

Dewsbury Arts Group

Charity registration number : 1161083
Charitable Incorporated Organisation (CIO)

Trustees' Annual Report

&

Financial Statements

For the year

1 June 2018 – 31 May 2019

TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS
For the year from 1 June 2018 to 31 May 2019

CONTENTS

Trustees' Annual Report	3
Independent Examiner's Report	11
Receipts & Payments Accounts	12
Statement of Assets & Liabilities	13
Notes to the Accounts	14

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2018 to 31 May 2019

The Trustees present their report with the financial statements and independent examiner's report for the year ended 31 May 2019.

Reference & administrative details

Charity name : Dewsbury Arts Group

Charity registration number : 1161083

Principal office & address : Artspace, Lower Peel Street, Dewsbury
West Yorkshire, WF13 2ED

Trustees : The trustees who have held office during the period from 1 June 2017 to the date of this report are as follows :

Mr C M Bailey	Chairperson
Mr D Fletcher	Vice-Chair
Mr C L Ward	Honorary Treasurer
Mrs J M Fletcher	Honorary Secretary
Ms S Saville	Publicity Officer
Mr A Fox	Premises Supervisor
Mrs K Liles	
Mrs M Bailey	Youth Theatre Administrator
Mr M Parkinson	
Mr R Brook	
Mrs L Stainthorpe	
Mr A Lindley	
Mrs H Fox	
Mrs M Biglands	Honorary President

Independent Examiner : Mrs Pat Trenaman, BA
1 Teasel View, Pudsey, West Yorkshire LS28 8RB

Solicitor : Disken & Co
20 Bond Street, Dewsbury, West Yorkshire WF13 1AT

Bankers : CAF Bank Limited
25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2018 to 31 May 2019

Objectives & activities

The charity's objectives and activities are expressed in section 2 of the constitution, as follows:

The objects of the group shall be to foster and promote the maintenance, improvement and development of artistic taste and knowledge, understanding and the appreciation of the arts among the inhabitants of Dewsbury.

In furtherance of the above objects but not otherwise

- (a) To present or assist in presenting public concerts, dramatic performances, recitals, art exhibitions, lectures, arts festivals and other arts events,
- (b) To maintain an amenity in which arts can be pursued by the community,
- (c) To provide a means for bringing to the attention of the public the work of creative artists in the field of the arts.
- (d) To do all such things as are necessary to the attainment of the forgoing.

Public benefit

The Trustees consider they have complied with the duty to provide a public benefit under Section 17(5) of the Charities Act 2011 as the charity provides an amenity for art activities for the community in general and young people in particular. The charity also provides a much needed venue for creative artists in all fields.

Chairman's Comments

It has been another busy and successful year for Dewsbury Arts Group both onstage and behind the scenes. Further building repairs and rising running costs have led to a reduction in financial reserve but we remain in a healthy state on terms of our incomings from productions. Looking forward we are increasing prices for season tickets to reflect our increased costs and as we have not increased these for a couple of years. Our Treasurer provided strong advice to committee and we hope to maintain a healthy reserve going forward. The core strength of Dewsbury Arts group remains the quality of our productions, a strong customer base and the dedication and hard work of our members to bring art to the people of the area. We will continue to do so in the next 12 months.

Mark Bailey

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2018 to 31 May 2019

Achievement & performance : (2018-19)**Drama , Membership and Art**

The purpose of this report is to review the activities of the group in the last season.

In our 2018/2019 season we welcomed 14 new Season Ticket holders – many enticed by the competitive price of £50 meaning a saving of £70 if all tickets were taken up. The price is still competitive at £65 giving a saving of £55 so still well worth renewing and signing up. We had to increase the price as our bank balance has been declining as will be explained in the report from our Honorary Treasurer.

We now have a total of **273** season ticket holders which is **30 fewer** than last season. If all season ticket seats were used this would mean **546** seats taken up. If these were all used for every production there would be only 105 seats left for general admission. Some of our season ticket holders are really patrons who donate the fee to the group. Many more don't use all their tickets but there is a strong majority who see practically every production and really enjoy the variety and entertainment it gives. The numbers are dwindling, largely due to people getting older, so if you have any ideas about how to increase numbers of season ticket holders please let us know.

At this point I will say our farewells to those members, season ticket holders and supporters who have passed away during this season: Its been another busy and successful year for Dewsbury Arts Group both onstage and behind the scenes. Further building repairs and rising running costs have led to a reduction in financial reserve but we remain in a healthy state on terms of our incomings from productions. Looking forward we are increasing prices for season tickets to reflect our increased costs and as we havent increased these for a couple of years. Our Treasurer provided strong advice to committee and we hope to maintain a healthy reserve going forward. The core strength of Dewsbury Arts group remains the quality of our productions, a strong customer base and the dedication and hard work of our members to bring art to the people of the area. We will continue to do so in the next 12 months.

Dave Tinker
Gail Telford
Shirley Wilkinson
Nancy Donner
Josephine Crowther
Karen Liles

We have also seen a few changes in our members list with 9 new members and 19 lapses.

This gives a total of 152 members, 10 fewer than last year. Many of our members have said they will re-join next season but hadn't been involved this season.

This year I've decided to take you on a chronological tour of everything we've done this season.

The Music Man completed the last season's offerings on stage. It resulted in a lot of smiling faces leaving the building humming 76 trombones. In particular, the youth members involved and our two Winthrop's were a credit to the group. They were wonderful on stage and off and seemed to thoroughly enjoy themselves. Take up of tickets was 96% with 451 season ticket holders taking their seats and 261 general admissions.

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2018 to 31 May 2019

Summer Art Exhibition 9th July to 18th August. This was the first time that we'd used the foyer of Dewsbury Town Hall. The Exhibition Space was good. It was light, pleasant, CCTV monitored. Everyone using the registrar, main hall for concerts etc. had to pass through the foyer, so the exhibition would have been seen by a great number of people. Two pieces of work were sold earning 10% for the group. This has been booked again for next year but will need someone to organise it in Sue Daniel's absence. We really do need an Art Secretary to take her place.

Fun in the Sun 15th July – Fun was had in the sun! It was a relaxed afternoon with friends. People brought their own picnics, the bar was open and games were organised.

Play Reading The first play reading was on 25th July and Bedroom Farce was read in anticipation of it being presented later in the season. – the play readings continued throughout the season on the 3rd Thursday of alternate months starting on 20th September. Information about this is in the DAG Digest.

Opening Social – 5th September – this was the usual social event and getting to grips with the upcoming season. Don't miss this year's on 4th September.

Heritage Open Day, Owl Pop Up Coffee Shop and **Official Opening of Barbara's Wardrobe** Sept 8th – what a wonderful day. New people there to look around our historic building, wonderful cakes and coffee in the Owl Coffee Shop, old friends coming together to pay tribute to Barbara Ryan and her wardrobe and the bar was open. I think Barbara would have approved. The wardrobe is now fully open and hiring out with Helen Fox in charge.

Auditions were held for those wishing to take part in our main productions on 10th Sept, 2nd and 23rd October, 6th November and 4th December. (The auditions for the first play of the season took place on 22nd June). Most auditions had good attendance but some left directors making phone calls to fill their cast.

Drawing classes started up on Wednesday 12th Sept and continued on most Wednesday's throughout the season. All members can attend these sessions. All information is to be found in the DAG Digest.

Youth Drama classes began in September continuing throughout the season on Friday evening and Saturday morning.

Exhibitions in The Frank Mitchell Gallery began with Mahmad Anzal Musejee for the opening of the Season. This was followed by Beryl Conroy during Aladdin, Andrew Bennet and Alec Jackson during Life X 3 and Pygmalion. It was during Pygmalion that we said farewell to Sue and John Daniels who had previously given the Group tireless support as Joint Presidents and then on the Committee with John as Chair and Sue as Art Secretary. This left the Art Section without their exhibition organiser. However, other members stepped in and the arrangements for gallery exhibitions were successfully achieved. The Group really does need someone to take up the office of Art Secretary and it is hoped the vacancy can be filled during the AGM. The exhibition during Bedroom Farce was by John Lewis and for Pal Joey, the first production of the new financial year an exhibition by David Martin has been arranged.

Our first production of the season was **A Bunch of Amateurs** by Nick Newman and Ian Hislop directed by Helen Fox who said that she knew it was going to be fun but couldn't have imagined how much fun both for cast and audience. The ticket take up was 93% of the available tickets with 459 season ticket seats taken and 145 general admissions.

This was followed by a 3 night tribute to the fallen of World War I in remembrance of the 100 year anniversary of the end of that war. **The Unreturning** take up of tickets was 53%, all general admission. There was a terrific air of enthusiasm from the cast and audience alike. The production made a profit of £1051.81 for the group even though it was less well attended than we would have liked.

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2018 to 31 May 2019

Aladdin was our first traditional pantomime and it was directed by David and Jacky Fletcher. Take up of tickets was 100% with 289 season ticket seats taken and 451 general admissions including 211 children. This resulted in a profit of £577.94 which is why we decided to do it again this season. £548.65 was raised for The Forget Me Not Children's Hospice.

The Old Time Music Hall was a fitting opening to Christmas with a plethora of acts and a superb supper. This is an enjoyable event which also makes money for the group. Ticket sales 89% uptake making a profit of £2520.68.

Life X 3 started the New Year with a thought provoking and entertaining piece of theatre. Mark Bailey directed the play and felt it was a very enjoyable production to be involved in and a joy to bring to life; Take up of tickets was 83% with 429 season ticket seats taken up and 107 general admissions.

DAG Film and Screen Acting group was launched on 4th February by Mark Ashwell and now has a good following. If you want to get involved have a word with Mark and he'll let you know what's going on or look out for information in the Dag Digest.

The Secretary gave her thanks to several people. Firstly, Mark Ashwell for his superb photography for the productions and for the time he takes editing and sorting before putting them up on Flickr. Her second vote of thanks went to Malcolm Parkinson for producing the DAG Digest with each production. The style of the Digest is very readable and is designed to keep readers well informed.

Further thanks were extended to David Fletcher who co-ordinates the Ticket Booking system and answers the DAG Helpline. This is a very valuable service and DAG is lucky to have David there to answer queries. The Secretary concluded her thanks with a mention of Chris Fletcher who keeps the web site up to date and produced the brochure again this year. An awful lot of work goes on behind the scenes to keep this group running and much of it could go unnoticed by the general membership.

Spring Exhibition in Batley Art Gallery ran from 9th February until 23rd March. The presentation of exhibits was a little different this year and the changed format was appreciated by those attending, many of whom left complimentary notes in the comments box at Batley Library. Three paintings were sold.

Pygmalion (our fourth production of the season) was well received, with a large, talented cast, several spectacular and elaborate sets and some impressive period costumes. The director commented: 'I was very pleased with how the whole team, behind the scenes and on stage, helped my vision for this outstanding play come to fruition. I very much prefer it to My fair Lady and didn't miss the songs at all.' Take up of tickets was 95 % with 483 season tickets holders attending and 137 general admissions.

Afternoon Tea – Lacey Telford organised this event and said, 'What I like about it is that it brought season ticket holders and members together.' It was a lovely afternoon of tea, food and chat which also made £209.06 for the group. Raising money was never the purpose of the event but every little helps at the moment. Suggestions for ways to increase our funds are always welcome.

Bedroom Farce (our fifth production) This comedy was very well received by audiences who appreciated the innovative set which made ingenious use of the small stage. The take up of tickets was 93% with 487 season ticket holders attending and 121 general admissions. Sue Saville, director was very pleased with the enthusiasm of the high number of people attending the auditions and also felt there were very good performances from the cast. Sue had received some lovely feedback from audience members.

Our Youth Theatre Showcase took place very quickly after the close of Bedroom Farce but the group effort was enjoyed by all who attended. Alex Lindley, Ben Telford, Mark Bailey and Lacey Telford directed. The take up of tickets was 71% with 116 adults and 16 children. The discipline back stage by our young members was exemplary and they gave excellent performances. The Secretary expressed disappointment that there had not been a larger presence of established Members attending in support of the youthful performers.

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2018 to 31 May 2019

For some time, the Committee has been reflecting upon how to make a suitable gesture of thanks to Judith and David Wood, founder members of the Group, who have moved away from Dewsbury but whose contribution over the years has been immeasurable. After much consideration, the decision was taken to rename the auditorium in their honour and much planning has gone into holding a renaming ceremony on the 1st of June 2019.

Structure, governance & management

Dewsbury Arts Group is a Charitable Incorporated Organisation, which was formed on 26th March 2015. The charity is governed by a constitution adopted in 2015.

Membership of the charity is open to persons with an interest in all aspects of dramatic arts and to practising artists, on payment of an annual subscription then in force.

The charity is governed by a committee consisting of 8 officers and 6 other members, known as trustees. New trustees are proposed by a current member in good standing and are voted in at the Annual General Meeting. New Trustees are coached in their duties and responsibilities by existing experienced Trustees.

The charity is administered on a day to day basis by the committee, which meets at least monthly. All trustees are actively involved in the management of the charity. All members continue to give their services freely and without payment of any kind, except for the reimbursement of direct expenses incurred on behalf of the Group. The Group uses volunteers for all of the many duties around the theatre. These volunteers are often trustees, but other members also provide their services without payment.

Financial review

The charity's financial year ends on 31 May. Responsibility for the organisation's finances rests ultimately and collectively with the Trustees. Day to day responsibility for managing the organisation's finances is delegated to the Treasurer, who reports to each meeting of the trustees.

At the end of each financial year, the charity's accounts are subject to external scrutiny in accordance with statutory requirements. Annual accounts are presented at the AGM for the examination and approval of members.

As can be seen from the report from our Honorary Secretary, the Group has presented a broad range Dramatic and Artistic ventures all of which have been very well received by audiences. The extent to which success of our productions depends totally on the commitment of all the Membership cannot be emphasised too strongly. What the public sees on stage or in exhibitions is the end result of an intense organisational effort, much of it by people who rarely or never appear onstage.

Financially, 2018/2019 has been a more limited success than it has artistically. As can be seen from the Receipts and Payments section of the Accounts, DAG cash reserves have reduced from £12281 on 31st May 2018 to £9023 on 31st May 2019. There are several reasons for this drop.

TRUSTEES' ANNUAL REPORT

For the year from 1 June 2018 to 31 May 2019

Firstly, the rising cost of materials and supplies. From building sets to stocking the bar, we use a lot of stuff and prices keep going up. Everybody involved in buying things for the Group takes trouble to find the best prices but in the end market forces prevail. When you consider the quality of the sets built for some of the productions this season, it is a surprise to find that the Group paid out less for Drama and Visual Activities this year than it did in 2017-18.

A second reason for the reduction is that Box Office receipts were down on previous years. In the past we have had an 'Evening of Plays' in the first quarter of the calendar year and this was always profitable. For various reasons the Group was unable to include an 'Evening of Plays' in the programme this season and financially it left a gap.

Another reason for the drop in cash reserves is that we are losing Season Ticket holders. When we raised the price of tickets to £10 last year, it was hoped that the incredible value of the Season Ticket – at less than £5 a seat – would result in an influx of Season Ticket holders. Sadly this hope proved optimistic as the Group now has 30 fewer Season Ticket holders than this time last year.

Some time ago, the Committee agreed that the Group should aim to have cash reserves of £18000. This would cover costs for twelve months if the activities of the Group ceased and provide a cushion against unexpected costs in maintaining the building. We are now some way short of that £18000 figure so the Committee has agreed to raise the cost of a Season Ticket to £65. This still represents a valuable saving for each seat and should enable DAG to carry on providing high quality Art and Drama for years to come.

Finally, we can report that work on the Barbara Ryan Wardrobe project is complete – the rooms have been refurbished, cleared of moths and secured for future use. A cull of unwanted clothes has been carried out and sale of these items has provided some useful income. Members were asked for donations to this project and raised £760. Spending on materials and floor coverings and other items came to £924 and the difference was funded out of General income. Our thanks should go to the team who worked so hard to provide us with a secure and usable facility – which is now providing increasing revenue as costumes are hired out to other groups.

Once again it is appropriate to remind Members and donors that Gift Aid can provide a useful source of income and it is very simple for the individual to complete the declaration required. It is also important that Members review their eligibility for Gift Aid Donation and advise the Hon. Treasurer if their eligibility has come to an end.

At the end of May 2019, the free funds held by the charity amounted to £9021.00

Reserves policy

The group retains sufficient bank and deposit reserves to cover forthcoming activities which are largely self financing thanks to the successful Membership and Season Ticket schemes. There are no significant risks and funds are adequate to cover outgoings including the building improvement schemes currently under consideration.

Future plans

The charity intends to continue with its activities in support of its objectives for the foreseeable future.

TRUSTEES' ANNUAL REPORT
For the year from 1 June 2018 to 31 May 2019

Acknowledgements

The Group has mutually beneficial working arrangements with Dewsbury Collegians Amateur Operatic Society and Batley Gilbert and Sullivan Society. Some Group members also belong to either or both these groups. On occasion props and costumes are exchanged between the groups.

Dewsbury Arts Group acknowledges with thanks the sponsorship of £175 for each of this season's six main productions by the following :

- Disken & Co, Solicitors
- J Daniels
- West Riding Licenses Refreshments Rooms
- Healds Hall Hotel
- West Yorkshire Plumbing and Heating Services Ltd
- Dewsbury Dance Centre

This report was approved by the Trustees on 9 July 2019 and signed on their behalf by:

Signed

Mark Bailey

Chairperson

Signed

Chris Ward

Treasurer

INDEPENDENT EXAMINER'S REPORT

For the year from 1 June 2018 to 31 May 2019

Independent examiner's report to the trustees of Dewsbury Arts Group.

I report on the accounts of the charity for the year ended 31 May 2019, that are set out on pages 12 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income was less than £100,000 and I am qualified to undertake the examination by being a qualified member of ACIE.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state 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 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 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 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

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mrs Pat Trenaman, BA.
1 Teasel View, Pudsey, West Yorkshire LS28 8RB

Date: 11 July 2019

RECEIPTS & PAYMENTS ACCOUNTS

For the year from 1 June 2018 to 31 May 2019

RECEIPTS	Unrestricted	Restricted	2018-19	2017-18
Drama & Visual Arts activities	21456	-	21456	22650
Trading	11333	-	11333	10947
Patronage & membership fees	15796	-	15796	17180
Donations & grants	2333	70	2403	1642
Interest	60	-	60	59
Total receipts	50978	70	51048	52478
PAYMENTS				
Drama & Visual Arts activities	23217	-	23217	23553
Building & support costs	23377	924	24301	34326
Trading costs	6588	-	6588	5396
Governance	200	-	200	200
Total payments	53382	924	54306	63475
Net receipts before transfers	-2404	-854	-3258	-10997
Transfer between funds	-164	164	0	0
Net receipts/(payments)	--2568	-690	-3258	-10997
CASH FUNDS : at start of year	11589	690	12279	23276
Total funds at 31.5.2018	9021	0	9021	12279

STATEMENT OF ASSETS & LIABILITIES
As at 31 May 2019

Annual Accounts 1st June 2018 - 31 May 2019
STATEMENT OF ASSETS & LIABILITIES

	Unrestricted Funds	Restricted Funds	Total
Cash Funds			
In-hand	515	-	515
Current account	2402	-	2402
Deposit account	6104	-	6104
Total cash funds	9021	-	9021
	Unrestricted Funds		
Assets retained for the charity's own use			
Building	308,083		
Liabilities			
Independent Examination fee (2018-19)	200		

This report was approved by the Trustees on 9th July 2019 and signed on their behalf by:

Signed

Mark Bailey

Chairperson

Signed

Chris Ward

Treasurer

NOTES TO THE ACCOUNTS

For the year from 1 June 2018 to 31 May 2019

NOTES

1 Basis of Preparation

These accounts have been prepared on a receipts and payments basis in accordance with the requirements of The Charities Act 2011

2 Taxation

The charity is not liable to income or capital gains tax on its charitable activities. Irrecoverable VAT is included in the asset cost or expense to which it relates.

3 Trustee and Related Party Transactions

3.1 No expenses were paid to the Trustees during the year (2018-19 £nil).

3.2 No remuneration was paid to the Trustees or any connected persons during the year (2018-19 £nil)

3.3 No related party transactions were undertaken during the year (2018-19 £nil)