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**REGISTERED COMPANY NUMBER: 01933168 (England and Wales)**

**REGISTERED CHARITY NUMBER: 292448**

**REPORT OF THE TRUSTEES AND  
AUDITED FINANCIAL STATEMENTS FOR  
THE YEAR ENDED 31 AUGUST 2015  
FOR  
WOKINGHAM THEATRE**

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**WOKINGHAM THEATRE**

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FOR THE YEAR ENDED 31 AUGUST 2015**

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**WOKINGHAM THEATRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
01933168 (England and Wales)

**Registered Charity number**  
292448

**Registered office**  
Twyford Road  
Wokingham  
Berkshire  
RG40 5TU

**Trustees**

Mr N J Lawson Dick	
Mrs H Bird	- appointed 14.5.15
Mrs N Allpress	
Mr A Jasper	- resigned 14.5.15
Mr P K Baily	
Mr B N Kellett	
Mrs P D Dixon	
Mr N Hodgson	- resigned 14.5.15
Mr R C Spence	
Ms Z Bishop	
Mr A P Long	- resigned 14.5.15
Mr D A Stacey	- resigned 14.5.15
Ms J F Hadleigh	- appointed 14.5.15
Mr C A Lyne	- appointed 14.5.15
Mr T Thompson	- appointed 14.5.15

**Company Secretary**  
Ms K Seaward

**Auditors**

Vale & West Accountancy Services Limited  
Chartered Accountants  
Statutory Auditors  
Victoria House  
26 Queen Victoria Street  
Reading  
Berkshire  
RG1 1TG

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**WOKINGHAM THEATRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Risk management**

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Directors, as Trustees of the Charity, receive detailed reports of income and expenditure at the monthly Board meetings, together with an overview of the Theatre's financial position. The Finance Director prepares those reports from information provided by the Treasurer and Box Office Manager, so providing an independent check and reconciliation of the data on a regular basis.

As at the time of writing we anticipate that we shall soon have secured a new lease which will enable the Theatre move forward to plan for growth for a further 50 years.

Having taken some radical steps in our insurance cover last year, and completed extensive reviews and updates to our H&S and governance processes, we have now secured a 3 year deal with our current insurance supplier.

**OBJECTIVES AND ACTIVITIES**

**Significant activities**

The principal activity of the Theatre is to promote the enjoyment of all aspects of theatre in the Wokingham area and to provide facilities and opportunities for its members to participate in such activities.

**Volunteers**

Theatre membership is open to anyone over the age of 16 against an annual subscription of £20 (£5 for students) and those members work on an unpaid basis to carry out all of the activities associated with staging performances, maintaining the building and equipment, administering the Theatre and running the Youth Theatre. Our membership has increased by nearly 15% and continues to expand as our local clientèle recognise the professional way in which our Theatre is run.

There are no selection criteria for members, and all members receive a monthly newsletter which includes notification of show auditions as well as appeals for assistance in other aspects of the Theatre's activities such as helping Front of House during productions.

**ACHIEVEMENT AND PERFORMANCE**

The Theatre delivered a full programme of eight main season productions, each running for 9 nights of performances to the general public. Ticket sales were strong, at 93.92% for the year. This is slightly down on last year and the Board have acted swiftly to ensure this is not a continued trend.

The Board have added an additional role to the Board Executive - that of Marketing and Communications Director. This role is specifically to design a consistent and structured approach to all communications to either potential audience or local news media.

The Youth Theatre, led by professional tutors, held classes on Saturdays and two after-school weekday sessions during term time and staged a 4-night production as an integral part of the Theatre's annual programme.

The Board is keen to make the Theatre's facilities available to the wider community when it is not required for our own activities. A wide range of Community or commercial groups have used the theatre space and we support this with volunteer staff where required. Lets have also been taken by organisers of fund-raising concerts and performances for a wide range of local charities.

**WOKINGHAM THEATRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

**FINANCIAL REVIEW**

**Reserves policy**

The Theatre has no outstanding loans or other financial commitments. Budgets are agreed by the Board at the start of the financial year - based on past expenditure and any planned variation from the norm. Through the monthly financial reporting, the Board is able to ensure that sufficient funds are available to meet anticipated spend.

**Investment policy and objectives**

Overall, the Theatre's policy is to identify its accumulated retained profit as a "building fund" to finance future enhancements to the property and its facilities

Our investment strategy remains as last year namely - the Board agreed to invest this capital in "high interest" one-year fixed term bonds while the outcome of the lease negotiation is awaited, as this is a pre-requisite for any decisions on major investment in the fabric of the building or extension to the current premises. These investments have been reviewed and renewed or replaced during this year to maximise our interest income.

**FUTURE PLANS**

Apart from the new appointment of Marketing Director on the Board there are no plans to make fundamental changes to the Theatre's annual programme of activities or way of operating. The Board's policy is to maintain and build on our strong position in the community by offering a varied and challenging programme for our members and audiences and by making ourselves accessible to a broad spectrum of the local community.

The new appointment is designed to increase our visibility in the community through many avenues of opportunity and encourage new patrons and members along the way.

As lease negotiations draw to a conclusion we have made significant investment into our current estate in the past 12 months. A change in the timing of our programme (moving the Youth Theatre production from February to May) gave us an 8 week gap. This was used to completely upgrade our toilet facilities and install a new bespoke air conditioning system. The initial teething problems were addressed and the audience appreciated the comforts during our July production when the outside temperatures were the high 20's every day.

Our next significant project will be to look at the annexe and our needs and wishes for that new space. Indeed exciting times to come in the next few years.

**WOKINGHAM THEATRE****REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 AUGUST 2015****STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Wokingham Theatre for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

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

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 5/1/16 and signed on its behalf by:

.....*K Seaward*.....

Ms K Seaward - Secretary

## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF WOKINGHAM THEATRE**

We have audited the financial statements of Wokingham Theatre for the year ended 31 August 2015 on pages seven to fourteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees Responsibilities set out on page four, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors, including APB Ethical Standard - Provisions Available for Small Entities (Revised), in the circumstances set out in note 16 to the financial statements

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on other matter prescribed by the Companies Act 2006**

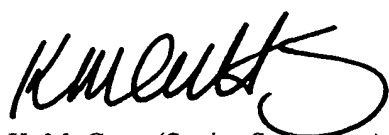
In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
WOKINGHAM THEATRE**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.



K. M. Cutts (Senior Statutory Auditor)  
for and on behalf of Vale & West Accountancy Services Limited  
Chartered Accountants  
Statutory Auditors  
Victoria House  
26 Queen Victoria Street  
Reading  
Berkshire  
RG1 1TG

Date: 28-01-2016



**WOKINGHAM THEATRE**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2015**

		<b>31.8.15</b>	<b>31.8.14</b>
		<b>Unrestricted</b>	<b>Total</b>
		<b>fund</b>	<b>funds</b>
	Notes	<b>£</b>	<b>£</b>
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income	2	-	1,505
Activities for generating funds	3	159,977	131,952
Investment income	4	1,363	3,799
		<hr/>	<hr/>
<b>Total incoming resources</b>		<b>161,340</b>	<b>137,256</b>
 <b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Fundraising trading: cost of goods sold and other costs	5	67,743	48,504
Governance costs	7	40,374	40,892
Other resources expended		54,682	39,353
		<hr/>	<hr/>
<b>Total resources expended</b>		<b>162,799</b>	<b>128,749</b>
 <b>NET INCOMING/(OUTGOING) RESOURCES</b>			
		<hr/> (1,459)	<hr/> 8,507
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		499,056	490,549
		<hr/>	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>497,597</b>	<b>499,056</b>
		<hr/> <hr/>	<hr/> <hr/>

The notes form part of these financial statements

# **WOKINGHAM THEATRE**

## **BALANCE SHEET AT 31 AUGUST 2015**

			<b>31.8.15</b>	<b>31.8.14</b>
			<b>Unrestricted</b>	<b>Total</b>
			<b>fund</b>	<b>funds</b>
	Notes	£	£	£
<b>FIXED ASSETS</b>				
Tangible assets	10		282,169	298,167
<b>CURRENT ASSETS</b>				
Debtors	11		27,469	24,630
Cash at bank and in hand			248,686	232,721
			<u>276,155</u>	<u>257,351</u>
<b>CREDITORS</b>				
Amounts falling due within one year	12		(60,727)	(56,462)
<b>NET CURRENT ASSETS</b>			<u>215,428</u>	<u>200,889</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			497,597	499,056
<b>NET ASSETS</b>			<u>497,597</u>	<u>499,056</u>
<b>FUNDS</b>	14			
Unrestricted funds:				
General fund			497,597	499,056
<b>TOTAL FUNDS</b>			<u>497,597</u>	<u>499,056</u>

The notes form part of these financial statements

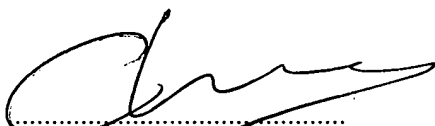
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WOKINGHAM THEATRE

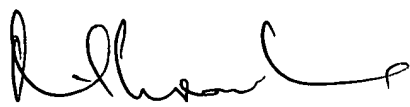
BALANCE SHEET - CONTINUED  
AT 31 AUGUST 2015

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 5/1/16 and were signed on its behalf by:



Mr C A Lyne -Trustee



Mr N J Lawson ~~Dick~~ -Trustee

The notes form part of these financial statements

# WOKINGHAM THEATRE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2015

### 1. ACCOUNTING POLICIES

#### **Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

#### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Incoming resources relating to shows and membership fees for future periods is deferred and will be included on the Statement of Financial Activities for the period to which it relates.

Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Investment income is included in the accounts at the gross amount on a cash basis. No accruals are made for interest due not received.

#### **Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Management and governance costs are those in connection with administration of the charity and compliance with constitutional and statutory requirements.

#### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Short leasehold	- 2% on cost
Fixtures and fittings	- 15% on cost
Computer equipment	- Straight line over 3 years

#### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

#### **Going concern**

The directors are not aware of any material uncertainties that may cast significant doubt over the ability of the company to continue trading. The preparation of the financial statements on the going concern basis is therefore deemed appropriate.

# **WOKINGHAM THEATRE**

## **NOTES TO THE FINANCIAL STATEMENTS - CONTINUED** **FOR THE YEAR ENDED 31 AUGUST 2015**

### **2. VOLUNTARY INCOME**

	<b>31.8.15</b>	31.8.14
	<b>£</b>	<b>£</b>
Sponsorship	-	1,000
Gift aid	-	505
	<u>-</u>	<u>1,505</u>
	<u>-</u>	<u>1,505</u>

### **3. ACTIVITIES FOR GENERATING FUNDS**

	<b>31.8.15</b>	31.8.14
	<b>£</b>	<b>£</b>
Membership subscriptions	5,060	3,516
Ticket sales - season	36,630	30,956
Ticket sales - box office	76,777	61,337
Programme sales	1,639	2,907
Theatre hire charges	18,215	14,474
Youth group income	18,580	15,289
Raffle receipts	3,076	3,473
	<u>159,977</u>	<u>131,952</u>
	<u>159,977</u>	<u>131,952</u>

### **4. INVESTMENT INCOME**

	<b>31.8.15</b>	31.8.14
	<b>£</b>	<b>£</b>
Deposit account interest	<u>1,363</u>	<u>3,799</u>
	<u>1,363</u>	<u>3,799</u>

### **5. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS**

	<b>31.8.15</b>	31.8.14
	<b>£</b>	<b>£</b>
Purchases	33,250	19,096
Room hire	3,019	2,183
Technical costs	10,249	8,629
Youth group expenditure	12,952	12,296
Raffle costs	1,713	1,242
Box office expenses	2,012	1,247
Workshops	1,845	1,795
Credit card charges	2,703	2,016
	<u>67,743</u>	<u>48,504</u>
	<u>67,743</u>	<u>48,504</u>

# **WOKINGHAM THEATRE**

## **NOTES TO THE FINANCIAL STATEMENTS - CONTINUED** **FOR THE YEAR ENDED 31 AUGUST 2015**

### **6. SUPPORT COSTS**

	<b>Management</b>
	<b>£</b>
Other resources expended	54,682
	<u>          </u>

### **7. GOVERNANCE COSTS**

	<b>31.8.15</b>	<b>31.8.14</b>
	<b>£</b>	<b>£</b>
Legal & professional fees	6,423	3,387
Auditors' remuneration	4,470	4,320
Depreciation	29,481	33,185
	<u>          </u>	<u>          </u>
	<u>40,374</u>	<u>40,892</u>

### **8. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	<b>31.8.15</b>	<b>31.8.14</b>
	<b>£</b>	<b>£</b>
Auditors' remuneration	4,470	4,320
Depreciation - owned assets	29,481	33,185
	<u>          </u>	<u>          </u>

### **9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 August 2015 nor for the year ended 31 August 2014.

#### **Trustees' expenses**

During the year the trustees were paid £13,129 (2014: £8,918) in reimbursed expenses.

# **WOKINGHAM THEATRE**

## **NOTES TO THE FINANCIAL STATEMENTS - CONTINUED** **FOR THE YEAR ENDED 31 AUGUST 2015**

### **10. TANGIBLE FIXED ASSETS**

	Short leasehold £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 September 2014	366,648	264,664	3,084	634,396
Additions	5,910	6,506	1,067	13,483
	<u>372,558</u>	<u>271,170</u>	<u>4,151</u>	<u>647,879</u>
<b>DEPRECIATION</b>				
At 1 September 2014	158,724	174,421	3,084	336,229
Charge for year	7,451	21,674	356	29,481
	<u>166,175</u>	<u>196,095</u>	<u>3,440</u>	<u>365,710</u>
<b>NET BOOK VALUE</b>				
At 31 August 2015	<u>206,383</u>	<u>75,075</u>	<u>711</u>	<u>282,169</u>
At 31 August 2014	<u>207,924</u>	<u>90,243</u>	<u>-</u>	<u>298,167</u>

### **11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31.8.15</b>	<b>31.8.14</b>
	£	£
Other debtors	<u>27,469</u>	<u>24,630</u>

### **12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31.8.15</b>	<b>31.8.14</b>
	£	£
Other creditors	<u>60,727</u>	<u>56,462</u>

Other creditors balance includes deferred income of £49,240 relating to Season tickets and Box office receipts for Season 2014/15 (2014: £45,136).

### **13. OPERATING LEASE COMMITMENTS**

The following operating lease payments are committed to be paid within one year:

	<b>31.8.15</b>	<b>31.8.14</b>
	£	£
Expiring:		
Between one and five years	<u>2,270</u>	<u>1,892</u>

# **WOKINGHAM THEATRE**

## **NOTES TO THE FINANCIAL STATEMENTS - CONTINUED** **FOR THE YEAR ENDED 31 AUGUST 2015**

### **14. MOVEMENT IN FUNDS**

	At 1.9.14 £	Net movement in funds £	At 31.8.15 £
<b>Unrestricted funds</b>			
General fund	499,056	(1,459)	497,597
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>499,056</u>	<u>(1,459)</u>	<u>497,597</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	161,340	(162,799)	(1,459)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>161,340</u>	<u>(162,799)</u>	<u>(1,459)</u>

### **15. RELATED PARTY DISCLOSURES**

During the year, the company has made hiring charges to Wokingham Theatre Social club for £12,064 (2014: £10,118). This amount is included in debtors at the year end.

### **16. APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES**

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