



**CHARITY REGISTRATION NUMBER**

**1141080**

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

**1 JUNE 2011-31 MAY 2012**

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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 2011 -31 MAY 2012

### ADMINISTRATIVE DETAILS

Charity registration number	1141080
Charity name	Stage Theatre Society
Other names charity is known by	STS
Principal address	18 Ferndown Close Hempstead Gillingham Kent ME7 3SN
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
Bank	HSBC Rainham Shopping Centre Rainham Kent ME87HW

# 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 SUCESSSES AND ACHIEVEMENTS THIS YEAR**

The past year has seen many successes for Stage Theatre Society. It has been a very busy year. We have produced a number of performances including Disney's Aladdin, Our House, Les Miserables and The Producers. We performed these productions at both The Hazlitt Theatre in Maidstone and Rainham School for Girls.

This year we also gave the young cast the opportunity to produce their own un-aided production - When Kids Take Over. This was a huge success and they will move on in coming years to produce more like this.

The other part of Stage Theatre Society includes organising extra curricular events for the young people to partake in. This year we put on our very own STS it's a knockout, organised a trip to the West End to see Disney's The Lion King, completed a very successful residential trip to Alton Towers and had a haunted visit to Pluckley.

# 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> 2012**

<b>RECEIPTS INTO STS</b>	<b>2011/2012</b>
MEMBERSHIP SUBSCRIPTIONS	£10,940
TICKET SALES	£14,220
UNIFORM PURCHASES	£65
TRIP INCOMES	£12,736
PROGRAMME SALES	£574
PARTY DONATIONS	£25
EVENT INCOMES	£1,028
REFUNDS	£416
DONATIONS / SPONSORSHIP	£2,351
GRANTS	£2,885
	<hr/>
	<b>£45,241</b>
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 <b>EXPENDITURE FROM STS</b>	
CHARITABLE EXPENDITURE	<b>£44,462</b>
EXCESS (DEFECIT) OF INCOME OVER EXPENDITURE	£779
BALANCES BOUGHT FORWARD	£3,655
BALANCES CARRIED FORWARD	<b>£4,434</b>

## STAGE THEATRE SOCIETY EXPENDITURE

### EXPENDITURE FROM STS 2011/2012

TRIP EXPENSE	£ 12,920
PROGRAMME PRINTING	£ 526
HALL HIRE	£ 3,575
LIGHTING / SOUND HIRE	£ 3,024
BAND HIRE	£ 4,770
GARAGE HIRE	£ 1,351
CHILD PROTECTION	£ 40
ADVERTISING	£ 25
SHOW RIGHTS	£ 3,160
EQUIPMENT PURCHASES	£ 3,767
SET CONSTRUCTION	£ 603
PRINTING	£ 534
POSTAGE	£ 181
COSTUMES	£ 1,140
PROPS	£ 200
UNIFORM PURCHASES	£ 377
THEATRE HIRE	£ 3,794
INSURANCE	£ 405
LIABILITY PAYMENTS	£ 1,050
THANKYOU CARDS	£ 14
EVENT EXPENSES	£ 1,292
BANK CHARGES	£ 8
REFUNDS	£ 1,707

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**£ 44,462**

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**STAGE THEATRE SOCIETY  
STATEMENT OF ASSETS AND LIABILITIES  
AS AT 31 MAY 2012**

	<b>2011/2012</b>
CASH AT BANK	£ 4,558
CASH IN HAND	£ 77
PHYSICAL ASSETS	£ 8,363
DEBTORS	£ 0
CREDITORS	£ 202
NETT ASSETTS	£ 12,796

**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

Full Name: RICHARD MARTIN HILLIER

Signature:

Position: CO-FOUNDER

Dated: