



CHARITY REGISTRATION NUMBER

1141080

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

1 JUNE 2017 -31 MAY 2018

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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 2017 - 31 May 2018

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 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

Over the course of the year, STS has continued to achieve many successes working with young people in and around the Medway Towns.

Our core purpose, putting on great shows has seen *In the Heights* and *Cats* come to the Hazlitt Theatre. Both of the shows were great to be part of and were enjoyed by all involved.

In addition to this work we have seen the expansion of our work with our German school - we have now added a school in Spain and are looking to do workshops across the three - a very exciting time. This year both of the schools visited us to do some workshops in the UK.

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 31ST 2018**

RECEIPTS INTO STS

	2017/2018		ROUNDED	
MEMBERSHIP SUBSCRIPTIONS	£	8,164.00	£	8,164
TICKET SALES	£	18,866.61	£	18,867
UNIFORM PURCHASES	£	313.50	£	314
PROGRAMME SALES	£	762.30	£	762
RAFFLE SALES	£	-	£	-
PARTY DONATIONS	£	-	£	-
EVENT INCOMES	£	1,851.87	£	1,852
REFUNDS	£	865.50	£	866
DONATIONS / SPONSORSHIP	£	1,859.65	£	1,860
	£	32,683.43	£	32,683

EXPENDITURE FROM STS

CHARITABLE EXPENDITURE	£35,924.10
EXCESS (DEFECIT) OF INCOME OVER EXPENDITURE	(£3,240.67)
BALANCES BOUGHT FORWARD	£11,547.34
BALANCES CARRIED FORWARD	£8,306.67

**STAGE THEATRE SOCIETY
EXPENDITURE
YEAR ENDED MAY 31ST 2018**

EXPENDITURE FROM STS	2017/2018	ROUNDED
TRIP EXPENSE	£ 62.97	£ 63
PROGRAMME PRINTING	£ 477.00	£ 477
HALL HIRE	£ 3,157.78	£ 3,158
LIGHTING / SOUND HIRE	£ 2,344.00	£ 2,344
BAND HIRE	£ 3,130.33	£ 3,130
GARAGE HIRE	£ 521.45	£ 521
CHILD PROTECTION	£ 39.00	£ 39
ADVERTISING	£ 743.29	£ 743
SHOW RIGHTS	£ 4,530.60	£ 4,531
EQUIPMENT PURCHASES	£ 8,343.98	£ 8,344
SET CONSTRUCTION	£ 2,938.66	£ 2,939
PRINTING	£ 834.40	£ 834
POSTAGE	£ 71.78	£ 72
COSTUMES	£ 2,730.00	£ 2,730
PROPS	£ 414.68	£ 415
UNIFORM PURCHASES	£ 480.00	£ 480
THEATRE HIRE	£ 2,952.12	£ 2,952
INSURANCE	£ 522.05	£ 522
EVENT EXPENSES	£ 1,374.60	£ 1,375
BANK CHARGES	£ 255.41	£ 255
	£ 35,924.10	£ 35,924

**STAGE THEATRE SOCIETY
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 MAY 2018**

	2017/2018
CASH AT BANK	£ 7,381.17
CASH IN HAND	£ 925.50
PHYSICAL ASSETS	£ 8,363
PLUS DEBTORS	£ 0
MINUS CREDITORS	£ 0
NETT ASSETTS	£ 16,669.67

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.

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: 19 - 2 - 19

Full Name: RICHARD MARTIN HILLIER

Signature: 

Position: CO-FOUNDER

Dated: 19 - 2 - 19



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name: STAGE THEATRE SOCIETY

On accounts for the year ended

31-5-2018

Charity no (if any)

1141080

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/05/2018.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

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

- the accounting records were not kept in accordance with section 130 of the Act; or
the accounts did not accord with the accounting records; or
the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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: 13-2-2019

Name: DAVID COLEMAN

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

N/A

Address: 44 Thorndale 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 details of any items that the examiner wishes to disclose.

N/A