



**CHARITY REGISTRATION NUMBER**

**1141080**

**TRUSTEE ANNUAL REPORT AND  
ACCOUNTS  
FOR THE PERIOD**

**1 JUNE 2016 -31 MAY 2017**

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## STAGE THEATRE SOCIETY (STS) 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 June 2016 - 31 May 2017

### 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 Rachel Cordell Helen Blundell Julie Clayton
Accounting verification	David M Coleman 44 Thorndale Close Chatham Kent ME5 9SW
Bank	HSBC Rainham Shopping Centre Rainham Kent ME8 7HW

# **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
- Chairperson
- Vice Chairperson
- Joint Treasurer
- 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 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 SUCCESSES AND ACHIEVEMENTS THIS YEAR

So this year saw the marking of a great milestone within STS - our 15<sup>th</sup> Year as a group. To celebrate this, people from past and present came together to produce a spectacular performance at the Central Theatre in April 17. This was a truly memorable day!

Stage Theatre Society has continued with its usual success with the productions - seeing both 'All Shook Up' and 'Annie the Musical' taking to the stage.

The group has continued to provide summertime workshops, events out for cast and their guests alongside more work with our German counterparts.

# **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> 2017**

RECEIPTS INTO STS	2016/2017		ROUNDED		2015/2016	
MEMBERSHIP SUBSCRIPTIONS	£	10,604.00	£	10,604	£	9,604
TICKET SALES	£	18,200.09	£	18,200	£	22,869
UNIFORM PURCHASES	£	274.00	£	274	£	251
TRIP INCOMES	£	320.00	£	320	£	885
PROGRAMME SALES	£	2,035.00	£	2,035	£	1,553
PARTY DONATIONS	£	-	£	-	£	-
EVENT INCOMES	£	13,522.14	£	13,522	£	12,127
REFUNDS	£	-	£	-	£	9
DONATIONS / SPONSORSHIP	£	1,200.22	£	1,200	£	1,810
GRANTS	£	-	£	-	£	-
	£	<b>46,155.45</b>	£	<b>46,155</b>	£	<b>49,108</b>

**EXPENDITURE FROM STS**

CHARITABLE EXPENDITURE	<b>£44,242.65</b>
EXCESS (DEFECIT) OF INCOME OVER EXPENDITURE	<b>£1,912.80</b>
BALANCES BOUGHT FORWARD	<b>£9,634.54</b>
BALANCES CARRIED FORWARD	<b>£11,547.34</b>

**STAGE THEATRE SOCIETY  
EXPENDITURE  
YEAR ENDED MAY 31<sup>ST</sup> 2017**

EXPENDITURE FROM STS	2016/2017		ROUNDED	2015/2016		
TRIP EXPENSE	£	-	£	-	£	3,513
PROGRAMME PRINTING	£	259.10	£	259	£	-
HALL HIRE	£	3,025.35	£	3,025	£	2,840
LIGHTING / SOUND HIRE	£	1,539.97	£	1,540	£	2,427
BAND HIRE	£	2,390.00	£	2,390	£	5,890
GARAGE HIRE	£	487.53	£	488	£	551
CHILD PROTECTION	£	39.00	£	39	£	39
ADVERTISING	£	107.68	£	108	£	-
SHOW RIGHTS	£	6,878.37	£	6,878	£	6,943
EQUIPMENT PURCHASES	£	2,473.17	£	2,473	£	5,825
SET CONSTRUCTION	£	2,952.72	£	2,953	£	1,219
PRINTING	£	858.60	£	859	£	1,247
POSTAGE	£	28.51	£	29	£	32
COSTUMES	£	1,900.00	£	1,900	£	1,091
PROPS	£	50.00	£	50	£	240
UNIFORM PURCHASES	£	695.50	£	696	£	1,063
THEATRE HIRE	£	6,293.65	£	6,294	£	5,933
INSURANCE	£	479.00	£	479	£	477
LIABILITY PAYMENTS	£	20.00	£	20	£	-
EVENT EXPENSES	£	13,504.92	£	13,505	£	8,382
BANK CHARGES	£	259.58	£	260	£	355
DONATIONS	£	-	£	-	£	80
	£	<b>44,242.65</b>	£	<b>44,243</b>	£	<b>48,145.99</b>



**STAGE THEATRE SOCIETY  
STATEMENT OF ASSETS AND LIABILITIES  
AS AT 31 MAY 2017**

	<b>2016/2017</b>
CASH AT BANK	£ 10,501
CASH IN HAND	£ 1,046
PHYSICAL ASSETS	£ 8,363
PLUS DEBTORS	£ 0
MINUS CREDITORS	£ 0
NETT ASSETTS	£ 19,910

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

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

# 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.

## 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: 27 - 1 - 18

Full Name: RICHARD MARTIN HILLIER

Signature: 

Position: CO-FOUNDER

Dated: 27/1/18



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name: STAGE THEATRE SOCIETY

On accounts for the year ended

31-05-17 Charity no (if any) 1141080

Set out on pages

7, 8, 9 (remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
• to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
• to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 seeking 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
• the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed: [Signature] Date: 23-1-2018

Name: DAVID COLEMAN

Relevant professional qualification(s) or body (if any):

Address: 44 Thundule Close, Chatham, Kent, ME5 9SW


**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

None.
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