

ANNUAL REPORT 2019



Annual Report 2019

Contents

President's Report	1
Secretary's Report	2
Treasurer's Report	3
Financial Statements	5
Notes to the Accounts, 2019	9
MRT Acting Classes Update	11
Reamus Youth Theatre Update	12
Play Selection Report	13
Wardrobe and Costume Shed Report	14
Publicity Activities Report	15
Audience Report	16
Committee Attendance Report	17
About Maitland Repertory Theatre	18

<p>STRICTLY MURDER</p> <p>February 6 - 24</p>	<p>GOD OF CARNAGE</p> <p>March 22 - 30</p>	<p>SPEAKING IN TONGUES</p> <p>May 1 - 19</p>
<p>SNOW WHITE</p> <p>July 12 - 27</p>	 <p>MAITLAND REPERTORY THEATRE</p>	<p>THE TAMING OF THE SHREW</p> <p>August 16 - 31</p>
<p>ARSENIC AND OLD LACE</p> <p>October 9 - 27</p>	<p>Add colour to your year with our 2019 Season</p>	<p>LILY, THE FELON'S DAUGHTER</p> <p>Nov 29 - Dec 15</p>

PRESIDENT'S REPORT

Maitland Repertory Theatre exists for a number of reasons. Two of these reasons stand out from the rest - entertainment and education for the citizens of Maitland and the Hunter Valley; and providing opportunities for our members to learn about theatre and enhance their skills.

Our play selection takes care of the first part. We started 2019 with *Strictly Murder* and followed this with *God of Carnage*, *Speaking in Tongues*, *Snow White*, *The Taming of the Shrew*, *Arsenic and Old Lace* and *Lily, the Felon's Daughter*.

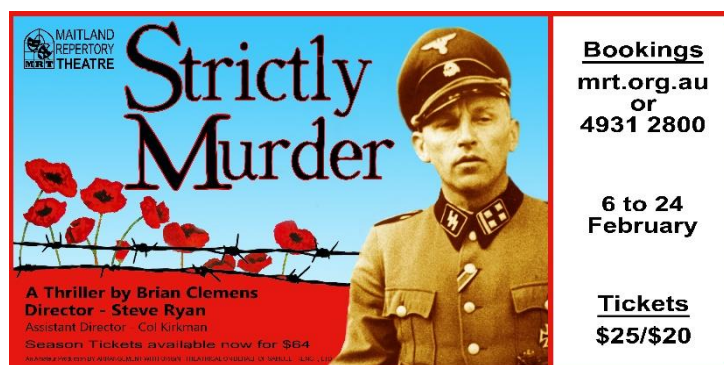
This year has already started with *Australia Day*.

Thriller, drama, melodrama and comedy - theatre for all ages. This is probably a good time to remind all members that they can take part in selecting the theatre's program. If you have enjoyed reading or have attended a good play elsewhere, let us know so we can have the opportunity of enjoying it too.

The education of our members is also being looked after with our theatre classes and Reamus Youth Theatre for the younger members. Our more senior members also have the chance to apply for scholarships to attend various drama and theatre courses and, from time to time, workshops have been held in our theatre. Please apply for a scholarship or suggest workshops to us.

Thank you to all committee members for their hard work and especially to our Secretary Ian Robinson, Vice-president Anne Robinson and the committee executive. Our theatre could not operate without their hard work. We also appreciate the support of those members who worked as ushers, ticket-sellers and tea makers for our shows and also those who built sets, cleaned, operated lights and performed the many tasks that allow us to continue the theatre work that started 73 years ago.

Robert Comber, President



SECRETARY'S REPORT

How many other theatre groups can say that they:

- started in 1947 and have continuously produced plays ever since
- have owned and operated their own theatre since 1965
- have had a junior theatre arm since 1974
- have had a youth theatre arm since 2000

Highlights of 2019:

- We performed 7 plays in 61 performances at the theatre to audiences of more than 4,100.
- Our members met regularly for social play readings.
- Our Acting Class Head Tutor Leilani Boughton and tutors conducted hundreds of acting class sessions to 80 plus students, and a wide range of summer workshops were organised and presented in January 2019. Early in 2019 we employed Alexandra Comber as casual Administration Assistant and we now have a functional office.
- Our Life Member Training Scholarship Scheme continued and a number of members benefitted from drama training.
- Aimee Cavanagh was nominated for a CONDA Awards in Excellence in Sound Design for *It's a Wonderful Life* and a number of our members were nominated in various categories for their work at other local theatre companies.
- We received a grant under the Volunteer Grants Program which has been put to good use with a number of equipment items including an automated external defibrillator (AED).
- We continued our involvement with the Maitland Community Corrections scheme which provides community service workers each Saturday morning for our working bees.
- We had a long and successful association with the Maitland Visitor Information Centre which came to an end in December when MVIC ceased ticket agent services. We have now set up our own ticketing using EventBrite and JoinIt for Season Tickets and memberships.

Sadly this year marked the passing of two members and supporters of the theatre – life member Doug Pyle OAM and patron Bob Geoghegan.

We can't rest on our laurels, and to continue to improve our theatre we need the ongoing active support of our members and the community.

Ian Robinson, Secretary

TREASURER'S REPORT

I have pleasure in presenting to this Annual General Meeting the financial report for the year from 1 January to 31 December 2019. Briefly, the results for 2019 are as follows:

1. *Total Income* was \$138,430
2. *Total Other Income* increased by \$4,552*
3. *Total Cost of Sales* decreased by \$7,345*
4. *Total Expenses* increased by \$16,397*
5. Balance of *General Funds* (Current Assets) stood at \$124, 890
6. *Total Equity* stands at \$750,875
7. *Net Profit* for 2019 was \$13,082

* See Notes to the Accounts

Maitland Repertory Theatre produced and performed a total of seven productions in 2019. A detailed analysis of the results of each production is listed in the separate sheet, *MRT Main Performance Profit and Loss Statements 2019*. Here is a summary:

Production	No of Shows	Total Attendance	Avg Per Production	\$ Net Profit*	% Net Profit/ Income
Strictly Murder	9	662	74	\$9,339	63.50
God of Carnage	5	194	39	\$530	15.60
Speaking in Tongues	9	324	36	\$1,864	27.50
Snow White	10	1,066	106	\$14,523	69.00
The Taming of the Shrew	10	644	64	\$7,951	69.40
Arsenic and Old Lace	9	728	81	\$10,527	61.10
Lily, the Felon's Daughter	9	550	61	\$10,710	66.30

Maintenance Expenses included:

- a) Routine six monthly testing and tagging of electrical equipment and emergency lights and exit signs
- b) Weekly contract cleaning of the theatre
- c) Yard and lawn contract maintenance on an as needs basis

The financial comparisons between end of year shows from 2014 to 2019 is as follows:

	The Butler Did It 2014	Mumberley Inheritance 2015	Nunsensations! The Musical * 2016	Caught in the Villain's Web 2017	It's A Wonderful Life 2018	Lily, the Felon's Daughter 2019
Attendance	613	545	610	502	555	550
Total Income	\$21,315	\$19,560	\$15,688	\$18,572	\$14,750	\$16,160
Catering Cost	\$6,428	\$4,745	\$3,086	\$2,942	\$1,181	\$960
Total Cost of Sales	\$9,427	\$7,738	\$6,066	\$5,947	\$5,185	\$3,238
Net Profit	\$10,020	\$9,980	\$7,326	\$10,172	\$6,921	\$10,710
% Net Profit / Total Income	47%	51%	47%	55%	47%	66%
* <u>There were a total of nine performances of Nunsensations! in 2016.</u> The figures shown above are for the six performances for which MRT was responsible.						

Allocation of Season Ticket Sales to Each Show

Production	Season Ticket Seats Sold MVIC	Percentage of Total	\$ Value Allocated
Strictly Murder	164	24.30	3,716
Speaking in Tongues	138	20.40	3,127
Snow White	91	13.50	2,062
The Taming of the Shrew	124	18.40	2,810
Arsenic and Old Lace	158	23.40	3,580
Totals	675	100.00	15,295

2019 has been yet another positive and productive year for Maitland Repertory Theatre. I would like to thank everyone who contributed to the success of our theatre by giving their valuable time and help throughout the year.

I would also like to extend my personal thanks to our hard working Secretary for his assistance and support to me during the year.

I look forward to 2020 being another successful year with a program of interesting and entertaining productions.

Terry Allen, Treasurer

Income Statement (unaudited)¹¹
for the year ending 31 December 2019

		2019	2018
Income	<i>Notes</i>	\$	\$
Ticket Sales		71,194	68,838
Season Tickets		15,397	10,007
Catering at Shows		4,260	4,943
<i>Total Income</i>	<i>2</i>	<i>90,851</i>	<i>83,788</i>
Cost of Sales			
Catering (Production)		4,457	4,736
Production Advertising		16,366	17,302
Royalties and scripts		6,806	9,761
Production costs (other)		185	174
Commission on tickets	<i>3</i>	4,752	4,676
Set		3,611	4,098
Lighting / Sound		135	1,505
Costumes		1,193	2,765
Makeup and Hair		246	130
<i>Total Cost of Sales</i>	<i>4</i>	<i>37,750</i>	<i>45,145</i>
Gross Profit		53,101	38,643

Income Statement (continued)
for the year ending 31 December 2019

		2019	2018
	<i>Notes</i>	\$	\$
Gross Profit		53,101	38,643
Other Income			
Membership			
Acting Classes		41,753	36,340
Training Sessions		1,888	
Membership - Subscriptions		410	517
		44,051	36,857
Other			
Donations		1,827	4,187
Interest Income		1,701	1,983
		3,528	6,170
<i>Total Other Income</i>	5	47,579	43,027
Expenses			
Membership			
LMTSS and Training		1,755	1,615
		1,755	1,615
Employment Expenses			
Wages and Salaries		39,518	25,746
Other employer expenses		1,636	1,235
		41,154	26,981
Occupancy Expenses			
Maintenance Improvement		1,932	1,268
Insurances		7,009	6,837
Maintenance Expenses		13,255	11,170
Electricity and Gas		4,388	6,651
Rates		8,245	7,835
Water		1,545	1,697
Telephone and Internet		1,239	1,266
Equipment less than \$1,000		3,503	1,802
General Amenities		1,549	1,144
		42,665	39,670
Administrative			
Postage		50	-
Printing and Stationery		989	2,856
Audit and Administration		1,912	2,057
Donations	6	2,229	1,198
Bank and EFTPOS Fees		532	564
Software Maintenance		1,263	1160
		6,975	7,836
<i>Total Expenses</i>	7	92,549	76,101
		8,131	5,569
Grants	8	4,950	13,000
Net Profit (Loss)		13,081	18,569

Balance Sheet (unaudited¹¹)
as at 31 December 2019

	<i>Notes</i>	2019 \$	2018 \$
Equity			
Retained Earnings		737,815	719,246
Profit (Loss)		13,081	18,569
Total Equity		750,896	737,815
Represented By:			
Assets			
<i>Current Asset</i>			
Cash		250	250
Cash at Bank		110,811	100,867
Building Fund	9	13,829	13,829
Sundry Debtors		-	-
<i>Total Current Assets</i>		<i>124,890</i>	<i>114,946</i>
<i>Non Current Assets</i>			
Land and Building	10	374,015	374,015
Plant, Equipment, Furniture		252,164	248,854
<i>Total Non Current Assets</i>		<i>626,179</i>	<i>622,869</i>
Total Assets		751,069	737,815
Liabilities			
<i>Current Liabilities</i>		173	-
<i>Total Current Liabilities</i>		173	0
<i>Non Current Liabilities</i>		-	-
<i>Total Non Current Liabilities</i>		0	0
Total Liabilities		173	0
Net Assets		750,896	737,815

Building Fund (unaudited¹¹)**Activity for the Year Ending 31 December 2019**

	\$	\$
Balance as at 1 January 2019		13,828.77
<i>Income</i>		
	-	
	-	
<i>Add Sub Total</i>		
<i>Expenditure</i>	-	
<i>Minus Sub Total</i>		<i>Nil</i>
Balance at 31 December 2019		13,828.77
Balance in Bank Account at 31 December 2019		13,828.77

Notes to the Accounts 2019

1. This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act of New South Wales. The committee has determined that the association is not a reporting entity.

The financial report has been prepared on a cash basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

- a. Cash and cash equivalents include cash in hand, deposits held at call with financial institutions, and other short term highly liquid investments with original maturities of six months or less.
 - b. Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.
 - c. Revenues, expenses and assets are recognised inclusive of the amount of GST, as the Theatre is not registered for GST.
2. Total Income increased by \$7,063 due to increased ticket prices and sales in 2019.
3. Commission of \$4,752 (2018 \$4,676) represents 5% (counter sales) / 7.5% (web sales) of gross ticket sales through Maitland Visitor Information Centre plus GST.
4. Cost of Sales decreased by \$7,345. The main components of this change were a decrease in Royalties due to prepaid 2019 royalties in 2018 and decreased play production costs.
5. Total Other Income increased by \$4,552. The main component was the increase in Acting Class income which reflects increased prices for Acting Classes.

6. Donations were made in 2019 to MDCEA and a Masonic Fundraiser for cancer \$2,229 (2018 \$1,198).
7. Total Expenses increased by \$16,397. The main components of this change was increased expenditure on Wages and Salaries.
8. The Theatre received grant funding of \$4,950 from the Volunteer Grant Scheme for small equipment.
9. Refer to the separate Building Fund Activity Statement for details of the Building Fund.
10. Land and Buildings are reported at cost. As at 19 February 2019 the buildings are insured for \$1,493,500 and contents for \$267,800.
11. Keith Compton of Comptons Accounting Pty Ltd will audit the financial records. Expected completion May, 2020.

Statement by the Management Committee

The Management Committee of Maitland Repertory Theatre Inc. is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporations Act of New South Wales 2009 and is appropriate to meet the needs of the members. The committee's responsibilities also include such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.



MRT ACTING CLASSES UPDATE

Maitland Repertory Theatre's Acting Classes had another fun and rewarding year. Towards the end of 2019 we had approximately 85 students across our five drama classes and two musical theatre classes. The number stands at 80 at the start of the current term. At the start of 2020, we made the decision to not run musical theatre classes for Term 1 but plan to bring these back for Term 2.

We held our first Improvisation tournament in April which gave our students a great opportunity to work on their improv skills and build confidence performing in front of an audience. The theatre currently employs seven regular tutors, (two of whom are new), and three casuals. We look forward to seeing what they can bring to our classes for 2020.

Our 2019 production of Snow White was a great success and was extremely fun for students and audience members. We received positive feedback from audience, cast and parents and we hope to bring another great production to our audiences this coming year.

Leilani Boughton, Head Tutor



REAMUS YOUTH THEATRE UPDATE

Early in 2019 Reamus members participated in an eight week Shakespeare sonnet project which culminated in the recording of each individual sonnet. These recordings were then published on Youtube and our Facebook page.

Our 2019 production was Shakespeare's *Taming of the Shrew*. While we dropped a few cast members during the rehearsal process (due to lack of commitment), we did recruit some new actors into the mix and the show came together well. The show drew lots of praise from our audience. One person who gave feedback said he had travelled up from the Blue Mountains for three years in a row to see the Reamus yearly Shakespeare production and commented on how lovely it was to see the progress and development of the Reamus members over those three years.

Taming of the Shrew also had two additional school show performances. These performances catered for the entire body of students from Year 8 at St. Peter's in Maitland.

We finished out the year with another shorter sonnet project which again culminated in video recordings of our finished work and these recordings were again made accessible to the public.

2019 saw a major growth in the involvement of Reamus members across other Maitland Repertory shows. Members of Reamus Youth Theatre performed on stage in every 2019 mainstream show, except for the junior show.

Joanne Lawler



PLAY SELECTION COMMITTEE REPORT

We were very pleased with our 2019 selection of plays for our main shows - *Strictly Murder*, *Speaking in Tongues*, *Arsenic and Old Lace* and our end of year show, *Lily, the Felon's Daughter*. Our audiences seemed to enjoy them, with good attendances at all four shows. We are now looking forward, with excitement, to our 2020 selections being produced. We're hoping *Australia Day*, *The Mousetrap* and *The Effect of Gamma Rays on Man-in-the-Moon Marigolds* will all be popular and highly successful.

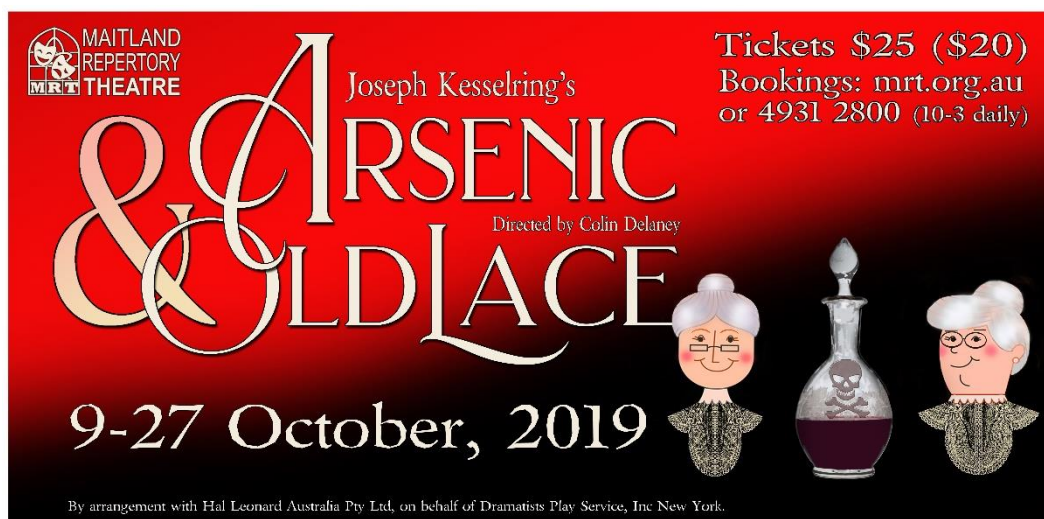
We are currently in the process of selecting the end of year play for 2020. This is always a more difficult play to select as we like to get it right to please our audiences and our regular supporters.

Play details and script suggestions for possible shows from members are always welcome, but because we have strict guidelines for selecting plays, not all suggestions will be passed on to the management committee and recommended for production. We will also consider unpublished plays, but our guidelines specify that they need to be well-crafted and proof-read to a high standard, and they must also be production-ready before they can be considered.

We will continue to meet regularly this year, and Danny Shaunessy will be joining our group.

We'd like to thank Frank Freeman for his contribution and assistance to the Play Selection Group for many years.

Dimity Eveleens, Brendon Harris, Col Kirkman, Matthew Collins, Anne Robinson and Danny Shaunessy



WARDROBE AND COSTUME SHED REPORT

This has been a busy year in the Costume Shed, particularly this summer when some reorganisation has been taking place.

Thank you to the MRTAC team of parents who made costumes and assisted with getting costumes organised for the junior production of *Snow White*.

Also, another big thank you to Kadisha Patterson and her Reamus team who worked so hard making and organising special costumes for *Taming of the Shrew*.

These new costumes will be great additions to our historical and fantasy collections.

Costumes were also made and supplied for our other productions – *Strictly Murder*, *God of Carnage*, *Speaking in Tongues*, *Arsenic and Old Lace* and *Lily, The Felon's Daughter*.

Again this year we have been fortunate to receive many donations of clothes and accessories from members, friends and audience members which has expanded our collection.

There is always a lot of action in our shed for a few weeks before the opening nights of our shows, then it all begins again for the next show. Our new team of coordinators has already started working hard for the year ahead, and this would be as good time as any to have a working bee to get the costumes back into their correct place and bring the shed back into order.

Help at any time of the year is always appreciated. Let us know if we can give you a call to come in and help out. There will often be someone working in the costume shed on Saturday mornings, so if you are free to come in for an hour and help, we'd love to see you.

Email info@maitlandreptheatre.org or contact us on facebook to offer help at other times.

Leilani Boughton and The Costume Team

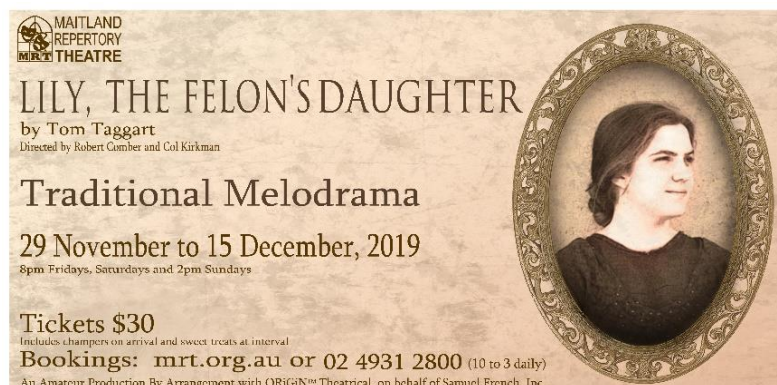
PUBLICITY ACTIVITIES REPORT

This is what we routinely do to promote our theatre productions:

- Media releases to many local media outlets
- Liaison with The Herald and The Maitland Mercury
- Posters and flyers are handed out
- Mailouts to about 970 supporters on our mailing list
- Corflute signs at the theatre and our supporters locations
- Regular mailchimp emails to about 800 recipients, with more frequent weekly emails during productions
- Regular updates to our website
- Facebook posts – we have over 2,350 likes now
- Instagram posts – we have about 300 followers now
- Promoted Facebook events
- Liaison with MyMaitland and TheatreNewcastle websites to promote plays
- Opening night wine and refreshments, and charity fundraiser nights on the opening weekends of plays
- Cast and crew spread the word about each show.

We still mail out over 900 postcards for most shows but because of increasing postage costs, no more addresses are being added to the list, except for season ticket holders.

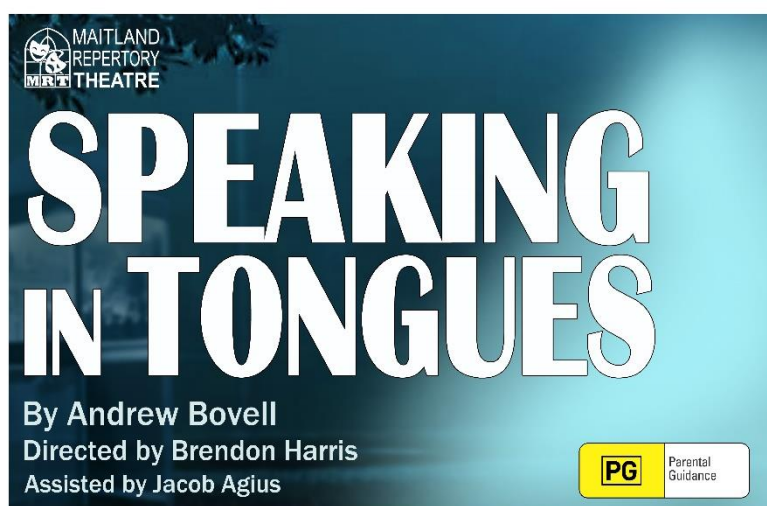
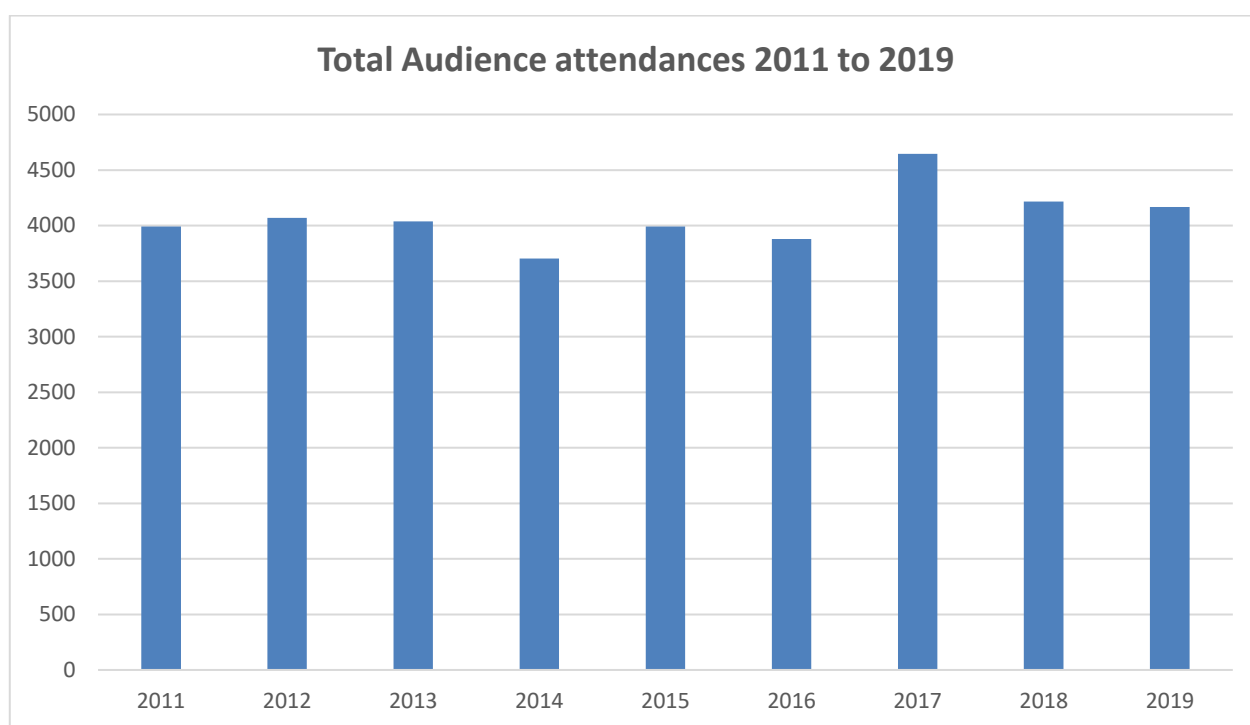
A special thank you to our supporter, Tony Vidray of AV Chartered Accountants, who organises the printing of high quality programs for us. Thank you to our volunteers who distribute our posters and flyers locally and thank you to Leilani Boughton for social media promotion and to Anne Robinson for contributions in graphic design, photography and proof-reading.



AUDIENCE REPORT

Overall attendance at plays in 2019 was down by 48 compared to 2018.

	2017	2018	2019	Change
Snow White (Acting Classes)	1,086	983	1,066	+83
Taming of the Shrew (Reamus Youth Theatre)	522	380	644	+264
Lily, The Felon's Daughter	502	555	550	-5
Mainstream and short season play	2,535	2,298	1,908	-390
TOTAL	4,645	4,216	4,168	-48



**1 - 19 May
2019**

**Tickets
\$25/\$20**

Bookings
mrt.org.au
4931 2800

COMMITTEE ATTENDANCE REPORT**10 Committee Meetings held from April 2019 to February 2020**

The November 2019 meeting was not held due to lack of a quorum.

Committee Member	Meetings Attended
Robert Comber	10
Dimity Eveleens	10
Colin Delaney	10
Anne Robinson	9
Lesley Minter	9
Ian Robinson	9
Terry Allen	8
Steve Minter	8
Joanne Lawler	8
Matt Collins	7
Col Kirkman	6
Dan Shaunessy	6
James McCaffrey (Alternative Committee Member)	2
Frank Freeman (Alternative Committee Member)	2
Aimee Cavanagh (Alternative Committee Member)	Nil



About Maitland Repertory Theatre

Maitland Repertory Theatre is an Incorporated Association and was founded in 1947. The Annual General Meeting (AGM) is usually held in March. The office bearers and management committee of 12 are elected at the AGM to manage the theatre on behalf of its members. Members who are elected to committee, subcommittees and other formal positions are expected to make a serious commitment to their role for one year, to attend meetings and carry out other duties as required.

Our Building

The theatre values our building – an integral part of the Maitland's heritage and we are fortunate that our members of the 1960s had the foresight to purchase this beautiful resource.

We are also fortunate to have formed a relationship with Mark Fenwick, heritage architect of Newcastle and the management committee is working towards a long term plan for the maintenance and renewal of our 1850s building.



Our Mission

To stage inclusive high quality theatrical productions for the artistic aspirations of our members and for the entertainment of the Maitland community.

Patrons

Jenny Aitchison MP	Mayor Loretta Baker
Mr Keith Cockburn	Mrs Margaret Sivyer OAM
Ms Meryl Swanson MP	

Life Members

John Morris	Dorothy Morris	Frank Oakes
Doug Pyle (dec'd)	Nell Pyle	Elaine Webb (dec'd)
Dulcie Mullard (dec'd)	Hal Cheetham	Frank Freeman
Helen Comber	Robert Comber	Dimity Eveleens
Anne Robinson	Ian Robinson	

Presidents

1947 – 1948	James Allison	1968	Tim Youldon
1949 – 1952	Geoff Barden	1969	Fran Dawson
1953 – 1954	Ray Cocking	1970 -1971	George Emery
1955 – 1956	George Emery	1972 – 1975	John Morris
1957 – 1958	Ruby Evans	1976 – 1982	Doug Pyle
1959	John Pickstock	1983 – 1989	Frank Oakes
1960	Ray Cocking	1990 – 1992	Doug Pyle
1961	Dulcie Mullard	1993 – 1994	Neil Campbell
1962 – 1965	George Emery	1995 – 2008	Frank Oakes
1966	Frank Cook	2009 – 2011	Dan Shaunessy
1967	George Emery	2012 – now	Robert Comber

