

**THE SOCIETY FOR THEATRE RESEARCH**  
**FINANCIAL STATEMENTS**  
**30 SEPTEMBER 2023**

**Charity Number 266186**

# THE SOCIETY FOR THEATRE RESEARCH

## FINANCIAL STATEMENTS

YEAR ENDED 30 SEPTEMBER 2023

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# THE SOCIETY FOR THEATRE RESEARCH

## TRUSTEES ANNUAL REPORT

YEAR ENDED 30 SEPTEMBER 2023

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**Registered charity name** The Society for Theatre Research

**Charity number** 266186

**Address** Saville House  
4 Mansfield Road  
Oxford  
OX1 3TA

**Trustees** Eileen Cottis  
Francesca Franchi  
Michael Ostler

**Accountants** Curlew Accounting Ltd  
Eastburn  
South Park  
Hexham  
Northumberland  
NE46 1BS

# THE SOCIETY FOR THEATRE RESEARCH

## TRUSTEES ANNUAL REPORT *(continued)*

### YEAR ENDED 30 SEPTEMBER 2023

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The Trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 30 September 2023.

#### REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 3 of the financial statements.

#### THE TRUSTEES

The trustees who served the charity during the period were as follows:

Eileen Cottis  
Francesca Franchi  
Michael Ostler

The trustees named above and on page 3 are trustees for the purposes of charity law.

#### OBJECTIVES AND ACTIVITIES

The Society serves those interested in the history and technique of British Theatre by arranging public lectures, by publishing books and a thrice-yearly journal ('Theatre Notebook') and by awarding research grants to individuals and institutions. It awards an annual theatre book prize and stages the Poel Event, an annual workshop promoting good stage speech, most recently seen at the National Theatre.

#### ACHIEVEMENTS AND PERFORMANCE

The Trustees considered the 75th Annual Report for the year ending 30 September 2023. This would be circulated to members before the AGM on 21 May 2024, together with the President's Address and the Financial Statements.

The Annual General Meeting for 2023 was held on Wednesday 24 May 2023, both virtually and in person at the Art Workers' Guild. It was followed by the Annual Address, also on Zoom, with the title "Theatre performances are ephemeral while buildings endure" given by Iain Mackintosh, author of the 2023 book, *Theatre Spaces 1920-2020 Funding the Fun in Functionalism*.

The effects of the pandemic can still be felt in the Society's activities, but the programme had been carried out as thoroughly as possible, with many events being held online.

Professor Michael Burden is Chair of the Society; the Vice Chair is Professor Trevor Griffiths and the Vice-Presidents are Dr Neville Hunnings, Mrs Eileen Cottis, Mr Ian Herbert, and Dr Pieter van der Merwe.

The programme of lecture-meetings for 2022-23, arranged by Dr Valerie Kaneko-Lucas, had been wide-ranging and had included titles such as 'The Making of a Monster: An Anatomy of Musical Flops', 'Theatres in Manchester 1968-1995 – Old and New', and 'Re-staging Inconvenient British Histories.' Audiences on Zoom, and at the AGM, had been consistently larger than at lectures held live.

# THE SOCIETY FOR THEATRE RESEARCH

## TRUSTEES ANNUAL REPORT *(continued)*

### YEAR ENDED 30 SEPTEMBER 2023

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The Wickham Lecture held in conjunction with the Bristol University department of theatre is still on hold after the pandemic. The Gordon Craig Memorial Lecture, held in collaboration with the UK Pantomime Association, was planned for 1 June 2023, and would be a live event at the Royal Central School of Speech and Drama.

The 2023 Society for Theatre Research Theatre Book Prize had been awarded on 15 June 2023 to *An Actor's Life in 12 Productions* by Oliver Ford Davies published by Book Guild. Mr Howard Loxton had been thanked for his commitment to the continuing success of the Prize.

The Poel Workshops continued in 2023; the workshops are seriously indebted to Poel Workshop at Leeds Playhouse for its generous support. Plans are now well advanced for future sessions.

The Society's Annual Publication for 2022-2023 had been Iain Macintosh's *Theatre Spaces 1920-2020 Funding the Fun in Functionalism*. The Society is greatly indebted to Dr Marion O'Connor as General Editor. Three issues of 'Theatre Notebook' had been produced and sent to subscribers; many thanks to Professor Trevor Griffiths, who continued as co-ordinating editor together with Dr Gabriel Egan and Dr Anselm Heinrich. Dr Marion O'Connor has now stepped down from the role, and the books and the journal have been combined under one editor, Professor Trevor Griffiths.

Through its ongoing collaboration with Project Muse, the online database of academic journals, and other online providers, Theatre Notebook continued to generate income of around £10,000 each year for the Society.

The New Researchers Network had held no face-to-face activities, but had encouraged members to write about their current research on the NRN blog. Plans were laid for a special issue for Theatre Notebook, on the theme 'Celebration' - aptly named in conjunction with the 75th Anniversary Celebrations!

The New Scholars Prize had not been offered this year and work was continuing on repositioning this award with a view to enhancing inclusivity.

The Research Awards Sub-Committee had met in April 2023 by Zoom, and had recommended 12 awards, as opposed to 13 the previous year. The members of the Research Awards Sub-Committee are thanked for their input as are Professor Kate Newey (the chair), and Ms Kate Quartano Brown for their impeccable management of the awards.

The Practitioner Grants Sub-Committee was revived this year met in April 2023 by Zoom and had recommended 12 awards. The members of the Practitioner Grants Sub-Committee are thanked for their input as are Dr Laura Milburn (the chair) and Ms Kate Quartano Brown for their impeccable management of the awards.

The Society's website continued to be used by an average of fifty members per day. An appointment had been made to the role of Website Officer on an honorarium, and the effectiveness or otherwise of the post will be monitored during the year. The Committee was grateful to Kate Quartano Brown for her continued stewardship of the website.

# THE SOCIETY FOR THEATRE RESEARCH

## TRUSTEES ANNUAL REPORT *(continued)*

### YEAR ENDED 30 SEPTEMBER 2023

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The 75th working group has developed for the celebration of the Society's 75th anniversary in 2023-24.

The Accounts for 2022-23 would be approved by the AGM. We are grateful to Dr Irena Cholij and the Chair for their work. The large expense on publication and Theatre Notebook distribution for the year included two book publications and had been offset by income from some very generous legacies. The emergency fund in the Reserved Savings Account with Scottish Widows Bank remained intact. Care will still be needed in the future because of the minimal increase of income from investment.

The Trustees concluded that the Society's affairs had been properly administered during the year ending 30 September 2023.

#### **RESERVES POLICY**

The Society's financial reserves are represented by the £30,000 held in the Reserve Savings Account with Scottish Widows Bank.

#### **FINANCIAL REVIEW**

The total income for the year was £130,873 and expenditure was £63,491, resulting in a net surplus of £67,382. After accounting for the surplus of £30,029 on investments in the year, there were total funds of £745,866 carried forward to the following financial year.

#### **RESPONSIBILITIES OF THE TRUSTEES**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **INDEPENDENT EXAMINERS**

A resolution to re-appoint Curlew Accounting Ltd as Independent Examiners for the ensuing year will be proposed at the annual retirement meeting of the trustees.

Signed by order of the Trustees  
Eileen Cottis

**THE SOCIETY FOR THEATRE RESEARCH**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE**  
**UNAUDITED FINANCIAL STATEMENTS OF THE**  
**SOCIETY FOR THEATRE RESEARCH**

**YEAR ENDED 30 SEPTEMBER 2023**

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I report on the accounts for the year ended 30 September 2023.

**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 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- To follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 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 the seeking of 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**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that, in any material respect:

- The accounting records were not kept in accordance with section 130 of the Charities Act:  
or
- The accounts did not accord with the accounting records: or
- The accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I have come across no 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.



**Paul Barron**, FMAAT ICPA (Fellow)

Independent Certified Practising Accountant



**THE SOCIETY FOR THEATRE RESEARCH**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
(Incorporating an income and expenditure account)  
**YEAR ENDED 30 SEPTEMBER 2023**

	Note	Total Funds Year to 30 Sept 23 £	Total Funds Year to 30 Sept 22 £
<b>INCOMING RESOURCES</b>			
Incoming resources from generated funds	2	130,873	103,459
<b>TOTAL INCOMING RESOURCES</b>		<u>130,873</u>	<u>103,459</u>
<b>RESOURCES EXPENDED</b>			
Charitable activities	3	57,065	27,205
Governance costs	4	6,426	4,686
<b>TOTAL RESOURCES EXPENDED</b>		<u>63,491</u>	<u>31,891</u>
<b>NET INCOMING/(OUTGOING) RESOURCES FOR YEAR</b>		<b>67,382</b>	71,568
<b>Unrealised Gains/(Losses)</b>		<b>30,029</b>	(128,317)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		648,455	705,204
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>745,866</u></u>	<u><u>648,455</u></u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 10 to 13 form part of these financial statements.



# THE SOCIETY FOR THEATRE RESEARCH

## BALANCE SHEET

30 SEPTEMBER 2023

	Note	2023 £	2022 £
<b>FIXED ASSETS</b>			
Publications		50	50
Tangible Assets	5	75	100
Investments		652,726	522,697
		<u>652,851</u>	<u>522,847</u>
<b>CURRENT ASSETS</b>			
Investments		30,000	30,000
Cash at bank and in hand		63,015	95,608
		<u>93,015</u>	<u>125,608</u>
<b>CREDITORS: Amounts falling due within one year</b>	6	-	-
<b>NET CURRENT ASSETS</b>		<b>93,015</b>	<b>125,608</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>745,866</b>	<b>648,455</b>
<b>NET ASSETS</b>		<b>745,866</b>	<b>648,455</b>
<b>FUNDS</b>			
Restricted income funds	7	313,739	311,815
Unrestricted income funds	8	386,609	291,122
Designated funds	9	45,518	45,518
<b>TOTAL FUNDS</b>		<b>745,866</b>	<b>648,455</b>

These financial statements were approved by the members of the committee on the .....2024 and are signed on their behalf by:

Eileen Cottis  
Trustee

The notes on pages 10 to 13 form part of these financial statements.

# THE SOCIETY FOR THEATRE RESEARCH

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 SEPTEMBER 2023

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### 1. ACCOUNTING POLICIES

#### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005).

#### **Cash flow statement**

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

#### **Reserves**

The Society's financial reserves are represented by the Reserve Savings Account with Scottish Widows Bank.

#### **Investments**

These are shown at market value with associated gains and losses.

#### **Fixed assets**

All fixed assets are initially recorded at cost.

#### **Depreciation**

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

Equipment	-	25% reducing balance
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#### **Taxation Status**

The Society for Theatre Research is a Registered Charity and accordingly is not liable to pay Income Tax, Corporation Tax or Capital Gains Tax. The Society receives no similar exemption in respect of Value Added Tax.

#### **Incoming resources**

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

#### **Resources expended**

Expenditure is recognised in the period in which it is incurred inclusive of any VAT which cannot be recovered.

# THE SOCIETY FOR THEATRE RESEARCH

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 SEPTEMBER 2023

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

### Fund accounting

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

## 2. INCOMING RESOURCES FROM GENERATED FUNDS

	Restricted Funds £	Unrestricted Funds £	Designated Funds £	Total Funds 2023 £	Total Funds 2022 £
Voluntary Sources	-	84,933	-	84,933	84,406
Trading Activities	-	23,574	-	23,574	1,398
Income from Assets	-	22,366	-	22,366	17,655
	-	130,873	-	130,873	103,459

## 3. CHARITABLE ACTIVITIES

	Restricted Funds £	Unrestricted Funds £	Designated Funds £	Total Funds 2023 £	Total Funds 2022 £
Charitable activities	12,490	44,575	-	57,065	27,205
	12,490	44,575	-	57,065	27,205

## 4. GOVERNANCE COSTS

	Restricted Funds £	Unrestricted Funds £	Designated Funds £	Total Funds 2023 £	Total Funds 2022 £
Administration <sup>^^</sup>	-	6,401	-	6,401	4,653
Depreciation	-	25	-	25	33
	-	6,426	-	6,426	4,686

# THE SOCIETY FOR THEATRE RESEARCH

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 SEPTEMBER 2023

### 5. TANGIBLE FIXED ASSETS

	Office and other equipment £
<b>COST</b>	
Brought forward	6,672
Additions	-
Disposals	-
<b>At 30 September 2023</b>	<u>6,672</u>
<b>DEPRECIATION</b>	
Brought forward	6,572
Charge for the year	25
On disposals	-
<b>At 30 September 2023</b>	<u>6,597</u>
<b>NET BOOK VALUE</b>	
<b>At 30 September 2023</b>	<u>75</u>
At 30 September 2022	<u>100</u>

### 6. CREDITORS: Amounts falling due within one year

	2023 £	2022 £
Other creditors	-	-
	<u>-</u>	<u>-</u>

### 7. RESTRICTED INCOME FUNDS

	Balance at 30 Sept 2022 £	Net incoming / (outgoing) resources £	Fund Transfers £	Unrealised Gains/(losses) £	Balance at 30 Sept 2023 £
General Funds	<u>311,815</u>	<u>(12,490)</u>	<u>-</u>	<u>14,414</u>	<u>313,739</u>

### 8. UNRESTRICTED INCOME FUNDS

	Balance at 30 Sept 2022 £	Net incoming / (outgoing) resources £	Fund Transfers £	Unrealised Gains/(losses) £	Balance at 30 Sept 2023 £
General Funds	<u>291,122</u>	<u>79,872</u>	<u>-</u>	<u>15,615</u>	<u>386,609</u>

# THE SOCIETY FOR THEATRE RESEARCH

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 SEPTEMBER 2023

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### 9. DESIGNATED FUNDS

	Balance at 30 Sept 2022	Net incoming / (outgoing) resources	Fund Transfers	Unrealised Gains/(losses)	Balance at 30 Sept 2023
	£	£	£	£	£
General Funds	<u>45,518</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>45,518</u>

**THE SOCIETY FOR THEATRE RESEARCH**  
**MANAGEMENT INFORMATION**  
**YEAR ENDED 30 SEPTEMBER 2023**

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**The following pages do not form part of the statutory financial statements.**

**THE SOCIETY FOR THEATRE RESEARCH**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 30 SEPTEMBER 2023**

	2023 £	2022 £
<b>INCOMING RESOURCES</b>		
<b>INCOMING RESOURCES FROM GENERATED FUNDS</b>		
<b>Voluntary sources</b>		
Membership Subscriptions	11,314	12,275
Subscriptions to TNB	1,540	1,490
Donations received	72,079	70,641
	<u>84,933</u>	<u>84,406</u>
<b>Trading Activities</b>		
Publication sales	3,120	733
Theatre Notebook sales	246	196
Royalties - Project Muse	20,208	469
	<u>23,574</u>	<u>1,398</u>
<b>Income from Assets</b>		
Interest & Dividends received	22,366	17,655
	<u>22,366</u>	<u>17,655</u>
<b>TOTAL INCOMING RESOURCES</b>	<u><u>130,873</u></u>	<u><u>103,459</u></u>
<b>RESOURCES EXPENDED</b>		
<b>DIRECT CHARITABLE ACTIVITIES</b>		
Awards – Research	8,130	3,451
Book Prize	500	500
Annual Programme	3,860	1,420
Poel	2,462	-
Grave and Memorials	2,500	-
Craig and Wickham Lectures	800	-
“Theatre Notebook”	10,268	4,970
Publications & TN distribution	19,147	9,660
Website development	1,911	1,430
Subscriptions paid	987	207
Honorariums	6,500	5,167
Covid-19 Grants Paid	-	400
	<u>57,065</u>	<u>27,205</u>
<b>GOVERNANCE COSTS</b>		
Administration	6,401	4,653
Depreciation	25	33
	<u>6,426</u>	<u>4,686</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u><u>63,491</u></u>	<u><u>31,891</u></u>