



Charity registration number

1141080

Trustee Annual Report and accounts
For the period

1st June 2021 – 31st May 2022

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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 1st June 2021 – 31st May 2022.

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	www.stagetheatresociety.co.uk
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 was then reviewed in 2018 to introduce a governing body format instead of a yearly elected committee.

METHOD OF APPOINTMENT OF TRUSTEES

The trustees of the society shall consist of parents and friends of STS and will include the following as a minimum - Chairperson, Treasurer, Vice-Chairperson and Secretary

Richard Hillier and Daniel More are co-founding permanent trustees of the charity.

ORGANISATION AND DECISIONS

The Society shall be managed by the Governing Body of not more than ten members which will include the Chairperson, Vice-Chairperson, Secretary and Treasurer. The remainder shall be elected to office from parents and friends of STS willing to give dedication to the society. Each member elected will serve a term of office for four years.

The Governing Body are responsible for adopting and implementing new policies, codes of conduct, health and safety and duty of care, responsibilities and rules that effect the organisation and management of society affairs.

STAGE THEATRE SOCIETY REPORT OF THE TRUSTEES

The Governing Body are, in addition to the above, responsible for the day-to-day managing and organisation of Stage Theatre Society and hold regular meetings, as necessary, to the effect.

Duties include but are not limited to:

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

AIMS AND OBJECTIVES OF THE CHARITY

The Governing Body 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

The past year has been somewhat different to our typical programme of events.

After Pippin was completed in the previous year, STS was about to embark on its production of Oliver! However, this was postponed due to COVID – leading to the group cancelling the show – and refunding money due – we must take the opportunity here to thank the various people that chose not to have their fees refunded – to support the interests of keeping the group running.

With the group currently without a show to perform, and no immediate sign of a return to normality, we made the decision to keep the group going in the background – to ensure that interest was there for our eventual return. We were able to make use of the new world of online video conferencing to host quiz nights, dance workshops and even a charity fundraiser for the NHS.

Throughout the various guidance changes, we were fortunate to fall into the category of being a youth organisation. So, with the correct risk assessments in place, we ran a series of workshops to help phasing people back towards normal life. These were very successful, well attended and kept the spirit of STS alive. It is clear that when the group returns to normal – it will be well received.

STAGE THEATRE SOCIETY REPORT OF THE TRUSTEES

FINANCIAL REVIEW

RESERVES POLICY

Stage Theatre Society aims to keep reserves of £4000. 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 31ST 2022

RECEIPTS INTO STS	UNRESTRICTED FUNDS		RESTRICTED FUNDS		ENDOWMENT FUNDS		TOTAL FUNDS		ROUNDED	
MEMBERSHIP SUBSCRIPTIONS	£	11,445.00	£	-	£	-	£	11,445.00	£	11,445
TICKET SALES	£	8,845.03	£	-	£	-	£	8,845.03	£	8,845
UNIFORM PURCHASES	£	98.50	£	-	£	-	£	98.50	£	99
PROGRAMME SALES	£	134.41	£	-	£	-	£	134.41	£	134
EVENT INCOMES	£	1,330.00	£	-	£	-	£	1,330.00	£	1,330
REFUNDS	£	276.32	£	-	£	-	£	276.32	£	276
DONATIONS / SPONSORSHIP	£	5.00	£	-	£	-	£	5.00	£	5
	£	22,134.26	£	-	£	-	£	22,134.26	£	22,134

EXPENDITURE FROM STS

Charitable expenditure	£20,307.46
Excess (deficit) of Income over expenditure	£1,826.80
Balances bought forward	£5,053.77
Balances carried forward	£6,880.57

**STAGE THEATRE SOCIETY- EXPENDITURE
YEAR ENDED MAY 31ST 2022**

EXPENDITURE FROM STS	UNRESTRICTED FUNDS		RESTRICTED FUNDS		ENDOWMENT FUNDS		TOTAL FUNDS		ROUNDED	
PROGRAMME PRINTING	£	250.99	£	-	£	-	£	250.99	£	250.99
HALL HIRE	£	2,475.15	£	-	£	-	£	2,475.15	£	2,475.15
LIGHTING / SOUND HIRE	£	1,017.00	£	-	£	-	£	1,017.00	£	1,017.00
GARAGE HIRE	£	548.60	£	-	£	-	£	548.60	£	548.60
ADVERTISING	£	245.50	£	-	£	-	£	245.50	£	245.50
SHOW RIGHTS	£	4,010.38	£	-	£	-	£	4,010.38	£	4,010.38
EQUIPMENT PURCHASES	£	2,858.45	£	-	£	-	£	2,858.45	£	2,858.45
SET CONSTRUCTION	£	1,861.25	£	-	£	-	£	1,861.25	£	1,861.25
PRINTING	£	95.67	£	-	£	-	£	95.67	£	95.67
COSTUMES	£	1,900.00	£	-	£	-	£	1,900.00	£	1,900.00
PROPS	£	659.99	£	-	£	-	£	659.99	£	659.99
UNIFORM PURCHASES	£	912.00	£	-	£	-	£	912.00	£	912.00
THEATRE HIRE	£	20.00	£	-	£	-	£	20.00	£	20.00
INSURANCE	£	348.40	£	-	£	-	£	348.40	£	348.40
EVENT EXPENSES	£	2,842.34	£	-	£	-	£	2,842.34	£	2,842.34
BANK CHARGES	£	156.74	£	-	£	-	£	156.74	£	156.74
REFUNDS	£	105.00	£	-	£	-	£	105.00	£	105.00
	£	20,307.46	£	-	£	-	£	20,307.46	£	20,307

**STAGE THEATRE SOCIETY
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31st MAY 2022**

2021/2022

Cash at bank	£ 6,553.22
Cash in hand	£ 327.35
Physical assets	£ 8,363
Plus debtors	£ 0
Minus creditors	£ 0
Nett assets	£ 15,243.57

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:

Full Name: RICHARD MARTIN HILLIER

Signature:

Position: CO-FOUNDER

Dated: