

Harlequin Theatre

TRUSTEE ANNUAL REPORT 2023/24

Please see attached summary for year starting 1 July 2023 and ending 30 June 2024.

We affiliated with NODA and the Cheshire Theatre Guild (CTG). We had one adjudication from the CTG, in previous years all productions have been adjudicated.

Utility bills increased 83% from last year which is to be expected with the increase in the cost of living.

We applied for 8 grants this year, none were successful in obtaining additional funding. We did receive sponsorship from Ashton Hayes Theatre Club of £500 for *Brief Encounter* expenses.

We introduced a new 4 tier membership to the theatre. The system involves different levels of membership which allow volunteers offstage be involved and also introduced season ticket holders. This is now managed on our booking system TicketSource, which allows us to keep digital records of our membership securely and replaces the role of membership secretary.

The performance on the bar grew with an overall income increasing to 64%. Many thanks to Andy and Laura for keeping the bar stocked up with goodies and those who've helped front of house.

We held 8 productions (including one youth) this season. We saw an audience increase of 27% this season. A big expenditure this season has been the cost of copyright and scripts. This was increased from previous years. The highest total was *Brief Encounters* due to the musical content.

Our directors have kept expenses as low as possible this season with productions *Home*, *I'm Darling* and *Brief Encounters* leading the most funds gained from their productions. Thank you to all directors for keeping costs limited.

Our comedy nights have been well attended in the winter and have helped bring in additional income. Next season we have added additional matinee performances for the majority of our six productions in an attempt to gain more audience members.

Overall income and expenditure this season looks stronger than previous years and we have decrease the deficit of the previous year from approximately £8500 to £1800 which we are very pleased with. We feel that we are finally seeing recovery after the pandemic.

Our aim for next season is to:

- Increase our audience members;
- Increase our membership; and
- Aim for £0 deficit.

Harlequin Players' Club Income and Expenditure Account 2023-24

4/14/2025

2022-2023

2023-24

Income	Expenditure	Gain/loss		Income	Expenditure	Gain/loss
	14,118.00		Rent	0.00	14,178.00	
	3,319.52		Utility costs		6,090.76	
	244.11		Telephone		546.90	
	6,088.38		Building Maintenance		52.81	
	721.26		Improvements		405.45	
	1,291.93		Insurance		1,581.21	
	1,560.20		Licences		272.56	
301.20	0.00	301.20	PRS/PPL	0.00	0.00	0.00
	938.20		Plays (General)		2,361.68	
	264.18		General Promo / Web		275.82	
	1,490.19		Misc buildings		742.15	
301.20	30,035.97	-29,734.77	Buildings	0.00	26,507.34	-26,507.34
820.00			Membership subs	1,074.50		
964.20			Hire bookings	2,807.10		
342.59	0.00	342.59	Fundraising	38.75	0.00	38.75
0.00			Grant Income	698.00		
50.00	180.00	-130.00	Advertising	0.00	316.60	-316.60
0.00			Donations	0.00		
0.00	0.00		Postage	0.00	0.00	
75.00	454.98		Misc., including Gift Aid	640.13	1,199.98	
2,251.79	634.98	1,616.81	Club	5,258.48	1,516.58	3,741.90
6,136.22	2,334.59	3,801.63	Bar	7,982.01	2,874.80	5,107.21
2,949.07		61.95%	Membership subs	2,181.30		63.98%
0.00	1,100.00	-1,100.00	Performance fees	448.00	1,800.00	-1,352.00
0.00	0.00	0.00	Awards event	0.00	0.00	0.00
1,074.59	148.78	925.81	HJP play - Treasure Island	1,808.30	236.98	1571.32
4,023.66	1,248.78	2774.88	Harlequin Youth Theatre	4,437.60	2,036.98	2400.62
1,787.54	543.02	1,244.52	Play 1 - An evening of one act	1,687.75	329.96	1,357.79
1,770.11	947.53	822.58	Play 2 - Afterlife	2,399.70	675.02	1,724.68
1,360.31	93.60	1,266.71	Play 3 - Heaven Sent	2,442.85	577.52	1,865.33
6,024.94	1,015.50	5,009.44	Play 4 - Sauce for the Goose	2,827.40	806.16	2,021.24
1,276.09	420.00	856.09	Play 5 - Home I'm Darling	2,978.65	445.06	2,533.59
1,807.59	708.14	1,099.45	Play 6 - Dorian	1,914.40	428.09	1,486.31
2,611.97	841.53	1,770.44	Play 7 - Brief Encounters	3,352.10	992.27	2,359.83
16,638.55	4,569.32	12,069.23	Plays	17,602.85	4,254.08	13,348.77
698.43			General set and scenery		0.00	
0.00			Sound equipment		0.00	
33.99			Lighting equipment		0.00	
0.00	732.42	-732.42	Stage Equipment	0.00	0.00	0.00
29,351.42	39,556.06	-10,204.64	Totals	35,280.94	37,189.78	-1,908.84

Harlequin Players' Club Statement of Account

Income						Expenditure										Surplus	
	Tkt sales	Charity	Progs	Other	Total		Lic & Cop	Stg & Sce	Costume	Props	Lght & Sd	Pr & Des	Promo	Total			
Play 1 - An evening of one act	1,687.75	0.00	0.00	0.00	1,687.75	Play 1 - An evening of one act	12.38	0.00	0.00	27.00	0.00	290.58	0.00	329.96	1,357.79	80%	
Play 2 - Afterlife	2,399.70	0.00	0.00	0.00	2,399.70	Play 2 - Afterlife	408.00	0.00	98.85	93.17	0.00	75.00	0.00	675.02	1,724.68	72%	
Play 3 - Heaven Sent	2,442.85	0.00	0.00	0.00	2,442.85	Play 3 - Heaven Sent	249.20	67.59	0.00	126.44	0.00	134.29	0.00	577.52	1,865.33	76%	
Play 4 - Sauce for the Goose	2,827.40	0.00	0.00	0.00	2,827.40	Play 4 - Sauce for the Goose	550.00	0.00	0.00	0.00	0.00	256.16	0.00	806.16	2,021.24	71%	
Play 5 - Home I'm Darling	2,978.65	0.00	0.00	0.00	2,978.65	Play 5 - Home I'm Darling	0.00	0.00	195.26	73.80	0.00	176.00	0.00	445.06	2,533.59	85%	
Play 6 - Dorian	1,914.40	0.00	0.00	0.00	1,914.40	Play 6 - Dorian	18.30	135.87	90.83	80.09	0.00	0.00	103.00	428.09	1,486.31	78%	
Play 7 - Brief Encounters	3,352.10	0.00	0.00	0.00	3,352.10	Play 7 - Brief Encounters	330.40	0.00	0.00	558.87	0.00	0.00	103.00	992.27	2,359.83	70%	
Sub-Total (Plays)	17,602.85	0.00	0.00	0.00	17,602.85	Sub-Total (Plays)	1,568.28	203.46	384.94	959.37	0.00	932.03	206.00	4,254.08	13,348.77	76%	
							36.87%	4.78%	9.05%	22.55%	0.00%	21.91%	4.84%				
Membership subs					1,074.50												
Youth membership subs					2,181.30	Rent								14,178.00			
Performance fees					448.00	Utility costs								6,090.76			
						Fundraising costs								0.00			
Fundraising					38.75	Advertising costs								316.60			
						Telephone								546.90			
Advertising					0.00	Building Maintenance								52.81			
						Misc buildings								742.15			
Gift Aid					0.00	Improvements								405.45			
Misc					640.13	Insurance								1,581.21			
						Licences								272.56			
Hire bookings					2,807.10	PRS/PPL								0.00			
						Postage								0.00			
HJP play - Treasure Island					1,808.30	Plays (General)								2,361.68			
Awards event					0.00	General Promo / Web								275.82			
Donations					0.00	Misc								1,199.98			
Grants					698.00												
PRS					0.00	Other expenditure								28,023.92	-18,327.84		
Other income					9,696.08	HJP Play								236.98			
						HYT misc								0.00			
						HJP Gen								1,800.00			
Bar income					7,982.01	Bar costs								2,874.80	5,107.21		
						General set and scenery								0.00			
						Sx equipment								0.00			
						Lx equipment								0.00			
						Stage equipment								0.00	0.00		
Total					35,280.94	Total								37,189.78	-1,908.84		

Harlequin Players' Club

Statement of Financial Position as at

2022-2023

2023-24

Fixed Assets

0

0

Current Assets

Debtors

Bank:

Current account	12,310
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9,677

Cash	109
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12,419

162

9,838

Current Liabilities

Creditors	280
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Accrued expenses	280
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0

Total assets less liabilities **12,139**

9,838

Represented by:

Accumulated Fund

Balance brought forward	20,668
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12,139

Prev year adjust	1,676
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-392

Accrued expenses

Surplus/(deficit) for year	-10,205
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-1,909

Balance carried forward **12,139**

9,838

IBAN: GB 38 LOYD 3090 1603 192982

Lloyds 30-90-16

A/C 03192982

Current

User ID

501090188

Cash

Total

Cash reconciliation

1/7/2023	Opening balance	12309.95		54.84	10,345.10	30-Jun	54.84	54.84	0.00	0.00	R
July	Receipts	877.22	R	0.00	R 877.22						
July	Expenditure	2,422.81	R	0.00	R 2,422.81						
July	Transfer				0.00						
31/7/2023	M/E Balance	10,764.36		54.84	10,819.20	31-Jul	54.84	54.84	0.00	0.00	R
Aug	Receipts	0.00	R	0.00	R 0.00						
Aug	Expenditure	2,823.72	R	0.00	R 2,823.72						
Aug	Transfer				0.00						
31/8/2023	M/E Balance	7,940.64		54.84	7,995.48	31-Aug	54.84	54.84	0.00	0.00	
Sept	Receipts	2,668.98	R	0.00	R 2,668.98						
Sept	Expenditure	3,174.68	R	0.00	R 3,174.68						
Sept	Transfer				0.00						
30/9/2023	M/E Balance	7,434.94		54.84	7,489.78	30-Sep	54.84	54.84	0.00	0.00	
Oct	Receipts	1,485.00	R	0.00	R 1,485.00						
Oct	Expenditure	1,970.57	R	0.00	R 1,970.57						
Oct	Transfer				0.00						
31/10/2023	M/E Balance	6,949.37		54.84	7,004.21	31-Oct	54.84	54.84	0.00	0.00	
Nov	Receipts	3,855.67	R	0.00	R 3,855.67						
Nov	Expenditure	3,246.27		0.00	R 3,246.27						
Nov	Transfer				0.00						
30/11/2023	M/E Balance	7,558.77		54.84	7,613.61	30-Nov	54.84	54.84	0.00	0.00	
Dec	Receipts	4,188.21	R	0.00	4,188.21						
Dec	Expenditure	3,227.23	R	0.00	3,227.23						
Dec	Transfer				0.00						
31/12/2023	M/E Balance	8,519.75	R	54.84	8,574.59	31-Dec	54.84	54.84	0.00	0.00	
Jan	Receipts	2,539.12	R	254.62	2,793.74						
Jan	Expenditure	3,135.50	R	0.00	3,135.50						
Jan	Transfer				0.00						
31/1/2024	M/E Balance	7,923.37	R	309.46	8,232.83	31-Jan	309.46	309.46	0.00	0.00	
Feb	Receipts	2,036.39		0.00	2,036.39						
Feb	Expenditure	4,827.41		0.00	4,827.41						
Feb	Transfer				0.00						
28/2/2024	M/E Balance	5,132.35		309.46	5,441.81	28-Feb	309.46	309.46	0.00	0.00	
March	Receipts	4,474.89	r	0.00	4,474.89						
March	Expenditure	4,666.68	r	0.00	4,666.68						
March	Transfer				0.00						
30/3/2024	M/E Balance	4,940.56		309.46	5,250.02	30-Mar	309.46	309.46	0.00	0.00	
April	Receipts	1,597.23	r	0.00	1,597.23						
April	Expenditure	2,474.70	r	0.00	2,474.70						
April	Transfer				0.00						
29/4/2024	M/E Balance	4,063.09		309.46	4,372.55	29-Apr	309.46	309.46	0.00	0.00	
May	Receipts	5,684.83	r	0.00	5,684.83						
May	Expenditure	2,487.99	r	0.00	2,487.99						
May	Transfer				0.00						
30/5/2024	M/E Balance	7,259.93		309.46	7,569.39	30-May	309.46	309.46	0.00	0.00	
June	Receipts	6,577.15		0.00	6,577.15						
June	Expenditure	4,160.30		147.90	4,308.20						
June	Transfer				0.00						
29/6/2024	M/E Balance	9,676.78		161.56	9,838.34	29-Jun	161.56	161.56	0.00	0.00	
	Skip hire										
	Squarespace										
	Total	9,676.78									

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Memb No.

Payment

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		Bar income	Cash	Total
July		148.48		148.48
		13.86		
August				0.00
Sept	08.09.23 Square	43.42		43.42
	11.09.23 Square	138.18		
	11.09.23 Square	129.96		
	13.09.23 Squar	1.47		
	18.09.23	1.96		
	25.09.23	2.94		317.93
Oct				0.00
Nov	09.11.2023	240.08		240.08
	10.11.2023	153.37		153.37
	13.11.2023	133.80		133.80
	13.11.2023	170.04		170.04
	27.11.2023	58.94		58.94
	27.11.2023	40.68		40.68
	27.11.2023	183.31		183.31
Dec	07.12.2023	79.48		79.48
	08.12.2023	108.75		108.75
	11.12.2023	264.34		264.34
	11.12.2023	251.89		251.89
	11.12.2023	165.16		165.16
	18.12.2023	165.51		165.51
	18.12.2023	53.73		53.73
Jan	29.01.2024	206.42		206.42
	29.01.2024	244.41		244.41
	29.01.2024	142.99		142.99
Feb	08.02.2024	40.87		40.87
	12.02.2024	371.53		371.53
	29.02.2024	135.39		135.39
Mar	01.03.2024	104.28		104.28
	04.03.2024	249.35		249.35
	04.03.2024	295.32		295.32
	11.03.2024	345.91		345.91
April	15.04.2024	222.69		222.69
	22.04.3034	31.93		31.93
	25.04.2024	223.69		223.69
	26.04.2024	123.57		123.57
	29.04.2024	294.01		294.01
	29.04.2024	261.59		261.59
May	16.05.2024	159.64		159.64
	17.05.2024	118.29		118.29
	20.05.2024	203.03		203.03
	20.05.2024	128.82		128.82
June	06.06.2024	262.58		262.58
June	07.06.2024	165.24		165.24
June	10.06.2024	232.43		232.43
June	10.06.2024	157.42		157.42
June	17.06.2024	197.61		197.61
	27.06.2024	320.64		320.64
	27.06.2024	481.38		481.38
Total		8,270.38	0.00	7,982.01

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P&L	Play 1 - An evening of one act					7-9 Sept 23					Paid	L & C	S & S	Cost	Props	L & S	P & D	Promo	Total	
	Income					Expenditure													Cheque	Cash
Ticket sales	TktSource	Square	Numbers Door	Total	% cap	£	L & C	12.38	06.09.2023	Laura - programmes	bacs	12.38	27.00			75.00	140.58	75.00	179.96	
							Props	27.00	18.09.23	Malcolm	bacs						75.00		75.00	
									05.12.2023	2co ltd	bacs								0.00	
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P&L	Play 3 - Heaven Sent					6-9 Dec												Total				
	Income					Expenditure					Paid		L & C	S & S	Cost	Props	L & S	P & D	Promo	Cheque	Cash	
								13.12.2023	Communique-online	DDR		133.00									133.00	
								13.12.2023	C Gubett	DDR		116.20									116.20	
								22.11.2023	Malcolm	DDR											40.69	
								22.11.2023	Malcolm	DDR											93.6	
Ticket sales	TxtSource	2158.35						01.12.2024	Gordon Hamlin	DDR				17.80			126.44				144.24	
Wed						0%		26.01.2024	Don Hirst	DDR				49.79							49.79	
Thurs						0%															0.00	
Fri						0%															0.00	
Sat mat	284.5					0%															0.00	
Sat even						0%															0.00	
Ticket sales	2442.85	0	0	0	0%	2,442.85			Props	126.44											0.00	
									Lighting & sound	0.00											0.00	
Charity licence						0.00			Printing & design	134.29											0.00	
Programmes						0.00			Promotion	0.00											0.00	
Hot drinks						0.00															0.00	
Total						2,442.85	Total	577.52					249.20	67.59	0.00	126.44	0.00	134.29	0.00	577.52	0.00	
						Profit																
						£1,865.33																

P&L	Play 4 - Sauce for the Goose				28Feb-2nd March												Total													
	Income				Expenditure				Paid				L & C		S & S		Cost		Props		L & S		P & D		Promo		Cheque		Cash	
	TxtSource	Square	Cash	Numbers	Total	% cap	£			22.09.2023	Alan Brodie	bacs	450.00																	
										06.11.2023	Alan Brodie		100.00																	450.00
Ticket sales					2827.4			Licence & copyrights	550.00	20.11.2023	Malcolm Barker	bacs												39.69						39.69
Wed					0	0%				16.02.2024	Malcolm Barker	bacs												93.6						93.60
Thurs					0	0%		Stage & scenery	0.00	16.01.2024	Malcolm Barker	bacs												93.50						93.50
Fri					0	0%				20.03.3034	Malcolm Barker	bacs												-60.63						-60.63
Sat mat					0	0%		Costumes	0.00	21.02.24	Print Room	bacs												90.00						90.00
Sat even					0	0%																								
Ticket sales	2827.4	0	0		2827.4	589%	2,827.40	Props	0.00																					
Charity licence								Lighting & sound	0.00																					
Programmes								Printing & design	256.16																					
Other								Promotion	0.00																					
Total							2,827.40	Total	806.16					550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	256.16	0.00					806.16	0.00	

Play 5 - Home I'm Darling		24 April to 27 April																		Total											
		Income				Expenditure						Paid		L & C		S & S		Cost		Props		L & S		P & D		Promo		Cheque		Cash	
																								£45							
																								19.00							
																								112.00							
																										112.00					
																										90.83					
																												178.23			

P&L	Play 6 - Dorian		15 May to 18th May															Total					
																		Cheque	Cash				
		Income					Expenditure				24.02.3034	Vista Print	Paid	L & C	S & S	Cost	Props	L & S	P & D	Promo			
	TktSource	Card	Numbers	Cash	Total	% cap	£				29.04.2024	Malcolm -	BACS							£45			
					1914.4	1994%	1914.4					Laura	bacs				90.83			240.00		240.00	
Ticket sales	1914.4				1914.4			Licence & copyrights	18.30	13.05.2024	Laura	bacs					80.09					90.83	
Wed					0	0%				11.05.2024	Laura	bacs			39.55							80.09	
Thurs					0	0%		Stage & scenery	135.87	28.05.2024	Kelly & Andy	bacs		18.30	64.32					31.18		39.55	
Fri					0	0%				09.05.2024	Laura	bacs			32.00							113.80	
Sat					0	0%		Costumes	90.83													32.00	
							0																
Ticket sales	1914.4	0	0	0	0	0%	1,914.40	Props	80.09														
Charity licence							0.00	Lighting & sound	0.00														
Programmes							0.00	Printing & design	285.00														
Other							0.00	Promotion	31.18														
Total							1,914.40	Total	641.27					18.30	135.87	90.83	80.09	0.00	285.00	31.18		596.27	0.00

P&L	Play 7 - Brief Encounters		5th June to 8th June															Total			
	Income					Expenditure					Paid		L & C	S & S	Cost	Props	L & S	P & D	Promo	Cheque	Cash
										30.01.2024	Concord theatrical										
										16.01.2024	Concord Theatrical										
										07.06.2024	Yvette Owen	bacs									
Ticket sales	TktSource									07.06.2024	Catherine Singleton										
Wed	3352.1	Tel	Door	Total	% cap	£															
Thurs																					
Fri																					
Sat																					

HARLEQUIN PLAYERS CLUB

UNAUDITED FINANCIAL STATEMENTS

For the year ended 30 June 2024

I have examined the financial statements of the Harlequin Players' Club for the year ended 30 June 2024, which have been prepared according to Charity Commission guidelines.

I have not audited the accounts, since this is not required under current Charity Commission regulations, in view of current turnover, but have carried out an independent examination of the accounts and supporting evidence, as supplied to me, in order for the report to be made solely to the club's members.

In my opinion the financial statements give a true and fair view of the state of the club's affairs at 30 June 2024 and have been properly prepared in line with Charity Commission recommendations.

From what I have seen, adequate accounting records have been kept and the financial statements are in line with the accounting records and returns.

Stephen Hoskins, FACCA, FICB

8th August 2024

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Cuddington,
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