



Charity registration number

1141080

Trustee Annual Report and accounts  
For the period

1<sup>st</sup> June 2019 – 31<sup>st</sup> May 2020

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## **STAGE THEATRE SOCIETY ANNUAL REPORT OF THE TRUSTEES**

The Trustees are pleased to present their report together with the Financial Statements of the charity for the period 1<sup>st</sup> June 2019 – 31<sup>st</sup> May 2020.

### **ADMINISTRATIVE DETAILS**

Charity registration number	1141080
Charity name	Stage Theatre Society
Other names charity is known by	STS
Principal address	9 Maritime Court Dock Road Chatham Kent ME4 4FH
Website address	<a href="http://www.stagetheatresociety.co.uk">www.stagetheatresociety.co.uk</a>
Current trustees	Daniel Richard More – Co Founder Richard Martin Hillier – Co Founder Rachael Cordell Helen Blundell Julie Clayton
Accounting verification	David M Coleman 44 Thorndale Close Chatham Kent ME5 9SW

It is noted that the trustees have a legal duty under the Charities Act 2011 to appoint ‘an independent person who is reasonably believed by the trustees to have the requisite ability and practical experience to carry out a competent examination of the accounts.’ The trustees are satisfied that this person meets such requirement.

Bank	HSBC Rainham Shopping Centre Rainham Kent ME8 7HW
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# **STAGE THEATRE SOCIETY REPORT OF THE TRUSTEES**

## **GOVERNANCE**

### **GOVERNING DOCUMENT**

The charity is a voluntary organisation governed by its constitution adopted 10 June 2006, amended in November 2009 and October 2010 to take into account becoming a charity. The constitution is reviewed each year at the A.G.M

### **METHOD OF APPOINTMENT OF TRUSTEES**

Richard Hillier and Daniel More are co-founding permanent trustees of the charity. All other trustees are nominated annually at the A.G.M. The trustees work with the elected parent committee to run the charity over the year. People are invited annually to our A.G.M 14 days prior and invited to take interest and fill vacant committee places.

Remaining trustees are normally filled by the elected Chair and Vice-Chairperson of the charity.

### **ORGANISATION AND DECISIONS**

The policy and general management of Stage Theatre Society is overseen by the parent committee, with final decisions being made by the Co-Founders of the group. The parent committee consists of: -

- Co-founders / Treasurer
- Chairperson
- Vice Chairperson
- Secretary
- Child Welfare Officer (not voted)
- Publicity Officer (not voted)
- Sponsorship Officer (not voted)
- Events Manager (not voted)
- Additional parent committee members.

## **STAGE THEATRE SOCIETY REPORT OF THE TRUSTEES**

The parent committee is responsible for managing and organisation of Stage Theatre Society and hold regular meetings, as necessary, to the effect. Duties include but are not limited to:

- Monitoring accounts
- Planning events
- Running events
- Child welfare
- Membership
- Operation of the Tuck Shop
- Helping at rehearsals
- Involvement in performances

### **AIMS AND OBJECTIVES OF THE CHARITY**

The parent committee is responsible for the management and organisation of Stage Theatre Society and hold regular meetings to that effect. Duties include but are not limited to: -

- To improve quality of life for all members of the society.
- To increase performing and technical abilities of its members.
- FOR EVERYONE TO HAVE FUN
- To encourage discipline and learning in the activities we carry out.
- To have a balance of social and learning activities in the society.
- For all of our members to succeed in what they do with us at all times.
- To always encourage the best in our members.
- To progress with the show according to the rehearsal programme.
- To teach and offer new talents to our members.
- To make people want to be part of our society.
- To enable our members to bond socially with others.
- To always encourage commitment to the show from all members of the society.
- To distribute all show betterments to charitable organisations, or to be used to subsidise the next production if needed.
- To always keep within the proposed budgets for our shows.
- To increase community involvement and spirit within the society.
- To be able to fill our auditoriums with lively audiences.
- To have the audience always wanting more.
- To demonstrate to our audiences a different culture.

## STAGE THEATRE SOCIETY REPORT OF THE TRUSTEES

### CHARITY SUCESES AND ACHIEVEMENTS THIS YEAR

As another year draws to a close, we started the year off great – but then most of our operation came to a halt in March 2020 due to COVID 19.

- Performances: After the success of Chitty Chitty Bang Bang, we decided to stage a production that we have wanted to do for a long time – Pippin. This was a show of viewing marvel – with circus acts, magic tricks, brilliant songs and lighting to go with it. It was a show enjoyed by all!
- Trips: We were able, prior to lockdown, to get in a number of trips. We managed a family overnight camp in August 2019, a great big trip to the beach and a race night.
- Alumni: Over the years, STS has worked with hundreds of amazing young people from across Kent (and some from further afield) and we are lucky enough to have old friends now treading the boards on the world's top stages. We couldn't possibly list all of the incredible achievements of our former members here – we'd need a much longer letter! – but we are proud to have seen our alumni representing us on the West End, on national tours, in pantomimes, cruising the world and so much more. Also, whilst we always hate to say goodbye, we are incredibly proud of our members who this year have moved on to new adventures, including professional performing arts training.
- Looking forward: After Pippin, STS was about to embark on its production of Oliver! However, this was postponed due to COVID.

Each successful year at STS is a credit to everyone who is involved in making what we do happen. We would like to extend out thanks to all of the talented cast, supportive parents and dedicated volunteers who have in some way made STS possible this year.

# **STAGE THEATRE SOCIETY REPORT OF THE TRUSTEES**

## **FINANCIAL REVIEW**

## **RESERVES POLICY**

Stage Theatre Society aims to keep reserves of £3000. This has been assessed as an amount that can meet the charity's needs by the committee. This will meet one year's minimum expenditure should there be a substantial reduction of income to STS.

## **PRINCIPAL FUNDING SOURCES**

Stage Theatre Society principally generates funding from Ticket Sales / Donations for productions and membership subscriptions. These will continue to be the principal sources of income to the group for the foreseeable future.

## **TRUSTEE RESPONSIBILITIES**

The law applicable to charities in England and Wales requires the Trustees 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 these Financial Statements the Trustees followed best practice and:

- Work in accordance with the Stage Theatre Societies governing document on accounting.
- Make judgments and estimates that are reasonable and prudent.
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy, the financial position of the charity, and which enable them to both ascertain the financial position of the charity and ensure that the financial statements comply with the applicable law. They are also responsible for safeguarding the assets of the charity and is hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

**STAGE THEATRE SOCIETY- RECEIPTS AND PAYMENT ACCOUNT**  
**YEAR ENDED MAY 31<sup>ST</sup> 2020**

<b>RECEIPTS INTO STS</b>	<b>UNRESTRICTED FUNDS</b>		<b>RESTRICTED FUNDS</b>		<b>ENDOWMENT FUNDS</b>		<b>TOTAL FUNDS</b>		<b>ROUNDED</b>	
MEMBERSHIP SUBSCRIPTIONS	£	11,525.00	£	-	£	-	£	11,525.00	£	11,525
TICKET SALES	£	13,551.17	£	-	£	-	£	13,551.17	£	13,551
UNIFORM PURCHASES	£	277.54	£	-	£	-	£	277.54	£	278
PROGRAMME SALES	£	1,566.66	£	-	£	-	£	1,566.66	£	1,567
EVENT INCOMES	£	1,946.40	£	-	£	-	£	1,946.40	£	1,946
REFUNDS	£	145.45	£	-	£	-	£	145.45	£	145
DONATIONS / SPONSORSHIP	£	500.00	£	-	£	-	£	500.00	£	500
	<b>£</b>	<b>29,512.22</b>	<b>£</b>	<b>-</b>	<b>£</b>	<b>-</b>	<b>£</b>	<b>29,512.22</b>	<b>£</b>	<b>29,512</b>

**EXPENDITURE FROM STS**

Charitable expenditure	£27,532.84
Excess (deficit) of Income over expenditure	£1,979.38
Balances bought forward	£5,858.86
Balances carried forward	£7,838.24

**STAGE THEATRE SOCIETY- EXPENDITURE  
YEAR ENDED MAY 31<sup>ST</sup> 2020**

<b>EXPENDITURE FROM STS</b>	<b>UNRESTRICTED FUNDS</b>	<b>RESTRICTED FUNDS</b>	<b>ENDOWMENT FUNDS</b>	<b>TOTAL FUNDS</b>	<b>ROUNDED</b>
PROGRAMME PRINTING	£ 1,596.98	£ -	£ -	£ 1,596.98	£ 1,597
HALL HIRE	£ 2,714.26	£ -	£ -	£ 2,714.26	£ 2,714
LIGHTING / SOUND HIRE	£ 4,114.74	£ -	£ -	£ 4,114.74	£ 4,115
BAND HIRE	£ 5,565.00	£ -	£ -	£ 5,565.00	£ 5,565
GARAGE HIRE	£ 266.46	£ -	£ -	£ 266.46	£ 266
ADVERTISING	£ 566.59	£ -	£ -	£ 566.59	£ 567
SHOW RIGHTS	£ 6,050.40	£ -	£ -	£ 6,050.40	£ 6,050
EQUIPMENT PURCHASES	£ 365.97	£ -	£ -	£ 365.97	£ 366
SET CONSTRUCTION	£ 2,334.07	£ -	£ -	£ 2,334.07	£ 2,334
PRINTING	£ 121.47	£ -	£ -	£ 121.47	£ 121
COSTUMES	£ 1,300.00	£ -	£ -	£ 1,300.00	£ 1,300
UNIFORM PURCHASES	£ 299.00	£ -	£ -	£ 299.00	£ 299
THEATRE HIRE	£ 20.00	£ -	£ -	£ 20.00	£ 20
INSURANCE	£ 482.15	£ -	£ -	£ 482.15	£ 482
EVENT EXPENSES	£ 1,559.50	£ -	£ -	£ 1,559.50	£ 1,560
BANK CHARGES	£ 176.25	£ -	£ -	£ 176.25	£ 176
	<b>£ 27,532.84</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 27,532.84</b>	<b>£ 27,533</b>



**STAGE THEATRE SOCIETY  
STATEMENT OF ASSETS AND LIABILITIES  
AS AT 31<sup>st</sup> MAY 2020**

**2019/2020**

Cash at bank	£ 5,916.49
Cash in hand	£ 1,921.75
Physical assets	£ 8,363
Plus debtors	£ 0
Minus creditors	£ 0
 Nett assets	 £ 16,201.24

**SUMMARY OF PHYSICAL ASSETTS HELD BY THE CHARITY**

Lighting equipment	£ 1,355
Sound equipment	£ 2,823
Rigging equipment	£ 705
Tools	£ 1,880
Other assets	£ 1,600
	 £ 8,363

## **STAGE THEATRE SOCIETY NOTES TO THE STATEMENTS**

### **ACCOUNTING POLICIES**

- Financial Statements have been prepared on the income and expenditure to the society in accordance with the applicable U.K. Accounting Standards.
- The Charity Trustees were not paid or reimbursed during the year and no Charity Trustees received any emolument or payment for professional or other services.
- It is noted that the trustees have a legal duty under the Charities Act 2011 to appoint 'an independent person who is reasonably believed by the trustees to have the requisite ability and practical experience to carry out a competent examination of the accounts.' The trustees are satisfied that the person that has carried out the independent examination meets such requirement.

### **RESTRICTED VS UNRESTRICTED FUNDS**

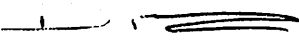
As a charity we may receive donations from people or organisations that are intended for a specific purpose. At present Stage Theatre Society does not have any funds that fall into such category. Our funds are currently unrestricted.

**STAGE THEATRE SOCIETY  
TRUSTEE DECLARATION**

The trustees declare that they have approved the report above.

Signed on behalf of the charity's trustees.

Full Name: DANIEL RICHARD MORE

Signature: 

Position: CO-FOUNDER

Dated: 26.2.21

Full Name: RICHARD MARTIN HILLIER

Signature: 

Position: CO-FOUNDER

Dated: 27.2.21