



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	January	2019		31	December	2019

Reference and administration details

Charity name	East Surrey Performing Arts
Other names charity is known by	ESPA
Registered charity number (if any)	1122724
Charity's principal address	17 Russells Cresc.
	Horley
	Surrey
Postcode	RH6 7DJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Chris Wait	Chairman		
2	Sally Durrant	Secretary		
3	Julian Bond	Treasurer		
4	Kevin Hogg	Vice-chair		
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17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of advisor	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Revised constitution dated 13 February 2019.
How the charity is constituted (eg. trust, association, company)	A charitable association
Trustee selection methods (eg. appointed by, elected by)	All re-elected annually by the current membership at the AGM in March

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none">• Policies and procedures adopted for the induction and training of trustees.• The charity's organisational structure and any wider network with which the charity works.• Relationship with any related parties.• Trustees' consideration of major risks and the system and procedures to manage them.	<p>None – A small charity run by the trustees.</p>
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Objectives and activities

Summary of the objects of the charity set out in its governing document

Educate the public in the dramatic and operatic arts.
Further the development of public appreciation and taste in the said arts.
To work to ensure that the Borough of Reigate & Redhill continues to have a theatre available for use by all residents.
To promote Musical, Dramatic and Operatic works.
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Summary of the main activities in relation to these objects

To give Amateur performances of: Musicals, Operas, Dramas, Concerts and the like, as well as organising specific Fund Raising events.

To purchase, acquire and obtain interests in the copyright of or the right to perform or show any such dramatic or operatic works.

To purchase or otherwise acquire plant, machinery, furniture, fixtures, fittings, scenery and all other necessary effects.

To raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise, provided that in raising funds the Charity shall not undertake any substantial permanent trading activities.

Subject to any consents required by law, to sell, lease or dispose of all or any part of the property of the Charity.

To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or similar charitable purposes and to exchange information and advice with them.

To assist and further such charitable institutions and charitable purposes as the Trustees shall from time to time determine.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- Policy on grantmaking
- Policy programme related investment
- Contribution made by Volunteers

Achievements and performance

Summary of the main achievements of the charity during the year

The group undertook several productions during the year including a full musical show in November and plays in February and June. In addition, the youth arm performed a full musical shown in August.

About £2,000 was raised from membership subscriptions and other non specific donations, all of which was allocated to the charity, to go towards show costs and other events. This was lower than last year. In addition we received a legacy of £10,000. There was also a gift aid income of about £ 2,300. This was lower than the previous year as one adult show was cancelled and the youth show had a significantly smaller cast. Our social secretary resigned in 2019 and with the time taken to replace her, there was little social activity giving virtually no net income.

It was initially planned to produce Hello Dolly in April. However, it proved impossible to recruit enough men to the cast, and so this had to be cancelled, incurring a loss of about £ 1,500.

The charity's main production in 2019 was Legally Blonde in November. It attracted a large audience, very similar to 2018. Unfortunately, increased costs of rehearsal hire, sound and lighting hit us hard, and the show lost about £ 4,500.

The youth section performed Urinetown in August. This was designed to coincide with high public awareness of environmental issues. The title however had some negative impact and the cast was smaller than normal. However, the show proved reasonably popular with audiences,

Achievements and performance

and the quality of the production was excellent. Overall the show made a small profit of about £ 200.

For the drama group, the team performed Agatha Crusty in February and Steel Magnolias in June, both at Ifield Barn. The growing reputation of the drama group ensured good audiences, and with our new venue helping to keep costs, the drama group contributed almost £ 1,000 profit.. Overall the society made just over £ 11,000 in 2019. While on paper this looks excellent, it should be borne in mind that the majority of this came from the significant legacy mentioned earlier. Nonetheless, the society would have just been in profit without the legacy, and there are now over £ 50,000 worth of funds that should ensure financial stability moving forwards.

Financial review

Brief statement of the charity's policy on reserves

The charity's policy is to retain sufficient funds to continue putting on the same quality and scale of productions year on year. To this end it endeavours to break even and ideally gradually increase funds in line with inflation over time. The idea is to put on a mix of shows, some to achieve a profit and some for their artistic merit alone. Each main show costs £30k - £40k to put on, so the trustees need to have this amount in the bank at the end of each year. Current funds are c. £50k, so we are still in a position where we can safely put on these main shows.

Details of any funds materially in deficit

None.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- The charity's principal sources of funds (including any fundraising).
- How expenditure has supported the key objectives of the charity.
- Investment policy and objectives including any ethical investment policy adopted.

The charity is funded mainly by income from the shows it puts on. Given these generally run at a loss the shortfall is made up from:

- Individual subscriptions and donations.
- Small scale sponsored events (e.g. sponsored walks)
- Fund raising social events (e.g. quiz nights.)
- Sponsorship from companies and other organisations


Putting on Legally Blonde, Urinetown and two plays in 2019 supports our main objectives.

Other optional information

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Julian Richard Paul Bond	
Position (eg secretary, chair, etc)	Treasurer	
Date	10/10/2020	



Charity Name
East Surrey Performing Arts

No (if any)
1122724

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Receipts and payments accounts

For the period
from

Period start date
01/01/2019

To


Period end date
31/12/2019

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted- funds to the nearest £	Endowment- funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Performances - ticket sales	60,575	-	-	60,575	57,453
Performances - programme sales	1,118	-	-	1,118	2,402
Performances - advertising	550	-	-	550	2,280
Performance - other fundraising	788	-	-	788	1,074
Performances - donations & sponsorship	14,033	-	-	14,033	23,689
Membership subscriptions	1,555	-	-	1,555	2,145
General donations, sponsorship & gift aid	12,846	-	-	12,846	4,702
Social events	143	-	-	143	945
Bank interest	49	-	-	49	26
Fund raising events	254	-	-	254	480
Sub total	91,910	-	-	91,910	95,197
A2 Asset and investment sales, etc.	-	-	-	-	-
Total receipts	91,910	-	-	91,910	95,197
A3 Payments					
Performances - rehearsal room hire	6,027	-	-	6,027	5,915
Performances - theatre hire	27,353	-	-	27,353	22,699
Performances - production staff costs	7,060	-	-	7,060	9,010
Performances - band, accompanist & music	9,984	-	-	9,984	14,288
Performances - costume, props & make-up	957	-	-	957	8,111
Performances - scenery, sound & lighting	10,400	-	-	10,400	11,994
Performances - printing & publicity	4,156	-	-	4,156	6,362
Performances - royalties	10,306	-	-	10,306	11,775
Performances - insurance	802	-	-	802	792
Performances - misc	1,480	-	-	1,480	3,324
Printing, stationery, postage & web site	42	-	-	42	220
Grants, subs and donations	420	-	-	420	475
Social event expenses	214	-	-	214	813
Fund raising expenses	1,504	-	-	1,504	262
Corporation tax	-	-	-	-	-
Sub total	80,704	-	-	80,704	96,039
A4 Asset and investment purchases, etc.	-	-	-	-	-
Total payments	80,704	-	-	80,704	96,039
Net of receipts/(payments)	11,206	-	-	11,206	- 842
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	39,447	-	-	39,447	40,289
Cash funds this year end	50,653	-	-	50,653	39,447

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current account	30,653	-	-
	Notice account	20,000	-	-
		-	-	-
	Total cash funds	50,653	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Julian Richard Paul Bond	



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
East Surrey Performing Arts

**On accounts for the year
ended**

31/12/2019

**Charity no
(if any)**

1122724

Set out on pages

1

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed. It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commission. 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 the 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 accounts.

**Independent
examiner's statement**

- In the course of my examination, no matter has come to my attention:
1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

10/10/2020

Name:

DAVID POND

**Relevant professional
qualif(s) or body (if any):**

Address:

5 Claremont Road

Redhill

Surrey, RH1 2JT