-	8,100	7,482
Gift Aid	3	1,100	-	-	-	1,100	1,104
Bar Donations	3	-	-	-	-	-	3,115
Government Grant	3	18,497	-	-	-	18,497	10,000
General Donations	3	6,034	-	-	-	6,034	150,442
Activities for Generating Funds							
Costume and Theatre Hire		158	-	-	-	158	100
Investments							
	4	69	-	-	-	69	727
Charitable Activities							
Box Office -Main and Youth Productions	5	1,677	-	-	-	1,677	52,045
Young Actors Company	5	6,204	-	-	-	6,204	3,739
Other Events	5	2,750	-	-	-	2,750	1,568
Programme Sales -Main and Youth Prodi	5	-	-	-	-	-	1,356
Total:		44,589	-	-	-	44,589	231,678
<u>Expenditure on:</u>							
Generating Voluntary Income							
	6	1,210	-	-	-	1,210	1,228
Charitable Activities							
Theatrical Productions	5	6,396	-	-	-	6,396	27,547
Other theatrical and Establishment Costs	7	33,885	-	-	-	33,885	42,663
Depreciation							
	9	4,412	-	-	1,168	5,580	5,580
Governance Costs							
	8	2,775	-	-	-	2,775	3,814
		48,678	-	-	1,168	49,846	80,832
Net Income/(Expenditure)		(4,089)	-	-	(1,168)	(5,257)	150,846
Reconciliation of Funds							
Total funds brought forward		264,282	7,992	20,000	70,073	362,347	211,499
Total funds carried forward	14	260,193	7,992	20,000	68,905	357,090	362,347

RICHMOND SHAKESPEARE SOCIETY

Balance Sheet

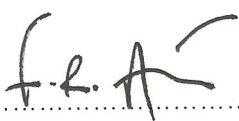
As at: 30 June 2021


	<u>Notes</u>	<u>Total 2021 £</u>	<u>Total 2020 £</u>
<u>Fixed Assets</u>			
Tangible Assets	9	100,147	105,727
Total Fixed Assets		<u>100,147</u>	<u>105,727</u>
<u>Current Assets</u>			
Debtors	10	25,772	16,777
Cash at bank	11	238,749	242,718
Total Current Assets		<u>264,521</u>	<u>259,495</u>
Creditors: Amount falling due within one year	12	(7,578)	(2,875)
Net Current Assets/(Liabilities)		<u>256,943</u>	<u>256,620</u>
Total Assets Less Current Liabilities		<u>357,090</u>	<u>362,347</u>
Total Net Assets:		<u><u>357,090</u></u>	<u><u>362,347</u></u>
<u>Funds of the Charity</u>			
Restricted funds			
Legacy Fund	14	7,992	7,992
Property Contingency Fund	14	20,000	20,000
Leasehold Property Fund	14	68,905	70,073
Unrestricted funds			
General Income Fund	14	260,193	264,282
Total Funds:		<u><u>357,090</u></u>	<u><u>362,347</u></u>

Approve by the Board of Trustees on and signed on its behalf:

F. Abbott - Chairman

S Bartlett - Treasurer


Date: 11/10/21


Date: 11-10-21

RICHMOND SHAKESPEARE SOCIETY

Notes to Financial Statements

For the year ended: 30 June 2021

1 Accounting policies

(a) Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland, the Charities Act 2011, Accounting and Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS102).

(b) Income Resources

All incoming resources are included on the statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Voluntary Income

Voluntary income is received by way of member's subscriptions and donations. Members' subscriptions income is credited in the financial statements in period to which it relates. Donations are taken to income in the year of receipt.

Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Charitable Activities

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.

(c) Expenditure and liabilities

Expenditure is recognised on the accruals basis. The charity is not registered for VAT, and thus all costs are shown inclusive of VAT charged.

(d) Funding Accounting

Unrestricted Funds

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted Funds

Restricted funds can only be used for particular restricted purpose within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

(e) Creditors

Short term creditors are measured at transaction price (which is usually the invoice price). Loans and other financial liabilities are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

(f) Tangible fixed assets

Tangible fixed assets are measured at cost less accumulative depreciation and any accumulative impairment losses. Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life.

Fitting Out, Improvements and Equipment
Leasehold Land and Buildings
Stage Refurbishment

On straight line basis over 5 years
On straight line basis over 99 years
On straight line basis over 30 years

2 Taxation

The charity is exempt from corporation tax on its charitable activities.

RICHMOND SHAKESPEARE SOCIETY
Notes to Financial Statements (Continued)

For the year ended: 30 June 2021

3 Subscriptions and Donations		2,021	2,020
		£	£
Membership Subscriptions		8,100	7,482
Gift Aid		1,100	1,104
Bar Donations		-	3,115
Government Grant		18,497	10,000
General Donations		6,034	150,442
		<u>33,731</u>	<u>172,143</u>
4 Investment Income		£	£
Received from:			
Interest on Money Market Deposit		69	727
		<u>69</u>	<u>727</u>
5 Income And Expenditure Related To Charitable Activities			
		2,021	2,020
		Income	Expenditure
		£	£
<u>Theatrical Productions</u>			
Box Office -Main and Youth Productions	1	1,677	1,516
Young Actors Company	1	6,204	4,480
Film, Music Hall and Other Events	1	2,750	400
Programme Sales -Main and Youth Production	1	-	-
		<u>10,631</u>	<u>6,396</u>
		(6,396)	
Net Production Income:		<u>4,235</u>	<u>58,708</u>
			<u>(27,547)</u>
			<u>31,161</u>
6 Expenditure On Generating Voluntary Income		2,021	2,020
		£	£
"Rumour" Costs		1,210	1,228
		<u>1,210</u>	<u>1,228</u>
7 Other Theatrical And Establishment Costs		£	£
<i>Other Theatrical Costs</i>			
Arts Richmond -50% Share of event take		-	199
Entertaining		-	131
Front of House Expenses		35	424
Hire of Rehearsal Rooms		-	1,884
IT Expenses		1,367	478
Miscellaneous		164	835
Reduction in balance due from MWTC*		1,096	-
Postage		2,832	3,528
Printing		816	1,448
PRS and PPL		73	972
Publicity		260	2,634
Red Peppers - Write Off		-	(804)
Stationery		115	277
Subscriptions		70	70
Telephone*		709	1,111
		<u>7,537</u>	<u>13,187</u>

RICHMOND SHAKESPEARE SOCIETY
Notes to Financial Statements (Continued)

For the year ended: 30 June 2021

<i>Establishment Related Costs</i>	2021 £	2020 £
Business Rate	261	420
Cleaning	2,739	4,001
Water	-	550
Electricity	1,234	2,434
Foyer Development	990	-
Gas	1,616	1,756
Insurance	8,104	7,868
Repairs and maintenance	11,404	11,586
Sound and Lighting Equipment	-	252
Wardrobe Maintenance	-	609
	<u>26,348</u>	<u>29,476</u>
Total of Other Theatrical and Establishment Costs:	<u>33,885</u>	<u>42,663</u>

* With the write back in stock sustained by the Mary Wallace Theatre Club during the enforced lockdown, a loss was made by the club, resulting in an reduction in the assets available to be transferred to the RSS at year end.

8 Governance and Costs

	2021 £	2020 £
Independent Examiner's Fee	2,000	2,000
Bank Charges	148	130
Online-Booking Fee	627	1,684
	<u>2,775</u>	<u>3,814</u>

9 Tangible Fixed Assets

	Leasehold Land and Building £	Leasehold Improve- ments £	Fixtures and Fittings £	Equipment £	Stage Refurbish- ment £	Total £
Cost						
At 01.07.2020	115,663	91,375	22,454	34,621	30,000	294,113
Addition	-	-	-	-	-	-
Cost at 30.06.2021	<u>115,663</u>	<u>91,375</u>	<u>22,454</u>	<u>34,621</u>	<u>30,000</u>	<u>294,113</u>
Depreciation						
At 01.07.2020	45,590	91,375	15,970	30,868	4,583	188,386
Charge for the period	1,168	-	2,161	1,251	1,000	5,580
Depreciation at 30.06.2021	<u>46,758</u>	<u>91,375</u>	<u>18,131</u>	<u>32,119</u>	<u>5,583</u>	<u>193,966</u>
Net Book Value						
At 30.06.2021	<u>68,905</u>	<u>-</u>	<u>4,323</u>	<u>2,502</u>	<u>24,417</u>	<u>100,147</u>
At 30.06.2020	<u>70,073</u>	<u>-</u>	<u>6,484</u>	<u>3,753</u>	<u>25,417</u>	<u>105,727</u>

All of the above assets are used exclusively for the charitable purposes for Richmond Shakespeare Society.

10 Debtors

	2021 £	2020 £
Gift Aid Claim	2,200	1,100
Prepayments and Future Production Expenses	8,991	-
Balance with Mary Wallace Theatre Club	14,581	15,677
	<u>25,772</u>	<u>16,777</u>

RICHMOND SHAKESPEARE SOCIETY
Notes to Financial Statements (Continued)

For the year ended: 30 June 2021

11 Cash At Bank And In Hand

	2021	2020
	£	£
Current Accounts and Cash in Hand	61,984	66,021
Money Market Deposit	176,765	176,697
	<u>238,749</u>	<u>242,718</u>

12 Creditors: Amounts Falling Due Within One Year

	2021	2021
	£	£
Suppliers	3,570	2,875
Deferred Income*	4,008	-
Loan From Trustee (see note 14)	-	-
Other Creditor	-	-
	<u>7,578</u>	<u>2,875</u>

*Note: Bookings paid in advance in 2020/21 for productions on or after 1 July, to be released in 2021/2

13 Related Party Transactions And Trustees' Remuneration

Expenses incurred by Trustees in purchasing items for our productions or other activities of the Society were reimbursed.

14 Analysis Of Net Assets Between Funds

	Unrestricted	Restricted			
	General Income Fund £	Legacy Fund £	Property Contingency Fund £	Leasehold Property Fund £	Total £
Tangible Fixed Assets	31,242			68,905	100,147
Debtors	25,772				25,772
Cash at Bank	210,757	7,992	20,000		238,749
Creditors	(7,578)				(7,578)
Balance of Funds at 30 June 2021:	<u>260,193</u>	<u>7,992</u>	<u>20,000</u>	<u>68,905</u>	<u>357,090</u>

Unrestricted and Restricted Funds

General Income Fund is unrestricted fund and can be used in accordance with the charitable objectives at the discretion of the trustees for the general charitable purposes, however restricted funds (including Legacy Fund, Property Contingency Fund and Leasehold Property Fund) can be used only for particular restricted purpose within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.