

# GREEN DOOR

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## T H E A T R E

Trustees' Annual Report

1st February 2023 to 31st January 2024

Green Door Theatre  
Scottish Charity Number: SC048933  
3 Dunglass Avenue  
Glasgow  
G14 9DX

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<https://www.greendoortheatre.com>

<https://www.facebook.com/WeAreGreenDoor>

<https://twitter.com/WeAreGreenDoor>

<https://www.instagram.com/wearegreendoor/>

## Charity Trustees



## Structure, governance and management

### Type of governing document

Green Door Theatre is a Scottish Charitable Incorporated Organisation (SCIO), regulated by the Office of the Scottish Charity Regulator (OSCR), and governed by a constitution. The organisation consists of the trustees, who are also the only Members of the organisation for the purposes of the Charities and Trustee Investment (Scotland) Act 2005.

Green Door Theatre is not formally affiliated with any other body.

### Trustee recruitment and appointment

The current trustees may appoint new trustees at any time by majority vote at a trustees' meeting. In selecting individuals for appointment, the trustees must have regard to the skills, knowledge and experience needed for the effective administration of the organisation.

### Charitable purposes

The objects of the organisation, as set out in its constitution, are:

1. To prepare and present not-for-profit theatre productions (including but not limited to drama, dance, musical theatre and comedy) with the purpose of advancing the arts, heritage and culture within Glasgow and the surrounding area.
2. To provide opportunities for non-professional theatre performers to improve their skills through workshops and participation in public theatre performances.
3. To provide opportunities for non-professional and emergent theatre-makers to improve their skills and present their work.

## Achievements and performance

### Summary of the main activities

The organisation's primary activity is to produce theatrical productions. The choice of show is guided by both creative and commercial sensitivities. The overriding aim of the production and rehearsal process is to produce high-quality theatre while keeping inclusiveness high, ensuring low costs of participation for cast members. The production is performed and produced by volunteers, and all contributors who are not trustees

become non-voting members of the organisation for at least one year for a small fee (£10).

Other activities of the organisation include provision of musical theatre workshops, which provide interested individuals unable to commit to an entire rehearsal process with access to our creative team and resources. These workshops act as fundraisers for the organisation and raise its profile in the Glasgow theatre community. The organisation also arranges social activities for current and previous cast members/non-voting members.

During this financial year, plans were made for the next production *The Wedding Singer*, due to be performed at Platform in Easterhouse 31 October - 2 November 2024. A licence was sought from the rightsholder (Music Theatre International Ltd), and a production team was put in place. Priority was given to expanding the production team roles beyond the core trustee group to ensure longevity of the organisation.

No additional events were able to be planned for this financial year due to unanticipated changes in personal circumstances for multiple trustees.

## Financial review

### Policy on reserves

Our current aim is for the organisation to hold enough reserves at the beginning of a year to cover the costs of its activities during the following year, i.e. generally one theatrical production. Since a production generally involves large up-front expenditure, and most of the receipts (ticket sales in particular) are recouped only after the production is finished, the level of reserves can be substantially lower at some points in the year.

The exact level that is deemed appropriate will depend on the activities planned, and the expected cost of venue hire, show rights, etc. For reference, the 2019–20 production of *Assassins* had a total expenditure of around £8,000, of which around £4,000 had to be paid before ticket sales were realised. Hence, for a production of a similar scale, it might be anticipated that reserves of £4,000–£5,000 at the start of the year would be adequate.

### Donated facilities and services

The trustees gratefully acknowledge the hard work and graft of *Wedding Singer* production team members throughout this financial year, without whom the organisation's charitable purposes could not be met.

## Statement of receipts and payments for the year ended 31 January 2024<sup>1</sup>

	Unrestricted funds	Total funds current period	Total funds last period
<b><u>Receipts</u></b>			
Donations (including membership fees)	-	-	£640
Receipts from charitable activities	-	-	£7,458
<u>Total receipts</u>	<u>£0</u>	<u>£0</u>	<u>£8,098</u>
<b><u>Payments</u></b>			
Costs of charitable activities	£500	£500	£6,233
<u>Total payments</u>	<u>£500</u>	<u>£500</u>	<u>£6,233</u>
<b>Surplus / (deficit) for the year</b>	<b>(£500)</b>	<b>(£500)</b>	<b>£1,865</b>

<sup>1</sup> All amounts are rounded to the nearest pound.

## Statement of balances as at 31 January 2024<sup>2</sup>

	Unrestricted funds	Total current period	Total last period
Cash and bank balances at start of year	£5,057	£5,057	£3,192
Surplus / (deficit) shown on receipts and payments account	(£500)	(£500)	£1,865
<u>Cash and bank balances at end of year</u>	<u>£4,557</u>	<u>£4,557</u>	<u>£5,057</u>
<b><u>Liabilities</u></b>			
Loans from trustees	£1,254	£1,254	£1,254
Expenses to be reimbursed	£3,395	£3,395	£3,395
<u>Total liabilities</u>	<u>£4,649</u>	<u>£4,649</u>	<u>£4,649</u>

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<sup>2</sup> All amounts are rounded to the nearest pound.

# Notes to the accounts for the year ended 31 January 2024

## 1. Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

## 2. Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of the organisation.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes. The charity has no restricted funds.

## 3. Remuneration and expenses to trustees and connected persons

No remuneration or expenses were paid during the period to any trustee or person connected to a trustee.

## Declaration

Signed on behalf of the charity trustees:



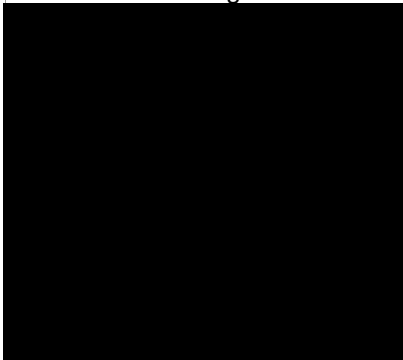
✓



Trustee

29/10/2024



		<b>Independent examiner's report on the accounts</b>						v2
<b>Report to the trustees/members of</b>  <b>Registered charity number</b>  <b>On the accounts of the charity for the period</b>  <b>Set out on pages</b>	Charity name	Green Door Theatre						
	Registered charity number	SC048933						
	Period start date				Period end date			
	Day	Month	Year		Day	Month	Year	
	1	February	2023	to	31	January	2024	
	1-2						(remember to include the page numbers of additional sheets)	
<b>Respective responsibilities of trustees and examiner</b>  <b>Basis of independent examiner's statement</b>  <b>Independent examiner's statement</b>	<p>The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.</p> <p>My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 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, I do not express an audit opinion on the view given by the accounts.</p> <p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <p>1. which gives me reasonable cause to believe that in any material respect the requirements:</p> <ul style="list-style-type: none"> <li>to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and</li> <li>to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations</li> </ul> <p>have not been met, or</p> <p>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>							
<b>Signed:</b> <b>Name:</b> <b>Relevant professional qualification(s) or body (if any):</b> <b>Address:</b>					<b>Date:</b>	31/10/2024		

## Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of  
any items that the  
examiner wishes to  
disclose