

TREASURERS' REPORT FOR THE YEAR ENDED 31ST DECEMBER, 2021

Treasurer: **Ian Burrell**

Accounts Examined by: **Barbara Double**

Good evening!

I can't quite believe that it was three years ago when I tentatively offered to take on the role of Treasurer. Who could have imagined then that it would have been three years before I would be able to give my first "in person" Treasurer's Report at an AGM!

I thought it might be helpful to give you a brief "tour" through the different sections of the accounts, before giving you a brief summary of the headlines!

Let's look first at Appendix A. This gives the simplest and clearest breakdown of our Income and Expenditure for 2021 – what came in and what went out between 1 January and 31 December. (As with some of the other sheets, the figures for the previous year, 2020, are provided, simply for comparison.) You will see that, on this sheet, there is one figure for 'Income from Shows and Concerts' and one for 'Expenditure for Shows and Concerts'. The breakdown of these figures is shown in Appendix B, because it would be too complicated to show all of this in the main 'Income and Expenditure' sheet – bear in mind that in a "normal" set of accounts, there would be figures for several shows in each year.

We're now going to work backwards through the "proper" accounts, pages one to five... and don't worry – I haven't forgotten Appendix C!!!

Page 5 'Debtors and Creditors'. It would be great if all the income and expenses relating to 2021 were settled in 2021 but, of course, it's not quite that straightforward. There are no hard and fast rules about what should or shouldn't be included on this page, and I have tried to limit it as much as possible (the more you include, the more complicated it gets!) My rule of thumb has been only to include payments made to us since the start of this year for items or services received in 2021 – listed as 'Debtors' – and payments made by us since the start of this year for items or services received in 2021 – listed as 'Creditors'. It is sometimes the practice to also include 'payments in advance' on this sheet, in other words, payments made in one year for items or services to be received in the following year. In our case, these payments are normally related to future shows – licence fees, deposits for scripts, music and royalties, etc. Since these figures are shown clearly in our show accounts, I don't include them here.

Of course, just to further complicate matters, Debtors and Creditors included in last year's accounts have to be removed from this year's accounts, hence the section headed 'Reconciled Debtors and Creditors 2020'.

Page 4 'Assets'. This page gives the full value of all of our assets. It is made up of our 'Fixed Assets' – the things we possess – and our 'Current Assets' – the money that we have.

The 'Current Assets' provide a very clear, simple picture of our financial status. It is made up of the money that we have, either as cash in hand or in the bank, with the figure then adjusted to take account of the Debtors and Creditors – i.e. what we should actually have once those debts and credits have been paid.

Page 3 'Show Accounts'. If you compare this sheet with Appendix B, you will see that they are very similar, with just two adjustments. The £42.71 under 'Christmas Countdown' is the sum of the two donations listed as 'Reconciled Debtors 2020' on Page 5, i.e. that figure was already included in last year's accounts, so has to be deducted this year. The £80.71 under "Jingle All the Way" is the sum of the two amounts listed as 'Creditors' on Page 5. This figure will have to be reconciled in next year's accounts.

Page 2 is our full reconciled accounts. If you compare this sheet with Appendix A, again you will see that they are very similar. The figures for each item are the same as in Appendix A, unless they have been adjusted for 'Creditors and 'Debtors', in which case this is noted alongside.

The first 'Overall Balance' figure is the balance between these reconciled figures for Income and Expenditure. The second 'Overall Balance' figure is the balance between the figure for 'Assets' last year ('Assets b/f) and 'Assets' this year ('Assets c/f).

If these two figures match... it means that the figures balance correctly and the accounts are ready to be assessed by our Independent Examiner.

Hence, Page 1 is our Independent Examiner's Report, which confirms the accuracy of the accounts and that, with your acceptance, that they can be filed with the Charities Commission.

Finally, back to Appendix C. This shows the total figures for each show, regardless of when payments were made or received, so gives the clearest indication of how financially successful each show was (or wasn't!)

And so to the headlines!

On the face of it, 2021 was a successful year financially. The balance for the year shows an overall profit of £16,531.88 and, therefore, our current assets are in a much healthier position than they were twelve months previously.

BUT... and it's a big BUT! We received COVID grants in 2021 totalling £16,897.58. In other words, left to our own devices, we would have come in with a deficit of £365.70. In addition, last year I made a Gift Aid claim which covered the period from 2018-2020. It came to £3,342.92. On the plus side, that's a terrific amount and it's great that so many members are signed up for Gift Aid now – more about that in a moment. However, if you average it out, that's just over £1,100 each year so, for a true reflection of last year's figures, you probably need to deduct another £2,200, meaning there could have been a deficit of over £2,500.

Fortunately, that's not the case, but there is good reason for us to be cautious going forward.

First and foremost, we are a Musical Theatre Company. We exist to do Musical Theatre; to put on shows that we can all enjoy being part of, whether on stage, backstage, front of house or in the audience. We simply can't afford to put on shows that make a loss. We are all looking forward to bringing 'Calendar Girls' to the Tomkins Theatre in June... but even if we make it a sellout, we won't do much more than break even. Our "big shows" at the Courtyard are an even greater risk. Choosing the "right show" is about as scientific as rolling dice – whatever we do, we have to do everything we can to push, plug and promote our shows and sell every ticket that we can. At this point, I have to say a huge thank you to the team behind "Jingle All the Way" for a terrific effort which brought in a profit of nearly £1000. And although it's strictly not covered by this report, I must say how much I enjoyed "Matilda" last week. Definitely one of the best shows our Youth Group has ever put on and it was great to see so many people enjoying it... I am eagerly awaiting the Box Office figures from TicketSource!

Another, more mundane, but nevertheless essential element in keeping our heads above water is the hire of the hall by external users. PM has managed this aspect for a number of years and the last year has been particularly fruitful in this respect with some very beneficial regular daytime bookings. Please remember that the hall is available for booking for parties, social gatherings, meetings, etc., so do let PM know if you're interested. Perhaps, at this point, I could also remind you about our "Just Giving" page and that any individual or group can fund-raise on our behalf. Please do think about this if you have the opportunity! If you want to know more, please don't hesitate to get in touch.

Of course, now that the Tomkins Theatre is back in regular use, our utilities bills have gone up again and they are currently rising exponentially due to the fuel crisis! It's really important that we keep our use of the heating as low as possible at the moment, so please don't try to fiddle with the heating controls... just come suitably attired for the prevailing conditions!

I'm pleased to report that subscriptions in all our groups have more or less held their own from last year. We hope that now we can return to producing live shows, we can, once again, attract new members. It would be great if we could also encourage more people to become Friends. Please do consider if there are people that you know who might like to join us. New subscription rates came into effect in January. No changes are proposed for next year. As I said last year, it is incumbent on all of us to do all that we can to attract and retain new members and Friends. Meanwhile, thank you again our Members' Secretary and our Friends' Secretary for their continued work coordinating these aspects.

The 50 Club continues to provide valuable additional income thanks to all who continue to support it. GJ has been the driving force behind it for the last three years, but he is now passing the baton on to ML. Thank you GJ for all your energy in this task and we wish ML well in this new role.

Thank you to everyone who has made use of electronic banking to make their payments over the last year, it really does make my life as Treasurer so much easier. Please continue to make your payments in this way if at all possible.

Earlier, I mentioned Gift Aid, and although, as I said, many have signed up, I'm sure that there are others who could do so. It's worth remembering that just a £60 membership subscription will yield another £15 in Gift Aid – so, for ten members, that's £150. If you are a tax payer and have not previously filled out a Gift Aid form, please let me know. It is simple to do and we can still claim Gift Aid on any eligible payments made in the last four years. Please also remember that, if you have previously completed a form and any of your details – name, address, etc – have changed, it is important to let me know so that our records can be updated.

The process of transitioning to CIO has been far slower than anticipated. As I said last year, once the transition to CIO is complete, I will need to ask everyone to submit a new Gift Aid declaration. Please do this, so that we can continue to benefit from the extra twenty-five percent that the Government will give us.

Finally, thank you to BD, as always, for examining these accounts for us. She does this so willingly, and makes the process as simple as possible for me!

I hope that I have clarified these accounts as much as I can, but if anyone has a question, I will do my best to answer it. Once any questions have been answered, I propose that these accounts should be formally adopted.

HEREFORD MUSICAL THEATRE COMPANY

AUDITED ACCOUNTS 2021

2 **HMTC ACCOUNTS 2021**

	2021		2020	
INCOME				
Membership				
Subscriptions - Adult Company	2,896.25		2,737.50	
- Youth Group	975.00		1,065.00	
Patrons/Friends/VPs	257.00		297.00	
50 Club	2,650.00		2,500.00	(crd 2020 50.00)
NODA Long Service Awards	-		139.00	
Gift Aid	3,342.92		-	
Hall Hire	7,422.00	(b/f 2020 190.00 crd 2021 546.00)	3,043.00	(b/f 2019 321.00 crd 2020 190.00)
Donations from Bar	-		744.07	
Bar Takings	540.00		-	
Donations (Unspecified)	600.00		50.00	
Gala Night				
- Donations	245.00		-	
- Raffle	237.00		-	
Government Grants - COVID 19	16,897.58		11,334.00	
Bank Interest	2.20		6.86	
Sundries				
- Fundraising	170.00		329.00	
- Hire of Mics	250.00		250.00	
- Box Office for Starlight Company	-		133.43	
- Scrap Metal Sale	11.20		-	
Income from Shows and Concerts	1,231.54	(b/f 2020 42.71)	6,327.71	(b/f 2019 1911.00 crd 2020 42.71)
TOTAL	<u>37,727.69</u>		<u>28,956.57</u>	
EXPENDITURE				
Admin				
NODA Membership	72.00		200.00	
Insurance	2,287.11		2,412.88	
Bar Licence	180.00		180.00	
Website Management	240.00		200.00	
CIO Admin	447.00		-	
Stationery and Postage	-		-	
Photocopier	-		-	
Membership				
50 Club Prizes	1,360.00	(crd 2020 75.00 deb 2021 135.00)	1,535.00	(deb 2020 125.00)
NODA Long Service Awards	76.00		161.00	
Musical Director - Jenni Axtell	5,400.00		5,400.00	
Lockdown - Quiz Prizes	-		30.00	
Hall				
Installation of Fire Alarm System	-		-	
Refurbishment of Toilets	-		6,126.49	
Cleaning, Maintenance and General Running Costs	2,852.05	(deb 2021 275.00)	2,675.67	(b/f 2019 397.12)
Services				
- Electricity/Gas/Water	3,941.22		4,497.32	
- Phone Line/Broadband	463.49		447.90	
- Recycling	103.20		42.25	
Rental of Small Hall from Holy Trinity PCC	100.00		100.00	
Bar Stock	532.68		-	
Gala Night				
- Food and Drink	764.08		-	
- Hire of Tables and Glasses	220.00		-	
- Hall Decoration	185.11	(deb 2021 51.58)	-	
- Programmes	55.00		-	
- Royalties	13.77	(deb 2021 13.77)	-	
Sundries				
- Scenery Storage	-		78.00	
- Music Stands	-		-	
- Delivery of Dance Floor	-		325.00	
- Box Office for Starlight Company	-		133.43	
Expenditure for Shows (and concerts in 2019)	1,903.10	(deb 2021 80.71)	2,802.35	(b/f 2019 4,384.47)
TOTAL	<u>21,195.81</u>		<u>27,347.29</u>	
OVERALL BALANCE	<u>16,531.88</u>		<u>1,609.28</u>	
ASSETS B/F	105,337.24		103,727.96	
ASSETS C/F	121,869.12		105,337.24	
OVERALL BALANCE	<u>16,531.88</u>		<u>1,609.28</u>	

3 HMTC SHOW ACCOUNTS 2021

	2020	2021	2022		TOTALS
	Christmas Countdown	Jingle All the Way	Matilda	Calendar Girls	
INCOME					
Box Office Takings	-	915.65	-	-	
Donations	119.99	60.60	-	-	
Show Raffles, etc.	-	178.01	-	-	
TOTAL	119.99	1,154.26	0.00	0.00	1,274.25
Less: Debtors 2020	-42.71	-	-	-	-42.71
Add: 2021 Creditors	-	-	-	-	0.00
	77.28	1,154.26	0.00	0.00	1,231.54
EXPENDITURE					
Licence/Royalties	-	-	495.00	1,033.59	
Script Hire	-	-	160.00	-	
Publicity	-	88.80	45.00	-	
TOTAL	0.00	88.80	700.00	1,033.59	1,822.39
Less Creditors 2020	-	-	-	-	0.00
Add: Payments in Advance 2020	-	-	-	-	0.00
Add: 2021 Debtor	-	80.71	-	-	80.71
	0.00	169.51	700.00	1,033.59	1,903.10

4 ASSETS

FIXED ASSETS

	2021	2020
Land and Buildings	52,833.00	52,833.00
New Ceiling	6,452.87	6,452.87
Equipment	1,808.54	1,808.54
Microphones	3,327.25	3,327.25
Chairs	200.00	200.00
Seats	4,953.00	4,953.00
Trolley	108.00	108.00
Tables	1,380.00	1,380.00
Keyboard	729.73	729.73
Till	54.99	54.99
Sound System	1,090.50	1,090.50
	<u>72,937.88</u>	<u>72,937.88</u>

CURRENT ASSETS

Cash in Hand	30.00	30.00
Cash at Bank	48,911.30	32,211.65
- Current Account	- 27,012.33	- 10,314.88
- Instant Saver Account	- 21,898.97	- 21,896.77
Debtors and Payments in Advance at 31/12	546.00	282.71
Creditors at 31/12	-556.06	-125.00
	<u>48,931.24</u>	<u>32,399.36</u>

TOTAL ASSETS

	<u>121,869.12</u>	<u>105,337.24</u>
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5 OUTSTANDING DEBTORS AND CREDITORS 2021

DEBTORS

PAID	05/01/2022	HALL HIRE		36.00
PAID	13/01/2022	HALL HIRE		160.00
PAID	31/01/2022	HALL HIRE		200.00
PAID	22/03/2022	HALL HIRE		150.00

150.00

CREDITORS

PAID	04/01/2022	CLEANING	DECEMBER	275.00
PAID	12/01/2022	50 CLUB PRIZES	DECEMBER	135.00
PAID	13/01/2022	GALA NIGHT	FOOD AND DRINK	51.58
PAID	13/01/2022	JINGLE ALL THE WAY	DECORATIONS	46.05
PAID	18/03/2022	GALA NIGHT	ROYALTIES	13.77
PAID	18/03/2022	JINGLE ALL THE WAY	ROYALTIES	34.66

556.06

BALANCE

-406.06

RECONCILED DEBTORS AND CREDITORS 2020

DEBTORS

PAID	11/01/2021	HALL HIRE		190.00
PAID	12/01/2021	DONATION FOR LOCKDOWN PRODUCTIONS		35.59
PAID	10/02/2021	DONATION FOR LOCKDOWN PRODUCTIONS		7.12
PAID	02/03/2021	50 CLUB	SUBS (2020/21)	50.00

282.71

CREDITORS

PAID	01/03/2021	50 CLUB	PRIZE (NOV. 2020)	50.00
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50.00

BALANCE

232.71

UNPAID Ch. # 3734 50 CLUB PRIZE 75.00

Unpresented after over 6 months, so cancelled. Shown as credit in Full Accounts.

Appendix A: **HMTC INCOME AND EXPENDITURE 2021**

INCOME	2021	2020
Membership		
Subscriptions - Adult Company	2,896.25	2,737.50
- Youth Group	975.00	1,065.00
Patrons/Friends/VPs	257.00	297.00
50 Club	2,650.00	2,450.00
NODA Long Service Awards	-	139.00
Hall Hire	7,066.00	3,174.00
Donations from Bar	-	744.07
Bar Takings	540.00	-
Donations (General)	600.00	40.00
Grants (COVID19)	16,897.58	11,334.00
Gift Aid (2018-2020)	3,342.92	-
Bank Interest	2.20	6.86
Sundries		
- Fundraising	170.00	329.00
- Hire of Mics	250.00	250.00
- Scrap Metal Sale	11.20	-
- Box Office for Starlight Company	-	133.43
Gala Night		
- Donations	245.00	-
- Raffle	237.00	-
Income from Shows and Concerts	1,274.25	8,196.00
TOTAL	<u>37,414.40</u>	<u>30,895.86</u>
EXPENDITURE		
Admin		
NODA Membership	72.00	200.00
Insurance	2,287.11	2,412.88
Bar Licence	180.00	180.00
Website Management	240.00	200.00
CIO Admin	447.00	-
Membership		
50 Club Prizes	1,300.00	1,400.00
NODA Long Service Awards	76.00	161.00
Musical Director - Jenni Axtell	5,400.00	5,400.00
Lockdown - Quiz Prizes	-	30.00
Hall		
Refurbishment of Toilets	-	6,126.49
Cleaning, Maintenance and General Running Costs	2,577.05	3,072.79
Services - Electricity/Gas/Water	3,941.22	4,497.32
- Phone Line/Broadband	463.49	447.90
- Recycling	103.20	42.25
Rental of Small Hall from Holy Trinity PCC	100.00	100.00
Bar Stock	532.68	-
Sundries		
- Scenery Storage	-	78.00
- Delivery of Dance Floor	-	325.00
- Box Office for Starlight Company	-	133.43
Gala Night		
- Food and Drink	764.08	-
- Hire of Tables and Glasses	220.00	-
- Hall Decoration	133.53	-
- Programmes	55.00	-
Expenditure for Shows and Concerts	1,822.39	7,186.82
TOTAL	<u>20,714.75</u>	<u>31,993.88</u>
BALANCE	<u>16,699.65</u>	<u>-1,098.02</u>

Appendix B: **HMTC INCOME AND EXPENDITURE 2021 - SHOWS**

	2020	2021	2022		TOTALS
	Christmas Countdown	Jingle All the Way	Matilda	Calendar Girls	
INCOME					
Box Office Takings	-	915.65	-	-	
Donations	119.99	60.60	-	-	
Show Raffles, etc.	-	178.01	-	-	
TOTAL	119.99	1,154.26	0.00	0.00	1,274.25
EXPENDITURE					
Licence/Royalties	-	-	495.00	1,033.59	
Script Hire	-	-	160.00	-	
Publicity	-	88.80	45.00	-	
TOTAL	0.00	88.80	700.00	1,033.59	1,822.39

**HEREFORD MUSICAL THEATRE COMPANY
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31ST DECEMBER, 2021**

Report to the Trustees of Hereford Musical Theatre Company on the accounts for the year ended 31st December, 2021

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act; have not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mrs Barbara Double
Hargate
Millway
Sutton St. Nicholas
Hereford

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Date: 19/03/2022