

St. Albans Musical Theatre Company

Annual Report and Accounts for the year ended 30th June 2022

Charity Registration Number
295795

St. Albans Musical Theatre Company

Accounts

Year ended 30th June 2022

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St. Albans Musical Theatre Company

Report of the Trustees – year ending 30th June 2022

Treasurer's Report

Out and About...

The accounts for this year were, once again, quite complicated to compile as we were still feeling the effects of the Covid pandemic, with payments in the system related to shows we were expecting before the pandemic, but either have only just performed in late 2022, or are scheduled for 2023.

Happily, there was a lot more activity this year compared to the previous year.

As we were still not able to perform at the Alban Arena, we took the opportunity to try out new venues to put on shows, and possibly reach new audiences.

Following the success of our appearance at the Open Air Festival in 2021, we were invited back again in June 2022, but this time we decided to put on a full production. Rent was a huge success, both in terms of raising exposure to SAMTC in a new venue, and also financially, with a profit of £3262. This figure also includes a small profit from our family show, You Can't Stop The Beat, as well.

Six months prior to these productions, we decided to take a chance on putting on a show at the Abbey Theatre in St Albans. Spelling Bee was a wonderful production with a brilliant cast and crew that garnished a huge amount of praise. The committee kept costs to a minimum, but unfortunately ticket sales were low and the show delivered a loss, despite a huge effort from Aditi Sawjani to find sponsors and advertisers. The committee have discussed where it possibly went wrong, and have put plans in place to ensure it won't happen again. It was a risk that didn't pay off financially, but it was great to be able to put on a full production again after a lengthy hiatus and everyone involved should be applauded for their efforts as the show was worthy of the calibre we've come to expect from a SAMTC production.

Despite returning a loss of £2168 across the shows in this financial year, we were still able to return a profit of £1142 through membership fees (for those cast in Rent), our Patron Scheme and through Gift Aid income.

The committee continues to strive to continue providing a legacy for future generations, ensuring that the shows we put on are of excellent quality and financially secure.

Even though it falls into the next financial year, it's worth noting at this stage that Shrek (November 2022) delivered a profit of over £5000. This was an incredible achievement by the company, with ticket sales rocketing in the last week due to a concerted effort by all of the committee.

The feedback from Shrek's audiences was extremely positive and so we would hope for similar returns from our next two shows School of Rock and Elf, both of which are also targeting a family audience.

After a difficult couple of years, the future of SAMTC looks very good indeed. If we continue to put on shows of the calibre we've seen in the past year, we should see a good future financially too. The committee thanks everyone for their support over the last 12 months through a difficult period but we need our members to continue offering support, whether that be through the Patron scheme, continuing their membership or by offering support through sponsorship or advertising at each show.

Here's to another exciting 12 months for SAMTC!

Howard Salinger
Treasurer

December 2022

St. Albans Musical Theatre Company

Independent examiner's report for the year ended 30th June 2022

Independent examiner's report to the trustees of St. Albans Musical Theatre Company

I report to the trustees on my examination of the accounts of St. Albans Musical Theatre Company (the Charity) for the year ended 30th June 2022.

Responsibilities and basis of report

As the trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

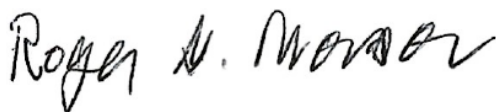
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) Accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2) The accounts do not accord with those records; or
- 3) The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.



Roger Monson
15 Salisbury Avenue, Harpenden, Herts, AL5 2QF
23/12/2022

St. Albans Musical Theatre Company

Statement of financial activities Year to 30th June 2022

		Unrestricted funds	
		2022	2021
		Total	Total
	Notes	funds	funds
		£	£
Income from:			
Donations	3	545	1,126
Charitable activities	2	36,343	9,332
Other trading activities	3	400	1,490
Investments	3	21	3
Total income		37,309	11,951
Expenditure on:			
Raising funds	4	440	1,165
Charitable activities	5	35,727	5,814
Total expenditure		36,167	6,979
Net income/ (expenditure) and net movement in funds		1,142	4,972
Fund balances brought forward at 1st July 2021		41,793	36,821
Fund balances carried forward at 30th June 2022		42,935	41,793

All of the charity's activities derived from continuing operations during the above two financial periods.

St. Albans Musical Theatre Company

Balance sheet as at 30th June 2022

	Notes	2022 £	2021 £
Current assets			
Debtors	6	24,107	16,975
Cash at bank and in hand		31,680	30,318
Liabilities			
Creditors: amounts falling due within one year	7	(12,851)	(5,500)
Total net assets		42,936	41,793
The funds of the charity:			
General funds			
Unrestricted funds		42,936	41,793
Total funds		42,936	41,793

Approved by the Trustees
and signed on their behalf by Howard Salinger



Trustee

Approved on: 22/12/2022

St. Albans Musical Theatre Company

Notes to the accounts Year to 30th June 2022

1.1 Basis of accounting

The accounts have been prepared for the year ended 30th June 2022 under the historical cost convention and in accordance with applicable accounting standards.

The accounts have been prepared 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 United Kingdom and Republic of Ireland (FRS 102) (Charities SORP FRS 102) issued on 16 July 2014, and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102. The accounts are presented in pounds sterling and are rounded to the nearest pound.

1.2 Going concern

The Trustees consider that the going concern assumption is appropriate for the preparation of these accounts based on forecasts made in respect of a period of one year from the date of their approval. There are no events or conditions that cast significant doubt on the Charity's capacity to continue as a going concern.

1.3 Critical accounting estimates and areas of judgements

There are no material accounting estimates applied in the preparation of these accounts.

1.4 Income

Income is recognised in the period in which the charity is entitled to receipt, the amount can be measured reliably and it is probable that the income will be received.

Income comprises income from productions, membership subscriptions, patron scheme and the associated gift aid income, income from concert group events and social functions, interest income, and income from donations.

Income from productions comprises income from ticket sales, programme sales, show fees, and programme advertising and is recognised in the period during which the performance of the production occurs.

Membership subscriptions are recognised in the period to which they pertain.

Donations are recognised on receipt of cash, or accrued for if the Charity is entitled to the income, receipt of the donation is considered to be probable and the value of the gift is measurable. Donations are not recognised if they are accompanied by conditions which the charity has yet to fulfil.

Gift aid recoverable on donations and membership subscriptions is recognised at the point at which the associated donation is recognised.

Interest receivable is recognised during the period in which the interest was earned.

1.5 Expenditure

Expenditure is included in the statement of financial activities when incurred and includes all irrecoverable VAT.

Expenditure comprises the following:

- ◆ Expenditure on raising funds includes all costs directly associated with fundraising events and activities.
- ◆ Expenditure on charitable activities includes all the costs associated with the Charity's charitable activities, which includes all costs directly attributable to productions and all support costs. Support costs are not allocated between expenditure on raising funds and expenditure on charitable activities on the basis that such an allocation would not be material to the users of the accounts.

St. Albans Musical Theatre Company

Notes to the accounts Year to 30th June 2022

1.6 Taxation

St. Albans Musical Theatre Company falls within the various tax exemptions applicable to registered charities. It is therefore not liable to income or capital gains tax on income derived from its charitable activities.

1.7 Financial Instruments

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid and do not constitute financial instruments.

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

Creditors, accruals and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the value expected to be required in settlement.

The charity does not hold any complex financial instruments.

1.8 Funds and reserves

Unrestricted general funds represent those funds which the Trustees may apply towards any charitable purpose that falls within the charity's charitable objects.

1.9 Services provided by volunteers

In accordance with the Charities SORP FRS102, no value has been placed on services provided by volunteers.

2 Income from charitable activities

	2022 £	2021 £
Production income	31,573	8,433
Income from past shows	-	-
Membership subscriptions - Active members	2,230	635
Membership subscriptions - Associate members	68	174
Membership subscriptions - Patrons	500	90
Gift aid	1,887	-
Sale of Props	85	-
	<u>36,343</u>	<u>9,332</u>

3 Income from other trading activities

	2022 £	2021 £
Concert group events	400	-
Social functions	-	240
Donations	545	1,126
Interest Receivable	21	3
Insurance Rebate	-	1,250
	<u>966</u>	<u>2,619</u>

We performed a carol concert at Sopwell House. Other income through donations and bank account interest

St. Albans Musical Theatre Company

Notes to the accounts Year to 30th June 2022

4 Expenditure on raising funds

	2022 £	2021 £
Concert group events	440	-
Social functions	-	-
	<u>440</u>	<u>-</u>

Costs here also in relation to the carol concert with fees paid for a rehearsal venue and pianist

5 Expenditure on charitable activities

	2022 £	2021 £
Production costs	33,741	5,814
Production costs for past shows	-	-
Production costs accounted for in previous year	-	-
Support costs	1,986	1,165
	<u>35,727</u>	<u>6,979</u>

Production costs show the expenditure on the shows in this financial year. A breakdown can be seen on page 9.

6 Debtors

	2022 £	2021 £
Trade and other Debtors	-	-
Gift aid receivable	2,349	2,270
Accrued Income	14,915	9,262
Prepayments	6,843	5,443
	<u>24,107</u>	<u>16,975</u>

7 Creditors: amounts falling due within one year

	2022 £	2021 £
Subscriptions received in advance	-	-
Deferred Income	1,130	-
Other creditors	11,721	5,500
	<u>12,851</u>	<u>5,500</u>

8 Related party transactions

Members of the Executive Committee (the trustees) receive no remuneration for their services as trustees. Expenses reimbursed to members of the committee are to cover expenditure incurred on behalf of the company, such as payments in respect of licence applications, stationery, and publicity.

St. Albans Musical Theatre Company

Notes to the accounts Year to 30th June 2022

Production accounts:

The following information does not form part of the statutory accounts.

	Notes	Spelling Bee	Open Air Festival (Rent & YCSTB)	Total
		Nov 21	Jun-22	2022
		£	£	£
INCOME				
Ticket sales	A	6,934	16,739	23,673
Members' show fees		605	2,405	3,010
Audition fees		160	520	680
Programme advertisements/ sponsors		260	505	765
Donations	B	3,340	105	3,445
Total income		11,299	20,274	31,573
EXPENDITURE				
Professional fees				
Director	C	(1,000)	(1,000)	(2,000)
Musical Director	C	(1,150)	(1,350)	(2,500)
Choreographer		(500)	-	(500)
Rehearsal Accompanists		(330)	(180)	(510)
Orchestra	C	(1,625)	(1,080)	(2,705)
Technicians Fees		(6,432)	(3,690)	(10,122)
		(11,037)	(7,300)	(18,337)
Publicity				
General publicity		(531)	(478)	(1,009)
Posters and handbills		(379)	(201)	(580)
Programme Printing		(425)	-	(425)
		(1,335)	(679)	(2,014)
Other production costs				
Hire of rehearsal halls		(1,268)	(1,000)	(2,268)
Royalties	C	(2,354)	(5,788)	(8,142)
Scenery		(409)	(1,665)	(2,074)
Properties		(182)	(241)	(423)
Costumes, wigs and make-up		(110)	(339)	(449)
Score, Libs and Band Parts		(30)	-	(30.00)
Sundry Expenditure		(4)	-	(4.00)
		(4,357)	(9,033)	(13,390)
Total expenditure		(16,729)	(17,012)	(33,741)
Surplus on productions		(5,430)	3,262	(2,168)

St. Albans Musical Theatre Company

Notes to the accounts Year to 30th June 2022

Notes:

- A) Income for the Open Air Festival was received after the end of the financial year, but the show took place in the period laid out in these accounts. This fee includes hire of venue and an extra payment as part of a marketing initiative across the whole festival. It includes income from Rent and You Can't Stop The Beat.
- B) Donations received for Spelling Bee as part of a sponsorship drive to members by Aditi Sawjani. Donations on Rent include a donation from Councillor Danny Clare.
- C) A large chunk of the expenditure for the Open Air Festival shows was paid after the year end, including Director and MD's fees, and royalties for Rent.

St Albans Musical Theatre Company



ANNUAL REPORT 2021/2022

President: Clive Webb

Members of the Executive Committee 1 July 2021 – 30 June 2022

Chair:	Joyce Smith
Deputy Chair:	Claire Stanley
Secretary:	Aditi Sawjani
Deputy Secretary:	Sarah Dunning
Treasurer:	Howard Salinger
Deputy Treasurer:	Brett Tyrrell until 1 February 2022, Danielle Agar thereafter
Membership Secretary:	Henrietta Richmond
Executive Members:	Elise Betts Hannah Farrer Justin Jeffreys Natasha Baker until 1 February 2022 Ben Fricke until 1 February 2022 Danielle Agar until 1 February 2022 (thereafter Deputy Treasurer) Ruaridh MacPhee from 1 February 2022 Brett Tyrrell from 1 February 2022 Rachel Manser from 1 February 2022 to 31 October 2022

Principal Office and Constitution and Governing Document

The Company has no office. The address of the Secretary is 9 Pipers Green Lane, Edgware HA8 8DG. The Company is governed by a set of rules, the most recent edition of which were adopted by the membership at the 2018 Annual General Meeting (**AGM**) (as amended at the 2020 AGM) along with a separate constitution, also adopted by the membership at the 2018 AGM (as amended at the 2022 AGM). The rules do not contain any powers of investment.

Members of the Executive Committee are elected annually at the AGM by the Voting Members (as defined in the Company's rules) and are eligible for re-election in subsequent years. If re-elected, members of the Executive Committee will normally serve for a maximum of five years in the same position but may serve for longer at the discretion of the Executive Committee. If the positions on the Executive Committee are not filled at the Annual General Meeting, or when a vacancy occurs during the year, the Executive Committee may fill such vacancies by invitation. The Executive Committee may also co-opt members as required to serve in an advisory capacity.

The Executive Committee meet once a month as well as any additional times, as necessary. Since March 2020, the Executive Committee have been meeting virtually via video conferencing facility. Having realised the benefits this has given the Executive Committee in terms of flexibility, inclusivity and creating a more eco-friendly way of meeting, the Executive Committee have continued to adopt this way of meeting.

The following ongoing roles have been allocated to Company members by the Executive Committee:

Marketing and Publicity:	Elise Betts, Justin Jeffreys
Social Media:	Elise Betts
Newsletter Coordinator:	Natasha Baker (until 1 February 2022, thereafter vacant)
Front of House:	Henrietta Richmond
Storage:	Aditi Sawjani and Natasha Baker

The Executive Committee thank the above members for their continued service.

Wardrobe Coordinator - the Company appoints a wardrobe coordinator on a show-by-show basis.

Ticket Secretary – for our recent productions at the Roman Open Air Theatre, Abbey Theatre and the Alban Arena, we have sold tickets via the respective venue (on a commission basis). This has seen greater flexibility in making bookings, has meant that the Company has not had to block off sections of seating for “internal” sales and overall has reduced the administrative burden of selling tickets ourselves. We therefore have not had any recent requirements for a ticket secretary unless any member should wish to volunteer for this role for a future production.

Social Secretary – The last few years have seen a limitation on the number of social gatherings. As we move forwards, the Committee will now seek to reintroduce social events for our members and will appoint a social secretary on an event-by-event basis according to capacity within the Committee. The Committee also welcome any Company members who wish to get involved with the organisation of social events via a sub-committee.

A production team is appointed by the Executive Committee for each show consisting of the Director, Musical Director, Choreographer, Production Manager, Production Secretary (if required) and Stage Manager. The production team are responsible for the operational and administrative arrangements for that particular show and are required to report back to the Executive Committee regularly.

Principal Advisors

Bank: CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ
Independent Examiner: Roger G Monson, 15 Salisbury Avenue, Harpenden, AL5 2QF

Objects and methods of achieving them

The Company's objects are primarily to educate the public in the operatic, dramatic and musical arts and to further the development of public appreciation and taste in these arts. Aside from the period March 2020 to June 2022, the Company puts on two high standard shows each year at the Alban Arena. The Executive Committee work to ensure that a wide variety of shows are offered to ensure that as many members as possible are able to involve themselves in a show, both on and off stage. The Company also runs a small cabaret group open to all members although this has been dormant for the last three years.

The Executive Committee are considering appropriate show choices as well as appropriate venues on a 12-18 month advance basis.

Membership:

At 30 June 2022, the membership numbers were:

Honorary Life Members:	14
Performing Members (adult):	71
Performing Members (student age 16-21):	1
Performing Members (Junior age 5-15):	2
Non-Performing Members:	13
One Show Members:	0

Nancy Booth Award

The annual award in memory of our late president Nancy Booth is presented annually to the member of the Company who, in the opinion of the Executive Committee, has contributed the most to the Company for that year.

The Executive Committee were pleased to award the 2021/2022 Nancy Booth award to Graham Blundell for his continued and consistent assistance backstage on a huge number of SAMTC shows. Graham has lent a hand in a huge variety of production and backstage roles, driving vans and transporting set, always with a smile. Graham's contributions to the Company are hugely appreciated and it is with great pleasure that the award was given to him.

Reserves Policy

The Executive Committee have worked hard to ensure that the shows are well attended by audiences and aim to select shows at optimum points in the year to ensure the Company is at the forefront to obtain licences for any new shows available on amateur licence.

The Executive Committee are striving to strike a balance between securing shows which are likely to achieve good ticket sales, whilst being aware of making financial commitments too far in advance. The Executive Committee always consider how much money the Company has at the bank before making any further financial commitments.

The previous reserves policy aimed to have the cost of two shows in the bank but given that this has not been achieved for several years, the Committee have re assessed this. The Committee has settled on a reserves policy of £50,000 in the bank which represents a more realistic policy in the current economic climate.

Fundraising and activities

The Company continued to extend membership free of charge for the financial year 2021/2022 (although since have started charging). However, some of our members kindly made donations in lieu of membership payments, totalling £436 in this financial year.

The 1950s Club was introduced in the previous financial year to celebrate 70 years of SAMTC and 27 members and non-members joined that year. In the current financial year, 3 new members were added to the 1950s club, totalling £58.50 in donations. The Committee welcome anyone else wishing to join the club for £19.50.

The Committee undertook specific fundraising to put towards the cost of Spelling Bee (Autumn 2021) raising a total of £3,340 and for Rent (Summer 2022) raising a total of £330.

Going forwards, the Committee plans to reintroduce social events which shall also act as fundraisers. The Committee has also recently invested in an electronic card payment machine which will enable us to take payments and donations more efficiently. This may also enable us to collect audition fees, membership fees and show fee payments at auditions/rehearsals.

The patron scheme remains open to anyone who wishes to join.

Major risks

The Executive Committee have reviewed the major risks to which the Company is exposed and is satisfied that systems are in operation to minimise any major risks so far as is reasonably possible. The Company also has comprehensive public liability insurance in place

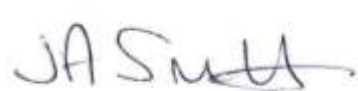
Charitable donations

The Company has not made any charitable donations this year.

Annual Accounts

The accounts for the year ended 30 June 2022 were approved by the Executive Committee on 24 December 2022 and form a separate section of this Annual Report. The accounts are drawn up in accordance with the Company's Rules and Constitution and have been examined by an Independent Examiner whose reports, together with the Treasurer's report is included within the AGM Pack.

Approved by the Executive Committee on 24 December 2022.



Joyce Smith (Chair)



Aditi Sawjani (Secretary)