

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2018
for
Gatton Community Theatre Limited**

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for the Year Ended 31 March 2018**

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Gatton Community Theatre Limited

**Report of the Trustees
for the Year Ended 31 March 2018**

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 March 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Charitable Objectives

The objectives of Gatton Community Theatre are to advance the education of the public by way of the presentation of and participation in dramatic and musical performances, including works which are concerned with the Christian religion and purposes incidental thereto.

Objectives and Current Priorities

The trustees' objectives and priorities include:

Promoting major local activities involving popular participation and other purposes beneficial to the

community

- # Producing public dramatic and musical performances by communicating with members of the local community, tourists and others
- # Providing training for performers, technical and support staff and others
- # Promoting or carrying out research
- # Providing advice
- # Publishing or distributing information
- # Co-operating with other bodies
- # Supporting, administering or setting up other charities
- # Raising funds (but not by means of taxable trading) and inviting and receiving contributions
- # Setting aside funds for special purposes or as reserves against future expenditure
- # Doing anything else within the law which promotes or helps to promote the objects

The trustees' current priorities are:

- # Planning for the next dramatic performance production
- # Consolidating the reputation for excellence built over the last ten years
- # Continuing to involve all age groups within the community
- # To obtain funding to secure the financial future of the charity and to maintain and broaden the range of activities offered
- # To maintain and expand the membership pool of performers, volunteers and supporters
- # Actively to seek ways to involve people with disabilities and from minority ethnic groups
- # To maintain and build on the relationship with the Royal Alexandra & Albert School, Gatton Trust, local schools, churches and other voluntary groups.
- # To enable large numbers of people to visit Gatton Park who may otherwise have been unaware of its existence and restoration.

Gatton Community Theatre Limited

Report of the Trustees for the Year Ended 31 March 2018

OBJECTIVES AND ACTIVITIES

Significant activities

Gatton Community Theatre specialises in innovative theatre arts. It offers the opportunity for participants and local audiences to take part in and experience highly original productions in exciting or unexpected venues.

Activities in 2017/18

This has been another positive and successful year and testament to the dedication and hard work of trustees, committee and members. The company continues to work closely and enjoys a good relationship with The Gatton Trust and Royal Alexandra & Albert School.

The company continued to raise the profile of GCT within the community by strengthening local links and making sure the company was in a good financial position to undertake future productions. The company continues with its policy of inclusivity and access to performing arts for anyone regardless of age, ability or experience, hoping to inspire participants' creativity and a love of performance.

To bring the company up to date a new website and associated email account was set up during the year by one of the members, at no charge, and a new method of designing newsletters for both members and audiences was created and is proving successful.

The first part of the year was involved with the successful staging of the July open air promenade production Of 'If a Sparrow Should Fall,' written by Anna Thompson and directed by Libby Egwuba. The enthusiastic cast delivered both lively and thought-provoking performances and the production was well received by audiences, with very positive audience responses. Audience members were invited to make donations to the charity Combat Stress as the subject of the play involved post traumatic stress disorder. The content of the play and a display by the charity in the front of house tent increased the awareness of this condition.

The annual GCT Fairytale Treasure Hunt on the late May Bank Holiday Monday continues to be a very popular event attracting large numbers of younger children and their families, and continues our collaboration with The Gatton Trust.

Other events during the year included collaborating with The Gatton Trust at their Halloween event in October and supporting the Parish of Merstham's annual Quality Street Fair.

During the second half of the year the trustees and committee made plans for a summer open air production to be held in July 2018 using a published version of 'The Wind in the Willows' and appointed Oli Phillips, a

member of staff at the school, as director. Libby Egwuba and PATH Choir would provide musical accompaniment.

During the year the company were asked to advise another parish within the Reigate Deanery on the feasibility of a large-scale passion play they wished to perform for the whole community and held discussions and attended meetings offering advice and support when required.

The Trustees are grateful for the continued support of the Borough of Reigate & Banstead Arts Council and the Merstham Millennium Trust.

Also, during the year, the company's Safeguarding Policy and Complaints Procedure were reviewed and revised as required. Risk assessments are undertaken for all events for cast members, audiences, backstage crew and stewards.

Trustees noted the new General Data Protection regulations coming into force in May 2018 and were reviewing the company's procedures and putting together an Action Plan to ensure the company was compliant in the future.

FINANCIAL REVIEW

Funding

GCT is funded through donations from charitable trusts, local and county grant programmes, members' gift aid donations and income from productions and other fund-raising events.

For GCT to continue its work for the benefit of the community, continued efforts to seek funding and new sources of financial support are required.

During the year, total incoming resources were £3,812 resulting in a deficit of £358. The total reserves carried forward at the end of the year stood at £14,124

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Gatton Community Theatre Limited (GCT), Company No. 3958572, a company limited by guarantee, was incorporated on 29 March 2000. The company is a Registered Charity (No. 1080313). The governing documents are the Memorandum and Articles of Association.

The Board of Directors comprises the charity trustees who are responsible for the general control and management of the charity.

Gatton Community Theatre Limited

Report of the Trustees for the Year Ended 31 March 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The recruitment and appointment of new trustees is dealt with at regular meetings using Charity Commission guidelines for trustee recruitment and selection. At each annual general meeting, one third of the trustees retire by rotation and may be re-elected.

Organisational structure

The Community Theatre is a registered charity and is incorporated as a private company limited by guarantee. The charity is governed by a board of six trustees who also serve as directors of the company. All adult participants in the charity's work become members of the company under the terms of the company's Memorandum and Articles. Participants are drawn from the local community.

Responsibilities of Trustees

The trustees as charity trustees have control of the charity and its property and funds.

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing those financial statements, the trustees are required to:

- # Select suitable accounting policies and apply them consistently
- # Make judgements and estimates which are reasonable and prudent

State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements

Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

Management of the charity's activities is delegated by the trustees to an organising committee, members of which are appointed by the trustees. Membership of the organising committee comprises the six trustees and eight participants who together have a range of skills and experience. The organising committee, which is chaired by the chair of trustees, appoints a production team comprising a number of organising committee members and other individuals who have many years' experience of all aspects of community theatre production. Other individuals with particular expertise to assist in the work of a production may be invited to join the organising committee or production team where appropriate.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03958572 (England and Wales)

Registered Charity number
1080313

Registered office
Silverley
Sandy Lane
Kingswood
Surrey
KT20 6NQ

Trustees

J M Callow		
G J Duda		
Ms M A Kippen		
Mrs A E Thompson		
Mrs D H Bromley (resigned 09/07/2017)		
Mrs G Buchanan		
Rev S Weakley Mrs K Dixon (appointed 19/11/2017)		

Company Secretary
G J Duda

Gatton Community Theatre Limited

Report of the Trustees for the Year Ended 31 March 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Independent examiner
Williams & Co
Chartered Accountants
8/10 South Street
Epsom
Surrey
KT18 7PF

Approved by order of the board of trustees on 30 November 2018 and signed on its behalf by:

.....
G J Duda - Secretary

Independent Examiner's Report to the Trustees of Gatton Community Theatre Limited

Independent examiner's report to the trustees of Gatton Community Theatre Limited ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2018.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1	accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2	the accounts do not accord with those records; or
3	the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4	the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

Williams & Co
Chartered Accountants
8/10 South Street
Epsom
Surrey
KT18 7PF

Date: 30 November 2018

Gatton Community Theatre Limited

Statement of Financial Activities for the Year Ended 31 March 2018

	2018		
		Notes	
INCOME AND ENDOWMENTS FROM			
Donations and legacies			
Other trading activities	2	8,462	3,262
Investment income	3	2	-
Total	11,743	3,812	
EXPENDITURE ON			
Raising funds	13,771		3,392
Other	648	778	

Total	14,419	4,170	
NET INCOME/(EXPENDITURE)	(2,676)	(358)	
RECONCILIATION OF FUNDS			
Total funds brought forward	14,124	14,482	
TOTAL FUNDS CARRIED FORWARD	11,448	14,124	

Gatton Community Theatre Limited

**Balance Sheet
At 31 March 2018**

	2018		
		Unrestricted fund	
		Notes	
CURRENT ASSETS			
Debtors		6	
Cash at bank			
	12,048	14,724	
CREDITORS			
Amounts falling due within one year	7		(600)
NET CURRENT ASSETS	11,448	14,124	
TOTAL ASSETS LESS CURRENT LIABILITIES	11,448	14,124	
NET ASSETS	11,448	14,124	
FUNDS			
Unrestricted funds	8	11,448	14,124
TOTAL FUNDS		11,448	14,124

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a)	ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
(b)	preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 30 November 2018 and were signed on its behalf by:

.....
G J Duda -Trustee

Gatton Community Theatre Limited

**Notes to the Financial Statements
for the Year Ended 31 March 2018**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. OTHER TRADING ACTIVITIES

	2018		2017	
	£		£	
Fundraising events			3,589	3,262
Ticket Sales			4,873	-
	8,462	3,262		

3. INVESTMENT INCOME

2018	2017
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	£		£	
Deposit account interest			2	-

Gatton Community Theatre Limited

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2018**

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

Trustees' expenses

During the year, a total of £1,417 (2017: £355) was paid to trustees for the reimbursement of expenses incurred on behalf of the charity. In addition payments were made to Trustees spouses for costume and set costs totalling £444 which were at normal market rates.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	
		£
INCOME AND ENDOWMENTS FROM		
Donations and legacies	550	
Other trading activities	3,262	
Total	3,812	
EXPENDITURE ON		
Raising funds	3,392	
Other	778	
Total	4,170	
NET INCOME/(EXPENDITURE)	(358)	
RECONCILIATION OF FUNDS		
Total funds brought forward	14,482	
TOTAL FUNDS CARRIED FORWARD	14,124	

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018		2017	
	£		£	
Other debtors			96	-
Tax			-	230
	96	230		

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018		2017	
	£		£	
Accrued expenses			600	600

Gatton Community Theatre Limited

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2018**

8. MOVEMENT IN FUNDS

		At 1.4.17		Net movement in funds		3
	£		£		£	
Unrestricted funds						
General fund	14,124	(2,676)	11,448			
TOTAL FUNDS	14,124	(2,676)	11,448			

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

		Incoming resources		Resources expended		Mov in
	£		£		£	
Unrestricted funds						
General fund	11,743	(14,419)	(2,676)			
TOTAL FUNDS	11,743	(14,419)	(2,676)			

Comparatives for movement in funds

		At 1.4.16		Net movement in funds		3
	£		£		£	
Unrestricted Funds						
General fund	14,482	(358)	14,124			
TOTAL FUNDS	14,482	(358)	14,124			

Comparative net movement in funds, included in the above are as follows:

		Incoming resources		Resources expended		Mov in
	£		£		£	
Unrestricted funds						
General fund	3,812	(4,170)	(358)			
TOTAL FUNDS	3,812	(4,170)	(358)			

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2018.

10. ACCOUNTS REVIEW FEE

No accounts review fee has been charged by the accountants, the services being donated by the firm.

Had a fee been charged, this would have been £400 plus VAT.

Gatton Community Theatre Limited

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2018**

	2018		2017	
	£		£	

INCOME AND ENDOWMENTS

Donations and legacies

Grants			2,700	
Donations			579	
	3,279		550	

Other trading activities

Fundraising events			3,589	
Ticket Sales			4,873	
	8,462		3,262	

Investment income

Deposit account interest			2	-
Total incoming resources	11,743		3,812	

EXPENDITURE

Other trading activities

Production costs			12,183	
Fund raising costs			531	
Non-recoverable VAT			1,057	
	13,771		3,392	

**Support costs
Management**

Insurance			536	
Postage and stationery			52	
Sundries			60	
	648		778	
Total resources expended			14,419	4,170

Net expenditure	(2,676)		(358)	