

AGM

I think that one of the most common phrases recently has been, what a strange year. I hope that we are coming to the end of restrictions now and that everything will open up on July 19<sup>th</sup>. Until we get firm news from the Government we can't make our future plans definite but as you will have seen from the Newsletters we have got a healthy plan in place when we can open up with our first production hopefully being Ladykillers. The set is still up from the last lockdown and as long as the cast can fit it into their schedules we will be ready to run as soon as we are allowed. So keep an eye out for Newsletters, emails and other publicity to see when this will be on.

Sadly we said goodbye to two lovely people this year. Jan Sheldon was a highly skilled set designer and set painter for us and Peter Turson wrote plays that we performed at the theatre. One of these was the first play that I was ever in and it was written with Suzanne Hill, The Beauty Rooms.

Whilst we have all been in lockdown things have still been happening at the Theatre behind the scenes. We have installed a new fan in the auditorium which means that we can now have the fan on during all performances as the last one was too noisy. This helps with the airflow and makes it far more healthy for all than it was before.

The committee were continuing to meet on zoom which has been a wonderful way of keeping in touch. We held a successful xmas party via zoom with Claire and Neil winning in the quiz. Hopefully this year we will be able to hold this in person.

Looking at the future of the Theatre we are having a business plan drawn up by one of our Trustees to help guide us on how to increase our membership and profile within the town. Please help us to get our name and productions out there by sharing with friends and family through word of mouth and online presence. Anything that you think that we could be doing please let the committee know.

This is my final time as Chair and I would like to thank the committee and membership for having me as their Chair for the last 4 years. I have enjoyed it and I will be staying on the committee to help out in any way that I can.

**THE PHOENIX THEATRE FINANCIAL REPORT**  
**1<sup>ST</sup> MAY 2020 - 30<sup>TH</sup> APRIL 2021**

<b>INCOME</b>		<b>This year</b>	<b>Last year</b>
Bar Income		£ 0.00	£6,439.20
Car Parking		£1,260.00	£1,260.00
Subscriptions		£1,655.00	£2,210.00
Theatre Hire - Old Time Music Hall ticket sales		£ 445.50	£5,761.32
Cinema - Screen at the Phoenix		£ 0.00	£4,727.51
Donations - scripts		£ 50.00	£1,719.10
General		£ 0.00	£ 480.00
Productions		£ 0.00	£10,034.36
Refunds - electricity/insurance		£1,592.23	£ 0.00
Herefordshire Council Grants		£27,431.00	£ 0.00
Gift Aid		£ 640.00	£ 0.00
	<b>TOTAL INCOME</b>	<b>£33,073.73</b>	<b>£32,631.49</b>
<b>EXPENSES</b>		<b>This year</b>	<b>Last year</b>
Bar		£ 0.00	£2,938.34
New Equipment - microphones, stands, cables		£ 275.49	£1,641.60
Maintenance:	Cleaning	£ 446.89	
	General maintenance	£ 730.50	
	Building repairs - fan	£1,262.80	
	Health & safety	£ 443.90	£5,674.19
		£2,884.09	
Cinema - Screen at the Phoenix		£ 199.20	£3,273.77
Phoenix Youth		£ 0.00	£ 33.50
Insurance		£1,675.31	£1,713.12
Licences		£ 219.41	£ 857.42
Professional Fees		£ 160.00	£ 160.00
General - stationery, website, NODA subs		£ 507.12	£2,037.08
Productions:	The Ladykillers	£ 284.91	
	Lady Windermere's Fan	£ 93.70	
	Future Productions	£ 28.67	
		£ 407.28	£6,195.50
Utilities:	Electricity	£1,079.00	
	Gas	£1,094.66	
	Water	£ 94.05	
	Internet	£ 366.53	
	Telephone	£ 315.50	
	TV Licence	£ 157.50	
		£3,107.24	£4,272.12
Theatre Hire - Our Star Theatre Company (refund)		£ 230.00	£4,133.26
	<b>TOTAL EXPENDITURE</b>	<b>£9,665.14</b>	
	<b>£32,929.90</b>		
	<b>Surplus for Year</b>	<b>£23,408.59</b>	

**TOTAL OPENING BALANCE  
(INCLUDING OPENING ASSETS) as at 1<sup>st</sup> May 2020** **£22,158.21**

Bar stock	£520.86
Bar float	£ 80.00
Production Float	£100.00
Bank Account	£44,865.94
Total Closing Balances	£45,566.80

**TOTAL CLOSING BALANCE  
(INCLUDING CLOSING ASSETS) as at 30<sup>th</sup> April 2021** **£45,566.80**

### **TREASURER'S REPORT 2020 - 2021**

Well, what can I say! The set for the The Ladykillers remains on stage and we intend to start rehearsing again in September and resume our performances in November this year. We also look forward to a future programme of drama productions, Phoenix Singers concerts, Screen at the Phoenix cinema, the Phoenix Youth (with members of the team from The Courtyard Theatre in Hereford) and the hire of the theatre for outside events. The one thing we did manage to do last Autumn was some radio recordings including a radio performance of Lady Windermere's Fan.

Thankfully, we have received income in the form of three grants from Herefordshire Council totalling £27,431 – the grants have been given to us in order to help with running costs during the closure of the theatre but also to help us to re-open with safety measures in place and put on our future programme.

The main item of expenditure this year has been on building repairs and the installation of a new fan in order improve the air flow in the whole of the theatre and thus enabling our audience to return with confidence of a safe environment.

The net overall expenditure of running the theatre this year (i.e. maintenance and repairs, insurance, licences, general items and utilities) has totalled in the region of £4,600 taking into account the offsetting income received from car parking and subscriptions.

At the end of the financial year, we are in a very good financial position with a balance of £44,865.94 in the bank. Looking forward to 2021-2022, we will continue be positive and look forward to re-opening our doors very soon!

**Amanda Barrett - Treasurer**

**ROBERT JT WILLIAMS F.I.A.B.  
KRISMAR  
ALTON STREET  
ROSS ON WYE  
HEREFORDSHIRE  
HR9 5NN**

**Phoenix Theatre- Audit of the accounts for the period from 1<sup>st</sup> May 2020 to 30th April 2021.**

Opening assets of £22,158.21 plus income of £33,073.73 less expenses of £9,665.14 agreed to the closing assets of £45,566.80.

The closing assets were represented by :-

Lloyds Bank	£44,865.94
Bar stock	£ 520.86
Bar float	£ 80.00
Cash reserve	£ 100.00
 Total	 £45,566.80

**Closing Assets**

The bank balance of £44,865.94 was checked and agreed to the bank statements.

Bar stock of £520.86 was checked and agreed to the bar stock report.

Bar and production floats were unchanged from the previous year.

All accounts in Sage checked and agreed to the amounts recorded in the financial report.

**Income**

Samples of income checked and traced to the paying in books and bank statements.

Receipts for subscriptions totalled and agreed to the paying in books.

Receipts for Covid 19 grants checked and traced to bank statements.

Refunds for electricity and insurance checked for accuracy.

Receipts for parking and donations checked and traced to bank statements.

### **Expenditure**

Sample of invoices checked, and subsequent payments checked to cheque stubs and to bank statements.

Payments also cross checked to final accounts.

Direct debit agreements checked to bank statements and final accounts.

### **Overall Review**

Having carried out the audit I am happy that the financial position of the Phoenix Theatre is accurately stated by the accounts prepared.

Robert J.T.Williams

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