



Formerly ETCEA
Broxbourne Theatre Company

Registered Charity No. 1181847

**Trustees' Report for 2019/20
and
Accounts for the year ended 31st July 2020**

Trustees

Mr. Scott Welch	Chairman
Mr. John Avery	Vice Chairman
Mrs. Patricia Johnson	Secretary
Mr. Ian Stretch	Treasurer
Mrs. Alex Rolle	
Mrs Fiona Taylor	
Mrs. Natalie Smyth	

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www.BroxbourneTheatreCompany.co.uk

TRUSTEES' REPORT 2019/20

This is my first annual trustees report as chairman of Broxbourne Theatre Company (BTC), it was, and still is, a privilege to be chairman and once again I would like to thank Ian Stretch for the tireless work that he did before me.

The season started with the Pantomime *Puss in Boots*, Directed and choreographed by Angie Frost and the Musical Director was Joanne Pierce. This was Jo's first show with BTC and she did a great job, she has already been asked to come back and be the Musical Director for our next Pantomime. One of the things that the audience seemed to enjoy was the modernisation of the music used. I know this was one of Angie and Jo's main goals at the start of the process. This was the first pantomime that we included children into the main chorus. 9 children auditioned, we were ideally looking for 6 children, but the production team could not find any weaknesses in any of the children, so a decision was made to take them all. There are/were new challenges with including children in the chorus, but the main hope was that the inclusion would increase ticket sales and thus increase overall revenue. However, as the treasurer's report will show, this was not the case. The one thing that including the children did do was to help give the main numbers some youth and vibrancy, they were a real joy to have in the show. Using children did bring unique challenges that we need to think about a little bit more closely in the future. Finding them a changing room was the first challenge, we managed this by using the Dinant room at the end of the auditorium. This brought a different challenge as the chaperones could not hear the show from this room. Julie Ellis-Hall, became a valuable member of the team by working as a runner between the children's dressing room and the stage. The main problem we need to overcome in the future is finding licensed chaperones. The county council's lead in time for people to obtain licences meant that we would not have had enough people with licences by the time the pantomime started. In the end I was able to find people who already had licences to help us. For the next show that needs chaperones, if people need licences, we need to start the search at the beginning of the rehearsal period if not before.

At the end of January, we auditioned for *The Sound of Music*. Malcolm Hollow was director and choreographer, with Charlie Wakely as Musical Director. There were casting issues, however it only took a week or two to resolve these. Rehearsals were going well with act one set, and then the COVID 19 pandemic meant that we had to cancel and try and reschedule the show. We managed to reschedule at The Spotlight in Hoddesdon for May 2021. Then in June Broxbourne Council announced that The Spotlight would not be opening again until April 1st 2021, with live performances commencing in autumn 2021. This meant that *The Sound of Music* could not be performed at The Spotlight next May. As soon as we found out The Spotlight would not be open, I contacted Hertford Theatre to find out if they had availability for next year. It did not take long to organise and book the week commencing 21st June 2021. There are a lot of practical issues to resolve in moving to a new theatre, however I believe it is an exciting opportunity to work in a different theatre. The important thing is that during what has been a tough period in everybody's lives during lockdown, the members of the society have something to look forward to. Both Malcolm and Charlie are available to still continue as Director and Musical Director.

Due to the COVID 19 pandemic the decision has been made that we will not be producing a Pantomime this season/year. We were going to be producing *Snow White and the Seven Dwarfs*, this has now been provisionally postponed until Christmas 2021/2022.

Once again we had expected that, following the expiry of our 25 year lease, our future tenancy of Bollescroft would have been secured by now but, regrettably, another year has gone by and the whole matter is still shrouded in uncertainty. Initial exploratory discussions were held with the head of Broxbourne Council's Property Department in 2017 but a year then passed whilst we applied for charity status for the society. Discussions

resumed in February 2019 and general terms and arrangements for a new commercial lease were agreed. We then had to wait over 6 months for a draft lease to be received. Unfortunately this included several clauses that were unacceptable and omitted important agreed provisions regarding the sub-letting of Bollescroft. Attempts to resolve these issues over the following months were further delayed by several changes of council personnel and it was not until April that we heard that the unacceptable clauses were being removed but the agreement regarding sub-letting was to be reversed. We could not accept this change as it would undermine the financial viability of the project. We have just heard that the council will now withdraw this change but their procedures require the change to be signed-off by both a senior officer and a councillor. This procedure has previously resulted in many months delay so we have no idea how long it will take this time. Even when signed-off, the whole matter still has to be passed back to the solicitor to draw up the revised lease so we are still months away from completion.

Bollescroft has been closed since the outbreak of coronavirus, the financial implications of which are described in the Treasurer's Report. We currently have no indication of when we will be able reopen Bollescroft for our rehearsals etc and use by other local organisations.

Lockdown has been difficult on everyone worldwide, it has been important to keep in contact with the society and give some hope. This is why it was important to try and rebook the Sound of Music for next year. Also, we have had a fun theatrical quiz to try have some and keep everyone in contact, I believe the members that joined enjoyed it.

This has been a tough year, for everyone concerned. I am hoping, as I sit here writing this, that society is finding a new normal and things are starting to open and life is beginning to resume. I hope that as a society we can produce the quality of theatre that we are renowned for and both our members and audience can return.

Signed on behalf of the Trustees



Scott Welch
Chairman



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TREASURER'S REPORT 2019/20

We started the season at our AGM in September when the members present voted unanimously to increase our membership subscription for the first time in 20 years. The trustees were very gratified that members supported this move wholeheartedly.

Last season saw a small increase in pantomime ticket sales, which made the fall this year all the more disappointing. Theatres throughout the country, professional and amateur, commonly rely on income from pantomimes to sustain them through the year and pantos, on which the society's reputation was built, have always provided the core of our finances. The impact of the Spotlight's professional pantomime attracting large numbers of children to performances during normal school hours continues to be a cause for great concern.

Once again we have to report continuing delays in completing a new lease on Bollescroft, the society's rehearsal venue. A draft lease was eventually received in September, to commence from 1st November. This was to include provisions for BTC to take over hiring the building to other local organisations, previously administered by Broxbourne Council. Although the new lease had not been completed, approval was given for us to implement this arrangement as completion was expected to be imminent. The administration proved to be more complex and time consuming than expected as we set up booking conditions and procedures, invoicing routines and an online booking calendar. This was settling into a working routine when the Coronavirus struck, forcing the close down of the building, the abandonment of our own rehearsals and activities, and the suspension of all Bollescroft bookings. Many hirers choose to pay hire fees for many months of bookings in advance. Hire fees for all bookings cancelled up to 31st July have been refunded and the Hire Income item in the accounts reflects only those bookings up to 23rd March.

Inexplicable delays in finalising the lease continue, leaving ongoing uncertainties regarding the financing of the project and, indeed, the future of Bollescroft itself.

The outbreak of the Coronavirus and the national lockdown forced the abandonment of our production of *The Sound of Music* which had been in rehearsal since January, with performances scheduled for May. Over £5,000 had already been paid out on deposits for the hire of costumes, scenery, performance rights, publicity, theatre hire and other items. Fortunately our suppliers have been prepared to carry deposits forward to next year, whilst other costs were covered by the Abandonment Insurance long carried by the society. Costs carried forward for *The Sound of Music* and other future productions are included in the Prepayments item in the Balance Sheet.

Our normal policy is for the profit on the pantomime to cover the inevitable loss on the musical, so that we break even across the season. The absence of a musical this year has resulted in an abnormal profit. The trustees have regretfully decided that it will not be possible to present a pantomime next January but *The Sound of Music* has been rescheduled for next June. If this is able to go ahead, next year's accounts will show an abnormal but balancing loss. Fortunately the society still has a healthy level of reserves.

Our thanks to Carol Bowyer for again carrying out the independent examination of our accounts.

Ian Stretch ACIS (Ret'd)
Hon. Treasurer



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ias 06/08/2020

INCOME & EXPENDITURE ACCOUNT for the year ending 31st July, 2020

<u>INCOME:</u>	<u>2019/20</u>	<u>2018/19</u>
Membership Subscriptions	2,273	1,766
Interest on Deposits	65	72
Lottery Proceeds & Other Income	846	825
¹ Hire Income	3,681	-
Social Events: 75th Anniversary Dinner	-	3,885
Productions:		
Pantomime	24,431	27,803
² Musical (See Notes)	-	19,996
Young Set	-	-
Other Productions	-	-
	24,431	47,799
<u>TOTAL INCOME</u>	<u>£ 31,295</u>	<u>£ 54,347</u>
<u>EXPENDITURE:</u>		
General Expenses	506	136
Stationery	46	57
Postage	8	208
Insurance	1,034	1,028
NODA Subscription	200	200
Bank Charges	17	16
General Publicity	-	-
Rent of Premises	1,786	11,832
Maintenance of Premises	383	
Sundry Equipment	-	36
Depreciation	584	584
Social Events: 75th Anniversary Dinner	-	3,723
Productions:		
Pantomime	16,649	18,188
² Musical (See Notes)	-	20,216
Young Set	-	-
Other Productions	-	-
	16,649	38,404
<u>TOTAL EXPENDITURE:</u>	<u>£ 21,213</u>	<u>£ 56,224</u>
<u>Surplus or (Deficit) Carried to Capital Fund</u>	<u>£ 10,082</u>	<u>(£ 1,877)</u>



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BALANCE SHEET AS AT 31st JULY, 2020

ASSETS	2020	2019
Fixed Assets		
³ Plant & Equipment (net)	1,432	2,015
Current Assets		
Stock of Souvenirs	280	483
Sundry Debtors	350	340
⁴ Pre-payments:	7,924	2,628
Bank Deposits	45,026	40,034
Cash at Bank	2,382	1,312
Cash in Hand	99	100
	£ 57,493	£ 46,911
Less Current Liabilities		
⁵ Accruals	7,697	7,697
Sundry Creditors	500	(7,697)
	£ 49,295	£ 39,214
REPRESENTED BY:		
Capital Fund b/fwd	39,214	41,091
From Income & Expenditure A/c	10,082	(1,877)
	£ 49,295	£ 39,214

NOTES TO THE ACCOUNTS

The financial statements have been prepared under the historical cost convention with Income and Expenditure accounted for on an accruals basis, and in accordance with Financial Reporting Standard FRS102

- Income from the hire of Bollescroft to local organisations and internal charges as the society's rehearsal venue.
- This year's musical had to be abandoned halfway through the rehearsal period due to the Coronavirus pandemic. Over £4,000 of deposits paid to suppliers have been carried forward to next year when it is hoped that rehearsals can resume and the show be performed. Over £2,000 of other costs were recouped through the society's abandonment insurance.

³ Fixed Assets & Depreciation

Total Assets: Cost B/fwd	5,791	Depreciation B/fwd	3,776
Additions	-	Depreciation Charge	584
Total Cost	£ 5,791	Total Depreciation to date	£ 4,360
Net Book Value at 31/07/2020	£ 1,432		

Depreciation on all assets is calculated on a straight line basis over 10 years.

- Prepayments include deposits paid for future theatre hire and royalties for future productions. Also included are the deposits carried forward to next year as described in note 2.
- The society's rehearsals and other activities are held in a building owned by Broxbourne Borough Council for which rent is paid annually in arrears. The accrual represents the estimated rent due for the period from 1st November 2018 to 31st July 2019, payable in November 2019. A new lease is currently being negotiated.



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Independent examiner's report to the Members of Broxbourne Theatre Company.

I report on the accounts of the society for the year ended 31st July, 2020.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts.

The trustees consider that an audit is not required for this year and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts

- To state whether particular matters have come to my attention.

Basis of independent examiner's report

An examination includes a review of the accounting records kept by the society 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

I have completed my examination and confirm that no material matters have come to my attention which cause me to believe that:

- accounting records were not kept in accordance with relevant legislation, or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 13/08/2020

Name: Carol Bowyer, AAT

Address: 2 Fairfield Walk, Cheshunt, Herts. EN8 0SA



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PRODUCTION ACCOUNTS 2019/20

Production	Pantomime		Musical	
Title	Puss in Boots	Cinderella	The Sound of Music	Annie
Date	Jan 2020	Jan 2019	May 2020	May 2019
Number of Performances	6	6	5	5
<u>INCOME</u>				
Ticket Sales	21,133	24,407	Production Postponed to 2021 due to Coronavirus Pandemic.	16,385
Production Fees	1,650	1,250		2,000
Programme Sales & Advertising	355	323		584
Refreshment Sales	1,147	1,228		682
Merchandise Sales	95	488		-
Other Income	51	107		345
TOTAL INCOME	£ 24,430	£ 27,803	-	£ 19,996
<u>EXPENDITURE</u>				
Hire of Theatre	2,492	1,254	-	2,231
Production Team fees	1,600	2,200	Cost incurred up to date of the national lockdown in March 2020 either:	2,100
Orchestra, scores & libretti	1,446	895	a) recovered through abandonment insurance	3,560
Wardrobe & Make-up	1,163	983	or	693
Scenery, Props & Special Effects	2,214	3,148	b) deposits etc carried forward to 2021 in agreement with suppliers.	2,049
Lighting	500	750		-
Sound & Communications	499	403		571
Transport	650	1,013		1,568
Publicity	1,955	2,691		1,574
Programme Printing	270	260		270
Royalties	658	647		3,146
Box Office Commissions	2,395	2,810		1,947
Refreshments	723	843		438
Merchandise	47	183		-
Sundries	37	108		68
TOTAL EXPENDITURE	£ 16,649	£ 18,188	-	£ 20,215
PROFIT or (LOSS)	£ 7,781	£ 9,615	-	(219)
Number of Tickets Sold	1,391	1,687	0	1,142
Percentage of Total Available	52.3%	60.9%	0.0%	51.6%

This page does not form part of the statutory financial statements