

**WOKINGHAM THEATRE  
COMPANY LIMITED BY GUARANTEE  
FINANCIAL STATEMENTS  
31ST AUGUST 2008**



**POOLE & COMPANY**  
Chartered Accountants & Registered Auditors  
90 London Street  
Reading  
Berkshire  
RG1 4SJ

**WOKINGHAM THEATRE  
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31ST AUGUST 2008**

<b>CONTENTS</b>	<b>PAGE</b>
Officers and professional advisers	<b>1</b>
The directors' report	<b>2</b>
Independent auditor's report to the members	<b>4</b>
Statement of financial activities	<b>6</b>
Balance sheet	<b>7</b>
Notes to the financial statements	<b>8</b>
 <b>The following pages do not form part of the financial statements</b>	
Detailed statement of financial activities	<b>12</b>

**WOKINGHAM THEATRE  
COMPANY LIMITED BY GUARANTEE  
OFFICERS AND PROFESSIONAL ADVISERS**

**The board of directors**

Ms A Gee  
Mr S R A Hall  
Mrs J D Hopkins  
Mr R C Coleman  
Mrs A J Paxton  
Mrs J A Myatt  
Mr PT Stallwood  
Mr B Kettlewell  
Mr G Rees  
Mrs Y G Brickenden  
Mrs M Rutterford

**Company secretary**

P Grey

**Registered office**

Wokingham Theatre  
Twyford Road  
Wokingham  
Berkshire  
RG40 5TU

**Auditor**

Poole & Company  
Chartered Accountants  
& Registered Auditors  
90 London Street  
Reading  
Berkshire  
RG1 4SJ

**Bankers**

Lloyds TSB PLC  
18 Broad Street  
Wokingham  
Berkshire  
RG40 1AG

**Solicitors**

Clifton Ingram  
22 Broad Street  
Wokingham  
Berkshire  
RG40 1BA

# WOKINGHAM THEATRE COMPANY LIMITED BY GUARANTEE

## THE DIRECTORS' REPORT

**YEAR ENDED 31ST AUGUST 2008**

The directors have pleasure in presenting their report and the financial statements of the company for the year ended 31st August 2008.

### PRINCIPAL ACTIVITIES

The principal activity of the company in the year under review was that of promoting the enjoyment of all aspects of Theatre in Wokingham and district, and to provide facilities for its members to participate in such activities. The company is a registered charity, no 292448.

### DIRECTORS

The directors who served the company during the year were as follows:

Mr S R A Hall	
Mr R C Coleman	
Mrs A J Paxton	
Mr B Kettlewell	
Mr G Rees	
Mrs Y G Brickenden	
Ms A Gee	(Appointed 15th May 2008)
Mrs J D Hopkins	(Appointed 15th May 2008)
Mrs J A Myatt	(Appointed 15th May 2008)
Mr PT Stallwood	(Appointed 17th June 2008)
Mrs M Rutterford	(Appointed 15th May 2008)
Mr J G Walshe	(Retired 7th July 2008)
Miss P A Dixon	(Retired 9th June 2008)
Mrs P E Dibbs	(Retired 9th June 2008)
Mrs C A Rawlins	(Retired 9th June 2008)

The board members of the company, whose details are shown on page 1, have no share interests in the company. The executive board members retire annually and, if willing, offer themselves for re-election. The non-executive board members retire biannually and, if willing, offer themselves for re-election.

### DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;

**WOKINGHAM THEATRE  
COMPANY LIMITED BY GUARANTEE**

**THE DIRECTORS' REPORT** *(continued)*

**YEAR ENDED 31ST AUGUST 2008**

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the directors are aware:

- there is no relevant audit information of which the company's auditor is unaware; and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

**AUDITOR**

A resolution to re-appoint Poole & Company as auditor for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

**SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Registered office:  
Wokingham Theatre  
Twyford Road  
Wokingham  
Berkshire  
RG40 5TU

Signed by order of the directors



P GREY  
Company Secretary

Approved by the directors on 26 November 2008

**WOKINGHAM THEATRE  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
WOKINGHAM THEATRE**

**YEAR ENDED 31ST AUGUST 2008**

We have audited the financial statements of Wokingham Theatre for the year ended 31st August 2008, which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) and on the basis of the accounting policies set out on page 8.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITOR**

The directors' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Directors' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Directors' Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and other transactions is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

**BASIS OF AUDIT OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**WOKINGHAM THEATRE  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
WOKINGHAM THEATRE *(continued)***

**YEAR ENDED 31ST AUGUST 2008**

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Small Entities, in the circumstances set out below:

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

**OPINION**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the company's affairs as at 31st August 2008 and of its profit for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Directors' Report is consistent with the financial statements.

90 London Street  
Reading  
Berkshire  
RG1 4SJ

*Peck and Lambart*  
Chartered Accountants  
& Registered Auditors

*31st December 2008*

**WOKINGHAM THEATRE  
COMPANY LIMITED BY GUARANTEE  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31ST AUGUST 2008**

	Note	2008 £	2007 £
<b>TURNOVER</b>		<b>105,843</b>	<b>116,572</b>
Cost of sales		<u>40,207</u>	<u>30,008</u>
<b>GROSS SURPLUS</b>		<b>65,636</b>	<b>86,564</b>
Administrative expenses		<u>57,541</u>	<u>59,496</u>
<b>OPERATING SURPLUS</b>	<b>2</b>	<b>8,095</b>	<b>27,068</b>
Interest receivable		<u>3,952</u>	<u>3,176</u>
<b>SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<b>12,047</b>	<b>30,244</b>
Tax on surplus on ordinary activities		—	—
<b>SURPLUS FOR THE FINANCIAL YEAR</b>		<b>12,047</b>	<b>30,244</b>
Balance brought forward		<u>405,578</u>	<u>375,334</u>
Balance carried forward		<u><b>417,625</b></u>	<u><b>405,578</b></u>

The notes on pages 8 to 10 form part of these financial statements.



**WOKINGHAM THEATRE  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**

**31ST AUGUST 2008**

	Note	2008 £	2007 £
<b>FIXED ASSETS</b>			
Tangible assets	3	<u>311,475</u>	<u>276,740</u>
<b>CURRENT ASSETS</b>			
Debtors	4	12,992	15,269
Cash at bank and in hand		<u>126,479</u>	<u>143,058</u>
		139,471	158,327
<b>CREDITORS: Amounts falling due within one year</b>	5	<u>33,321</u>	<u>29,489</u>
<b>NET CURRENT ASSETS</b>		<u>106,150</u>	<u>128,838</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>417,625</u>	<u>405,578</u>
<b>RESERVES</b>	8		
Statement of financial activities		<u>417,625</u>	<u>405,578</u>
<b>MEMBERS' FUNDS</b>	9	<u>417,625</u>	<u>405,578</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

These financial statements were approved by the directors and authorised for issue on 26-11-08, and are signed on their behalf by:

R. Ruessford.      Stephen Hall

**WOKINGHAM THEATRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31ST AUGUST 2008**

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005), except where it conflicts with the Charities Statement of Recommended Practice in which case the SORP have been followed.

**Changes in accounting policies**

In preparing the financial statements for the current year, the company has adopted the Financial Reporting Standard for Smaller Entities (effective January 2005).

**Turnover**

Turnover shown in the statement of financial activities represents amounts earned during the year.

**Fixed assets**

All fixed assets are initially recorded at cost. The directors consider that the market value of the leasehold property at the year end is not less than book value.

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Leasehold Property	-	2% on cost
Fixtures, Fittings & Equipment	-	15% on costs

**Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against income on a straight line basis over the period of the lease.

**WOKINGHAM THEATRE  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31ST AUGUST 2008**

**2. OPERATING SURPLUS**

Operating surplus is stated after charging:

	2008 £	2007 £
Directors' emoluments	—	—
Depreciation of owned fixed assets	<u>14,625</u>	<u>12,571</u>

**3. TANGIBLE FIXED ASSETS**

	Leasehold Property £	Fixtures, Fittings & Equipment £	Total £
<b>COST</b>			
At 1st September 2007	366,647	103,121	469,768
Additions	—	49,360	49,360
<b>At 31st August 2008</b>	<u>366,647</u>	<u>152,481</u>	<u>519,128</u>
<b>DEPRECIATION</b>			
At 1st September 2007	107,393	85,635	193,028
Charge for the year	7,333	7,292	14,625
<b>At 31st August 2008</b>	<u>114,726</u>	<u>92,927</u>	<u>207,653</u>
<b>NET BOOK VALUE</b>			
<b>At 31st August 2008</b>	<u>251,921</u>	<u>59,554</u>	<u>311,475</u>
At 31st August 2007	<u>259,254</u>	<u>17,486</u>	<u>276,740</u>

**Capital commitments**

	2008 £	2007 £
Contracted but not provided for in the financial statements	—	<u>12,000</u>

**4. DEBTORS**

	2008 £	2007 £
Other debtors	<u>12,992</u>	<u>15,269</u>

**5. CREDITORS: Amounts falling due within one year**

	2008 £	2007 £
Other creditors	<u>33,321</u>	<u>29,489</u>

**WOKINGHAM THEATRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31ST AUGUST 2008**

**6. COMMITMENTS UNDER OPERATING LEASES**

At 31st August 2008 the company had aggregate annual commitments under non-cancellable operating leases as set out below.

	2008	2007
	£	£
Operating leases which expire:		
After more than 5 years	<u>-</u>	<u>2,950</u>

**7. RELATED PARTY TRANSACTIONS**

During the year, the company has made hiring charges to Wokingham Theatre Social Club for £8,303. This amount is included in debtors at the year end.

**8. COMPANY LIMITED BY GUARANTEE**

The company is limited by guarantee and has no Authorised and Issued share capital. The maximum number of members is limited to 500 and their individual liability is £1 each.

**9. RECONCILIATION OF MOVEMENTS IN MEMBERS' FUNDS**

	2008	2007
	£	£
Surplus for the financial year	12,047	30,244
Opening members' funds	405,578	375,334
Closing members' funds	<u>417,625</u>	<u>405,578</u>

**10. TRANSACTIONS WITH DIRECTORS**

During the year, the company reimbursed expenses to directors for general operating and administrative expenses.

**WOKINGHAM THEATRE  
COMPANY LIMITED BY GUARANTEE**

**MANAGEMENT INFORMATION  
YEAR ENDED 31ST AUGUST 2008**

**The following pages do not form part of the statutory financial statements  
which are the subject of the independent auditor's report on pages 4 to 5.**

**WOKINGHAM THEATRE  
COMPANY LIMITED BY GUARANTEE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31ST AUGUST 2008**

	2008	2007
	£	£
<b>TURNOVER</b>		
Membership Subscriptions	2,435	2,985
Ticket Sales - Season	28,224	24,745
Ticket Sales - Box Office	40,503	42,736
Programme Sales	1,579	1,790
Donations etc.	474	152
Theatre Hire Charges	10,746	14,287
Sponsors	2,000	6,000
Youth Group Income	17,141	20,425
Raffle Receipts	2,741	3,452
	<u>105,843</u>	<u>116,572</u>
<b>COST OF SALES</b>		
Productions	9,335	8,579
Royalties & Scripts	8,417	3,802
Room Hire	902	1,521
Technical Costs	4,989	4,130
Youth Group Expenditure	15,368	10,868
Raffle Costs	1,196	1,108
	<u>40,207</u>	<u>30,008</u>
<b>GROSS SURPLUS</b>	<u>65,636</u>	<u>86,564</u>
<b>OVERHEADS</b>		
Rent, rates and water	4,303	5,613
Electricity	6,380	7,626
Gas	3,314	3,522
Insurance	4,876	8,448
Maintenance & Renewals	595	3,706
Cleaning of premises	4,371	4,386
Licenses, Fees etc.	1,870	1,362
Barclaycard Expenses	1,504	1,450
Telephone	859	842
Printing & Stationery	1,229	1,111
Postage	967	950
Photocopying	2,488	2,861
Sundry expenses	499	913
Publicity	3,411	2,870
Planning Proposal Fees	4,801	—
Accountancy fees	1,449	1,265
Depreciation	7,333	7,333
Depreciation of fixtures, fittings and equipment	7,292	5,238
	<u>57,541</u>	<u>59,496</u>
<b>OPERATING SURPLUS</b>	<u>8,095</u>	<u>27,068</u>
Carried forward	<u>8,095</u>	<u>27,068</u>

**WOKINGHAM THEATRE  
COMPANY LIMITED BY GUARANTEE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31ST AUGUST 2008**

	2008 £	2007 £
Brought forward	8,095	27,068
Bank interest receivable	3,952	3,176
<b>SURPLUS ON ORDINARY ACTIVITIES</b>	<b><u>12,047</u></b>	<b><u>30,244</u></b>