

COMPANY REGISTRATION NUMBER: 04838508

CHARITY REGISTRATION NUMBER: 1099868

**The Quay Theatre At Sudbury
Company Limited by Guarantee
Unaudited Financial Statements
30 April 2020**

MOORE GREEN

Chartered accountants
22 Friars Street
Sudbury
Suffolk
CO10 2AA

The Quay Theatre At Sudbury

Company Limited by Guarantee

Financial Statements

Year ended 30 April 2020

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The Quay Theatre At Sudbury

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 30 April 2020

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 30 April 2020.

Reference and administrative details

Registered charity name The Quay Theatre At Sudbury

Charity registration number 1099868

Company registration number 04838508

Principal office and registered office The Quay Theatre
Quay Lane
Sudbury
Suffolk
CO10 2AN

The trustees

D Brogan
E Cole
E Wiles
S Ayers
P Press
A Richardson (Resigned 25 August 2020)
D Ware (Died 18 October 2020)
Mr Harrington-Spier
A Burton-Hopkins
D Duffy (Appointed 26 April 2020)

Company secretary Mr R Cunningham

Independent examiner Nicholas Farr FCA
22 Friars Street
Sudbury
Suffolk
CO10 2AA

Structure, governance and management

The Quay Theatre is under the control of a Board of Trustees who meet monthly to receive reports on current performance and to deal with matters affecting the governance of the theatre and its facilities. The Board of Trustees delegate the management of the operation to a Theatre Manager. The Theatre Manager has a team of 10 paid part-time staff and a large contingent of volunteers.

The Quay Theatre At Sudbury

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 30 April 2020

Objectives and activities

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

The Quay Theatre is a rural arts centre located in the Sudbury amenity area close to the river Stour.

The Quay Theatre offers a unique service for Sudbury and the surrounding area with a mixed programme of amateur and professional drama, music, comedy and film consisting of approximately 220 days of entertainment every year. With live streaming in the portfolio the scope of performances cover opera, classical music, National Theatre and West End shows. In addition the theatre provides a base for performing activity and stage school in Sudbury and a community venue used by many groups and for local residents and visitors to enjoy.

Achievements and performance

During the 2019-20 year 10,393 people visited the theatre for live performance and 4,100 for film. These figures are affected by the pandemic, the theatre having been closed for the last 16 weeks of the year. An average of 16 groups hired the facilities at The Quay monthly for educational and leisure activities and visitors used The Quay's bar and refreshment areas throughout the year. In addition a start up restaurant provided a selection of chef prepared meals at weekends. The drama classes and Summer Schools cater for 6-17 year olds and are a valuable resource for the community. The theatre also gives opportunities for volunteers.

The Quay Theatre At Sudbury

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 30 April 2020

Financial review

The Quay Theatre receives grant funding from both Babergh District Council and Sudbury Town Council. Sudbury Town Council have managed to maintain grant levels but due to enormous pressures on District Council budgets their grants reduce year by year. Statutory wage and pension increases together with inflation mean that The Quay strives constantly to increase revenues both through the standard of performance and the variety of interests satisfied by the programmes delivered. Facilities hiring has remained strong over this year and many local groups now use The Quay for their varied activities and craft sessions.

New lighting and sound desks have been purchased this year thanks to donations received from Quay Fundraisers. Their continued support helps the Trustees to maintain the best facility for our community stakeholders.

Pressures on grant funding will continue but the efforts of staff and volunteers to increase revenues and minimise cost continue to show success. Together with the continuing support of Sudbury Dramatic Society and Sudbury Musicals Society these efforts are considered sufficient to ensure a sustainable future for The Quay Theatre.

Plans for future periods

The Trustees intend to continue their development of The Quay and its facilities to improve income streams and to widen the appeal of the theatre to the local community.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on and signed on behalf of the board of trustees by:

Mr R Cunningham
Charity Secretary

The Quay Theatre At Sudbury

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of The Quay Theatre At Sudbury

Year ended 30 April 2020

I report to the trustees on my examination of the financial statements of The Quay Theatre At Sudbury ('the charity') for the year ended 30 April 2020.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 the 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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 charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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).

The Quay Theatre At Sudbury

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of The Quay Theatre At Sudbury *(continued)*

Year ended 30 April 2020

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.

Nicholas Farr FCA
Independent Examiner

22 Friars Street
Sudbury
Suffolk
CO10 2AA

The Quay Theatre At Sudbury
Company Limited by Guarantee
Statement of Financial Activities
(including income and expenditure account)
Year ended 30 April 2020

		Unrestricted funds	2020 Restricted funds	Total funds	2019 Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	5	78,493	—	78,493	51,757
Charitable activities	6	71,185	—	71,185	60,533
Other trading activities	7	203,661	—	203,661	218,255
Total income		<u>353,339</u>	<u>—</u>	<u>353,339</u>	<u>330,545</u>
Expenditure					
Expenditure on raising funds:					
Costs of raising donations and legacies	8	176,070	—	176,070	165,832
Costs of other trading activities	9	87,958	—	87,958	86,214
Expenditure on charitable activities	10,11	78,091	—	78,091	83,027
Other expenditure	12	10,040	—	10,040	10,256
Total expenditure		<u>352,159</u>	<u>—</u>	<u>352,159</u>	<u>345,329</u>
Net income/(expenditure) and net movement in funds		<u>1,180</u>	<u>—</u>	<u>1,180</u>	<u>(14,784)</u>
Reconciliation of funds					
Total funds brought forward		178,335	19,426	197,761	212,545
Total funds carried forward		<u>179,515</u>	<u>19,426</u>	<u>198,941</u>	<u>197,761</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

All of the above funds are Unrestricted Funds.

The notes on pages 8 to 16 form part of these financial statements.

The Quay Theatre At Sudbury
Company Limited by Guarantee
Statement of Financial Position
30 April 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible fixed assets	17	369,504	373,796
Current assets			
Stocks	18	900	4,504
Debtors	19	8,923	19,748
Cash at bank and in hand		1,669	1,624
		11,492	25,876
Creditors: amounts falling due within one year	20	165,652	176,967
Net current liabilities		154,160	151,091
Total assets less current liabilities		215,344	222,705
Creditors: amounts falling due after more than one year	21	16,403	24,944
Net assets		198,941	197,761
Funds of the charity			
Restricted funds		19,426	19,426
Unrestricted funds		179,515	178,335
Total charity funds	23	198,941	197,761

For the year ending 30 April 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on, and are signed on behalf of the board by:

Mr R Cunningham
Charity Secretary

The notes on pages 8 to 16 form part of these financial statements.

The Quay Theatre At Sudbury

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 30 April 2020

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Quay Theatre, Quay Lane, Sudbury, Suffolk, CO10 2AN.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Governance costs

Include costs of the preparation and examination of statutory accounts, the cost of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Going concern

There are no material uncertainties about the charity's ability to continue.

Fund accounting

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

Further explanation of the purpose of the Unrestricted fund is included in the notes to the financial statements.

The Quay Theatre At Sudbury

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30 April 2020

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

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.

Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

The Quay Theatre At Sudbury

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30 April 2020

3. Accounting policies *(continued)*

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment	- 20% reducing balance
Freehold property improvements	- Fully depreciated

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

The Quay Theatre At Sudbury

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30 April 2020

3. Accounting policies *(continued)*

Financial instruments *(continued)*

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

4. Limited by guarantee

The Charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Donations				
Donations - General	30,303	30,303	6,617	6,617
Donations - Friends of the Quay	3,885	3,885	3,000	3,000
Grants				
Babergh District Council	42,261	42,261	27,417	27,417
Sudbury Town Council	—	—	13,000	13,000
Sponsorship				
Membership fees	705	705	40	40
Other donations and legacies				
Sundry Receipts	1,339	1,339	1,683	1,683
	<u>78,493</u>	<u>78,493</u>	<u>51,757</u>	<u>51,757</u>

The Quay Theatre At Sudbury

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30 April 2020

6. Charitable activities

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Rents Received - Auditorium	49,697	49,697	38,225	38,225
Rents Received - Costume Department	5,400	5,400	5,400	5,400
Rents Received - Geoff Kisby Room	403	403	1,732	1,732
Rents Received - Jetty	10,944	10,944	8,566	8,566
Rents Received - Quay Theatre Hire	4,741	4,741	6,610	6,610
	<u>71,185</u>	<u>71,185</u>	<u>60,533</u>	<u>60,533</u>

7. Other trading activities

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Advertising income	—	—	167	167
Bar sales	65,811	65,811	76,713	76,713
Kiosk sales	3,415	3,415	7,767	7,767
Cinema Events	10,843	10,843	32,370	32,370
Entertainment Events	81,734	81,734	87,762	87,762
Education Events - Summer Schools	2,990	2,990	1,878	1,878
Education Events - Workshops	4,394	4,394	2,600	2,600
Special Events	8,706	8,706	8,998	8,998
Live streaming	25,768	25,768	—	—
	<u>203,661</u>	<u>203,661</u>	<u>218,255</u>	<u>218,255</u>

8. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Costs of generating income - Box Office	6,438	6,438	8,253	8,253
Costs of generating income - Cinema Projection Costs	4,152	4,152	4,372	4,372
Cinema Expenses	16,705	16,705	22,819	22,819
Entertainment Events Expenses	73,267	73,267	76,656	76,656
Education Events Expenses - S/Schools	2,940	2,940	1,392	1,392
Education Events Expenses - Workshops	72,568	72,568	52,340	52,340
	<u>176,070</u>	<u>176,070</u>	<u>165,832</u>	<u>165,832</u>

The Quay Theatre At Sudbury

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30 April 2020

9. Costs of other trading activities

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Costs of other trading activities - Shop costs	59,582	59,582	56,243	56,243
Costs of other trading activities - Staging events	8,000	8,000	7,625	7,625
Costs of other trading activities	20,376	20,376	22,346	22,346
	<u>87,958</u>	<u>87,958</u>	<u>86,214</u>	<u>86,214</u>

10. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Support costs	78,091	78,091	83,027	83,027

11. Expenditure on charitable activities by activity type

	Support costs £	Total funds 2020 £	Total fund 2019 £
Support costs	60,736	60,736	57,678
Governance costs	17,355	17,355	25,349
	<u>78,091</u>	<u>78,091</u>	<u>83,027</u>

12. Other expenditure

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Sundry expenses	9,289	9,289	7,839	7,839
Photocopier hire and charges	751	751	2,417	2,417
	<u>10,040</u>	<u>10,040</u>	<u>10,256</u>	<u>10,256</u>

13. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2020 £	2019 £
Depreciation of tangible fixed assets	4,876	5,949
Operating lease rentals	<u>351</u>	<u>720</u>

The Quay Theatre At Sudbury

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30 April 2020

14. Independent examination fees

	2020 £	2019 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>2,025</u>	<u>2,025</u>

15. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020 £	2019 £
Wages and salaries	67,752	67,243
Social security costs	<u>8,247</u>	<u>10,049</u>
	<u>75,999</u>	<u>77,292</u>

The average head count of employees during the year was 11 (2019: 11).

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

16. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees during the year.

17. Tangible fixed assets

	Freehold property £	Equipment £	Fixtures and Fittings £	Total £
Cost				
At 1 May 2019	350,000	86,053	4,380	440,433
Additions	<u>—</u>	<u>584</u>	<u>—</u>	<u>584</u>
At 30 April 2020	<u>350,000</u>	<u>86,637</u>	<u>4,380</u>	<u>441,017</u>
Depreciation				
At 1 May 2019	—	62,257	4,380	66,637
Charge for the year	<u>—</u>	<u>4,876</u>	<u>—</u>	<u>4,876</u>
At 30 April 2020	<u>—</u>	<u>67,133</u>	<u>4,380</u>	<u>71,513</u>
Carrying amount				
At 30 April 2020	<u>350,000</u>	<u>19,504</u>	<u>—</u>	<u>369,504</u>
At 30 April 2019	<u>350,000</u>	<u>23,796</u>	<u>—</u>	<u>373,796</u>

18. Stocks

	2020 £	2019 £
Raw materials and consumables	<u>900</u>	<u>4,504</u>

The Quay Theatre At Sudbury

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30 April 2020

19. Debtors

	2020	2019
	£	£
Trade debtors	5,862	11,449
Prepayments and accrued income	1,000	1,000
Other debtors	2,061	7,299
	<u>8,923</u>	<u>19,748</u>

20. Creditors: amounts falling due within one year

	2020	2019
	£	£
Bank loans and overdrafts	34,916	46,491
Trade creditors	44,085	17,987
Accruals and deferred income	83,312	108,652
Social security and other taxes	3,339	3,837
	<u>165,652</u>	<u>176,967</u>

21. Creditors: amounts falling due after more than one year

	2020	2019
	£	£
Bank loans and overdrafts	11,403	19,216
Payments received on account	—	728
Other creditors	5,000	5,000
	<u>16,403</u>	<u>24,944</u>

22. Deferred income

	2020	2019
	£	£
Amount deferred in year	<u>44,063</u>	<u>53,633</u>

The Quay Theatre At Sudbury

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30 April 2020

23. Analysis of charitable funds

Unrestricted funds

	At 1 May 2019 £	Income £	Expenditure £	At 30 April 2020 £
General funds	103,632	353,339	(352,159)	104,812
Property Revaluation	74,703	—	—	74,703
	<u>178,335</u>	<u>353,339</u>	<u>(352,159)</u>	<u>179,515</u>

	At 1 May 2018 £	Income £	Expenditure £	At 30 April 2019 £
General funds	118,416	330,545	(345,329)	103,632
Property Revaluation	74,703	—	—	74,703
	<u>193,119</u>	<u>330,545</u>	<u>(345,329)</u>	<u>178,335</u>

Restricted funds

	At 1 May 2019 £	Income £	Expenditure £	At 30 April 2020 £
Quay Repair Fund - Appeal	<u>19,426</u>	<u>—</u>	<u>—</u>	<u>19,426</u>

	At 1 May 2018 £	Income £	Expenditure £	At 30 April 2019 £
Quay Repair Fund - Appeal	<u>19,426</u>	<u>—</u>	<u>—</u>	<u>19,426</u>