



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01.04.23** Period start date To **31.3.24**  
Period end date

**Charity name: Newport Pantomime and Musical Society**

**Charity registration number: 506785**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The object of the society shall be to educate the public in the arts and sciences and in particular, the art and science of music and drama, especially amongst the youth of Newport for the encouragement of public appreciation of the said arts by the presentation of concerts etc and the raising of funds for the charity's purposes.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>Rehearsal and production of 1 adult pantomime and 2 youth musical shows.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The three trustees were actively involved in the day to day running of the society including education in all aspects of drama and music used to put on the productions. This develops confidence, social skills, friendships and communication within the adult and youth groups. Some of our youth group have shown interest in and are learning the skills involved in the production side of shows including producing, directing choreography, lighting and sound etc.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment	Para 1.38	

including program related investment		
Contribution made by volunteers	Para 1.38	<b>We are all volunteers throughout the society. No one is paid. All volunteers have contributed through the year.</b>
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<b>The society own and maintains it's own hall which has been available for the benefit of the local community in various ways including hosting the local brownie pack on a weekly basis. A dance school, local school shows and activities, in addition to our own activities producing two youth shows at the hall and an adult show in the local theatre.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>See enclosed accounts.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Reserves are held for the maintenance repair, any necessary renovations and day to day running costs of our building and grounds.</b>
Amount of reserves held	Para 1.22	<b>See enclosed accounts</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>None</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>The societies membership rules and constitution book.</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>We are an unincorporated association.</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>The committee shall have the power to nominate trustees for the society up to 4 in number, and such persons nominated be confirmed at the annual general meeting by a majority vote.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Newport Pantomime & Musical Society
Other name the charity uses	None
Registered charity number	506785
Charity's principal address	1 Queens Hill Crescent, Newport, Gwent NP20 5HH



### 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	Gareth Rawle-Jones	Committee		The committee
2	Suzanne Griffiths	Chairperson		The committee
3	Rosemary Chilcott	Committee		The committee
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
<b>Gareth Rawle-Jones</b>		
<b>Suzanne Griffiths</b>		
<b>Rosemary Chilcott</b>		

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

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

Type of adviser	Name	Address

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

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<div><div></div><div></div></div>	<div></div> <div></div>
Full name(s)	Gerald Needs	Angela Walsh
Position (eg Secretary, Chair, etc)	Treasurer	General Secretary
Date	29 <sup>th</sup> January 2025	

Newport Pantomime and Musical Society  
60 St Davids Crescent  
Newport  
Gwent  
NP20 3AX

08 October 2024

Our ref: N0031L/HMG/AE

Dear Committee,

## FINAL ACCOUNTS

I have pleasure in enclosing final accounts for the year ended 31 March 2024 which have been prepared from the records provided.

I also include our Independent Examination report for the year ended 31 March 2024.

The accounts show a profit for the year of £2,275 compared with £1,176 in the previous year.

The figures have been prepared based on the inflows and outflows from your bank account per the cashbook and do not reflect items falling after the accounting year end as discussed with Gerald. We therefore recommend that best practice would be to ensure all items are banked or paid before the financial year end if possible.

From time to time, HM Revenue and Customs can request the submission of a tax return for a charity. We do not hold your tax reference on file and are not registered as your agents with HM Revenue and Customs. This is not an issue so long as no tax return is required, however, we would be reliant on you to inform us should you receive a notice to file at any point in future.

## FEE

I enclose a note of our charges for your kind attention.

Our time costs incurred carrying out the examinations for both years and collating the accounts for this year were in excess of £1,200.

As you are a registered charity, we have not billed for all of this time as a gesture of goodwill and our fees are as originally quoted.

We will review this in future should circumstances change.

## FEEDBACK

We will be sending you an email with a link to a short questionnaire and would be very grateful for your feedback.

Every month these are entered into a prize draw. You can either win a **£50.00 tax-free gift voucher** or we will donate **£100 to The Alzheimer's Society** which is our nominated Charity for 2024.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Hugh Green', with a long horizontal flourish extending from the bottom of the signature.

Hugh Green

**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2024**  
**FOR**  
**NEWPORT PANTOMIME AND MUSICAL SOCIETY**

Green & Co  
Chartered Certified Accountants  
Pembroke House  
Llantarnam Park Way  
Cwmbran  
Torfaen  
NP44 3AU

# **NEWPORT PANTOMIME AND MUSICAL SOCIETY**

## **CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2024**

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# NEWPORT PANTOMIME AND MUSICAL SOCIETY

## TRADING AND PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2024

	2024		2023	
	£	£	£	£
<b>Income</b>				
Tickets - Main show	15,028		18,643	
Tickets - Youth shows	4,266		1,791	
Membership	1,500		1,220	
Raffles and other fundraising	173		474	
Hall hire	4,170		1,907	
Shop and coffee shop sales	74		750	
Donations & patrons	3,055		2,290	
Sale of scripts	490		-	
Programmes - sales	511		305	
	<u>          </u>	29,267	<u>          </u>	27,380
<b>Cost of sales</b>				
Purchases for resale	510		489	
Closing stock	(227)		-	
	<u>          </u>	283	<u>          </u>	489
<b>GROSS PROFIT</b>		28,984		26,891
<b>Other income</b>				
Deposit account interest		17		3
		<u>          </u>		<u>          </u>
		29,001		26,894
<b>Expenditure</b>				
Rates	-		198	
Pantomime expenses	17,716		18,327	
Water	227		180	
Insurance	1,761		1,510	
Light and heat	1,403		1,787	
Repairs and renewals	3,342		2,298	
Subscriptions	199		215	
Website costs	274		14	
Travelling	40		-	
Accountancy	888		480	
Depreciation	876		659	
Profit/loss on sale of tangible fixed assets	-		50	
	<u>          </u>	26,726	<u>          </u>	25,718
<b>NET PROFIT</b>		<u>          </u>		<u>          </u>
		2,275		1,176

# NEWPORT PANTOMIME AND MUSICAL SOCIETY

## BALANCE SHEET 31ST MARCH 2024

	Notes	2024 £	£	2023 £	£
<b>FIXED ASSETS</b>					
Tangible assets	1		59,963		58,733
<b>CURRENT ASSETS</b>					
Stocks		227		-	
Bank deposit account		1,429		1,412	
Bank current account		32,994		31,809	
		<u>34,650</u>		<u>33,221</u>	
<b>CURRENT LIABILITIES</b>					
Trade creditors		<u>864</u>		<u>480</u>	
			<u>33,786</u>		<u>32,741</u>
<b>NET ASSETS</b>			<u>93,749</u>		<u>91,474</u>
<b>FINANCED BY</b>					
<b>CAPITAL ACCOUNT</b>	2		<u>93,749</u>		<u>91,474</u>

# NEWPORT PANTOMIME AND MUSICAL SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2024

### 1. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Equipment £	Totals £
<b>COST</b>				
At 1st April 2023	55,841	1,215	12,504	69,560
Additions	-	433	1,673	2,106
	<u>55,841</u>	<u>1,648</u>	<u>14,177</u>	<u>71,666</u>
At 31st March 2024	55,841	1,648	14,177	71,666
<b>DEPRECIATION</b>				
At 1st April 2023	840	676	9,311	10,827
Charge for year	-	81	795	876
	<u>840</u>	<u>757</u>	<u>10,106</u>	<u>11,703</u>
At 31st March 2024	840	757	10,106	11,703
<b>NET BOOK VALUE</b>				
At 31st March 2024	<u>55,001</u>	<u>891</u>	<u>4,071</u>	<u>59,963</u>
At 31st March 2023	<u>55,001</u>	<u>539</u>	<u>3,193</u>	<u>58,733</u>

### 2. CAPITAL ACCOUNT

	2024 £	£	2023 £	£
Brought forward	91,474		90,298	
Add				
Net profit	<u>2,275</u>		<u>1,176</u>	
		<u>93,749</u>		<u>91,474</u>
		<u>93,749</u>		<u>91,474</u>



## **Newport Pantomime and Musical Society**

### **Independent Examiner's Report to the Trustees of Newport Pantomime and Musical Society**

I report on the examination of the accounts for Newport Pantomime and Musical Society for the year ended 31 March 2024.

#### **Responsibilities and basis of report**

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

I report in respect of the examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out the 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.



Green and Co  
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