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# The Play House (B'ham) Limited

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(a company limited by guarantee)

## Report and accounts

for the year ended

**30 March 2020**

*Company number 2828276*

*Charity registration number 1034809*



**ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 MARCH 2020**

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# The Play House (B'ham) Limited



## **CONSTITUTION**

The Play House (B'ham) Limited trades as Language Alive! and Catalyst and is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. Charity number 1034809. Company number 2828276.

## **DIRECTORS AND TRUSTEES**

Deborah Shaw – Chair  
Elizabeth Norman (resigned 11 November 2019)  
Antonia Beck (resigned 11 November 2019)  
Keshena Bowie (appointed 11 November 2019)  
Daniel Jones  
Faye Meacham  
Celia Reeves  
Sian Roberts  
Gillian Twaite

## **SECRETARY**

Rebecca Wass (resigned 10 November 2019)  
Laura Killeen (appointed 1 November 2019)

## **INDEPENDENT EXAMINERS**

Guest Wilson Chartered Accountants  
8 Wolverton Road  
Snitterfield  
Stratford upon Avon  
Warwickshire  
CV37 0HB

## **REGISTERED OFFICE**

The Play House  
c/o Birmingham Repertory Theatre  
Centenary Square  
Broad Street  
Birmingham  
B1 2EP

## DIRECTORS' REPORT

The directors present their report and accounts for the year ended 30 March 2020.

### PRINCIPAL ACTIVITY

The company's principal activity during the year continued to be the provision of arts education services mainly to schools in the West Midlands.

### LEGAL STATUS OF THE CHARITY

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

### FINANCIAL RESULTS AND REVIEW OF THE BUSINESS

The income and expenditure account for the period is set out on page 7. A full review of the business is included elsewhere in this Annual Report.

### DIRECTORS AND THEIR INTERESTS

The directors of the company during the year are listed on page 2.

### RESERVES POLICY

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level that equates to not less than 3 months unrestricted expenditure. This provides sufficient funds to cover management and administration and support costs.

### RISK MANAGEMENT

The Directors have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

### DIRECTORS' RESPONSIBILITIES FOR THE ACCOUNTS

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the income and expenditure for that period. In preparing those accounts the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### AUDIT EXEMPTION

The Directors are satisfied that the company was entitled to exemption from audit under section 477 of the Companies Act 2006 and section 144(2) of the Charities Act 2011. These accounts have not, therefore, been subjected to audit.

### APPOINTMENT OF TRUSTEES

At every annual general meeting one-third of the Directors who are subject to retirement by rotation shall retire from office. The Directors to retire by rotation shall be those who have been the longest in office.

The Directors may appoint a person who is willing to act to be a Director, either to fill a vacancy or as an additional Director. A Director so appointed shall hold office only until the next following annual general meeting and shall not be taken into account in determining the Directors who are to retire by rotation at the meeting. If not reappointed at such annual general meeting, he shall vacate office at the conclusion thereof.

A Director who retires at an annual general meeting may, if willing to act, be reappointed. If he is not reappointed, he shall retain office until the meeting appoints someone in his place, or if it does not do so, until the end of the meeting.

## **TRUSTEE INDUCTION AND TRAINING**

New trustees receive orientation information to brief them on their legal obligations under charity and company law, the content of the Constitution, the decision making processes, the company plan and recent financial performance of the charity.

The company aims to have twice annual board/staff events where board members get the opportunity to meet employees, other trustees, and see examples of the company's work. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

## **ORGANISATION**

The Play House is governed by a Board of Trustees. The board meets at least quarterly. A General Manager has been appointed by the trustees to manage the day to day operations of the charity. To facilitate effective operations, the General Manager has been delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment, artistic and educational activities.

## **FINANCIAL AND OPERATIONAL REVIEW**

The Play House is a long established and highly respected theatre in education company, known nationally and internationally for its trademark participatory approach. Since it was founded in 1986, the company has developed a strong track record of high quality work in schools. It has an excellent reputation locally and regionally with teachers, local authorities, arts organisations and academic institutions.

Our vision is to stimulate the learning and curiosity of children and young people through engagement in drama experiences. We have a strong ethos of meaningful participation at the heart of everything we do through the creation of rich fictional worlds, where children interact with a range of situations and characters. We strongly believe in the transformational power of theatre.

The Play House continues to weather the storm of a very challenging economic climate and huge change and uncertainty in the education sector. Relationships with schools are good and we have been able to maintain levels of income from touring. The business plan identified three key areas of our work, schools, commissions and public performances as a diversity of income sources. Consequently, we have been able to restore our reserves to an appropriate level, providing us with more security in an increasingly uncertain future. However, at the end of March 2020 The Play House's school touring programme was impacted by the global pandemic caused by the virus COVID-19. Due to restrictions in place to combat the virus schools closed instantly, impacting significantly on The Play House's potential earned income. COVID-19 continues to create an uncertain future with negative financial impacts on many businesses.

## **Key projects and highlights from 2019/20**

### **Follow The Bookworm**

With support from Arts Council England The Play House created a brand new interactive, multi-sensory performance celebrating the joy of sharing stories together. *Follow The Bookworm* toured across libraries in the West Midlands as a free event to enable The Play House to engage with a wider audience and develop new partnerships.

### **Down In The Dumps**

An interactive performance for children aged 7 years plus exploring mental health with their families. Developed from a research and development period in schools *Down In The Dumps* was performed as part of *BEDLAM Festival for Arts and Mental Health* at The REP.

### **Tapestry**

Commissioned by Birmingham City Council and West Mercia Police *Tapestry*, a programme for 13 -18 years preventing violent extremism, toured extensively to schools and community venues across the West

Midlands. The piece has been designated a model of best practice by the Home Office. Tapestry deals with radicalisation due to right wing, racist extremism as well as ISIS inspired ideology and is very popular with schools as means of opening dialogue about a very difficult and sensitive subject.

## **Split Second**

*Split Second*, a programme for 9-13 years exploring consequences of knife crime in terms of medical and legal implications, developed from a research and development period in early 2019 to a fully conceived touring programme in late 2019 and early 2020. Commissioned by the Home Office and with support from the Sir Barry Jackson and Edward Cadbury Trust *Split Second* engaged 690 children across schools in the West Midlands. Teachers highlighted the importance for children still in primary school to have an opportunity to talk about knives and knife crime and to learn the legal and medical consequences.

## **Daughters of Invention**

The Millennium Point Trust commissioned us to deliver our engineering programme, *Daughters of Invention*, to four partner schools across Birmingham working with 240 children. In partnership with the University of Birmingham we work with eight PhD engineer students to engage primary age children in solving a medical engineering challenge. The focus of the programme is raise the aspirations of children and allow them to see the viability of an engineering career, as well as develop the communication and engagement skills of the PhD engineers.

## **Music and Drama Education Expo 2020**

In early 2020 we were delighted to take part in the Music and Drama Education Expo in London. We held a seminar for educators titled, *We are all storytellers: Storytelling Drama and literacy in Primary Schools*. The seminar was received positively and enabled us to reach new contacts nationally and internationally.

## **Public Performances**

We continue to perform adapted versions of our school touring programmes in theatres and other public venues. We are a regular fixture in The REP's First Stages programme of theatre for children and families. We also performed to theatre students at the Birmingham Conservatoire and Warwick University as part of their applied theatre courses.

Language Alive programmes toured in this period

Summer 19: Little Red Hen, The Selfish Giant.

Autumn 19: Hansel & Gretel, Red Riding Hood, Paperchase.

Spring 20: Things That Go Bump.

By order of the Board

Handwritten signature of Laura Killeen.

**Laura Killeen**

Secretary

24 September 2020

## **INDEPENDENT EXAMINER'S REPORT to the Directors of The Play House (B'ham) Limited**

I report on the financial statements of The Play House (B'ham) Limited for the year ended 30 March 2020 on pages 7 to 12.

This report is made solely to the company's members as a body, in accordance with the Companies Act 2006. Our work has been undertaken so that we might state to the company's members those matters we are required to state to them in our report and for no other purpose. To the fullest extent permitted by law we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our examination work, for this report, or for the opinions we have formed.

### **Respective responsibilities of Trustees and examiner**

As described on page 3 the company's Directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. The Directors consider that an audit is not required for this year under the Charities Act 2011, s.144(2) ("the 2011 Act") and that an independent examination is needed. I am qualified to undertake the examination, being a qualified member of ICAEW.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under s.145 of the 2011 Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under s.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 Directors 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 the Companies Act 2006 s.386; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006, s.396 and the methods and principles of FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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.



**Name: Neil Wilson**

**Relevant professional qualification or body: ICAEW**

8 Wolverton Road, Snitterfield, Stratford upon Avon, CV37 0HB

24 September 2020

**INCOME AND EXPENDITURE ACCOUNT  
AND STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 30 March 2020**

	Notes	Restricted Funds £	Unrestricted Funds £	Total 2020 £	Restricted Funds £	Unrestricted Funds £	Total 2019 £
<b>INCOME</b>	2						
Donations and legacies		71,453	-	71,453	89,578	-	89,578
Income from charitable activities							
Arts education services		-	74,756	74,756	-	85,115	85,115
Income from other trading activities							
Investment income		-	-	-	-	-	-
<b>Total income</b>		<b>71,453</b>	<b>74,756</b>	<b>146,209</b>	<b>89,578</b>	<b>85,115</b>	<b>174,693</b>
<b>EXPENDITURE</b>	3						
Charitable activities		71,453	63,322	134,775	91,258	46,830	138,088
Governance		-	14,427	14,427	1,112	18,373	19,485
<b>Total expenditure</b>		<b>71,453</b>	<b>77,749</b>	<b>149,202</b>	<b>92,371</b>	<b>65,202</b>	<b>157,573</b>
<b>NET INCOME</b>		<b>-</b>	<b>(2,993)</b>	<b>(2,993)</b>	<b>(2,793)</b>	<b>19,913</b>	<b>17,120</b>
Net transfers between funds		-	-	-	2,793	(2,793)	-
<b>FUND BALANCES BROUGHT FORWARD</b>		<b>-</b>	<b>61,634</b>	<b>61,634</b>	<b>-</b>	<b>44,514</b>	<b>44,514</b>
<b>FUND BALANCES CARRIED FORWARD</b>	8	<b>-</b>	<b>58,641</b>	<b>£ 58,641</b>	<b>-</b>	<b>61,634</b>	<b>£ 61,634</b>

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.



# The Play House (B'ham) Limited



## BALANCE SHEET as at 30 March 2020

	Notes	Restricted Funds £	Unrestricted Funds £	2020 £	2019 £
<b>FIXED ASSETS</b>					
Tangible assets	5	-	1,536	1,536	2,546
<b>CURRENT ASSETS</b>					
Debtors		-	10,280	10,280	6,855
Cash at bank and in hand		11,700	48,879	60,579	55,231
		11,700	59,159	70,859	62,086
<b>CREDITORS: amounts falling due within one year</b>	6	(11,700)	(2,054)	(13,754)	(2,998)
<b>NET CURRENT ASSETS</b>		-	57,105	57,105	59,088
<b>NET ASSETS</b>		-	58,641	£ 58,641	£ 61,634
<b>UNRESTRICTED FUNDS</b>					
General	8	-	58,641	58,641	61,634
Designated		-	-	-	-
<b>RESTRICTED FUNDS</b>	8	-	-	-	-
	8	-	58,641	£ 58,641	£ 61,634

For the year ended 30 March 2020 the company is entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies and section 144(2) of the Charities Act 2011. The members have not required the company to obtain an audit of its accounts in accordance with section 476.

The directors have acknowledged their responsibilities for: selecting suitable accounting policies and then applying them consistently; observing the methods and principles in the Charities SORP; making judgements and estimates that are reasonable and prudent; stating whether applicable UK accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and preparing the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

**Deborah Shaw**  
Director

24 September 2020

## NOTES TO THE FINANCIAL STATEMENTS at 30 March 2020

### 1 ACCOUNTING POLICIES

#### **Company and charitable status**

The Play House (B'ham) Limited, a public benefit entity, is incorporated in England and Wales as a company limited by guarantee not having a share capital. Each member has undertaken to contribute to the assets in the event of winding up a sum not exceeding £1. The charity is a registered charity. The registered office is given on page 2.

#### **Basis of preparation and assessment of going concern**

The financial statements are prepared under the historical cost convention, in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities (SORP 2015)" applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102), effective 1 January 2015 and the Companies Act 2006.

In preparing the accounts, the directors have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. At the date of transition in applying the requirements of FRS 102 no adjustments were required.

The directors consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

The company does not seek to make a profit, nor can its achievements be measured by normal commercial criteria. In order that a true and fair view should be given in these accounts the directors have set out on page 4 an income and expenditure account which shows the results for the year, but in a format other than the standard formats prescribed in the Companies Act 2006. In the opinion of the directors the format adopted provides greater clarity on the nature of the company's activities and discloses the required information relating thereto. A summary of the more important accounting policies of the company is set out below.

#### **Accounting convention**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) (effective 1 January 2015) – Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### **Charitable status and taxation**

The company is a charity and is therefore exempt under section 505 of the Income and Corporation Taxes Act 1988 from corporation tax.

#### **Fixed assets and depreciation**

All fixed assets are initially recorded at cost. Depreciation is provided on all tangible fixed assets held for use by the charity at rates calculated to write off the cost or valuation, less estimated residual value based on prices prevailing at the date of acquisition or revaluation, of each asset evenly over its expected useful life as follows:

Premises improvements	-	over 10 years
Computer and other office equipment	-	over 4 years
Minibus	-	over 4 years

# The Play House (B'ham) Limited



## **Income and deferred income**

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except when donors specify that donations and grants given to the charity must be used in future accounting periods, in which case the income is deferred until those periods and is included in Deferred Income within creditors.

All other income is accounted for on an accruals basis.

## **Expenditure**

Expenditure is accounted for on an accruals basis and allocated to the appropriate heading in the accounts. Where expenditure is incurred which relates to more than one cost category, the expenditure is apportioned over all relevant headings. The bases of apportionment used reflect time and resources expended on various activities or in support of those activities.

## **Pensions**

The company operates a defined contribution pension scheme. Contributions are charged in the profit and loss account as they become payable in accordance with the rules of the scheme.

## **Fund accounting**

Funds held by the charity are either:

- Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Directors.
- Designated funds – these are funds set aside by the Directors out of unrestricted general funds for specific future purposes or projects.
- Restricted funds – these are funds that 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.

<b>2</b>	<b>INCOME</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
<b>GRANTS – RESTRICTED</b>			
	The Home Office	<b>27,698</b>	-
	Arts Council of England	<b>15,000</b>	14,637
	Millennium Point Trust	<b>14,690</b>	-
	Royal Academy of Engineering	<b>5,565</b>	27,142
	The Sir Barry Jackson Trust	<b>2,500</b>	-
	Edward Cadbury Trust	<b>2,000</b>	-
	West Mercia Police and Crime Commissioner	<b>2,000</b>	-
	Rogers & Douglas Trust	<b>1,000</b>	-
	Dame Elizabeth Cadbury	<b>1,000</b>	-
	Birmingham City Council	-	32,500
	Coventry City Council	-	13,000
	John Feeney Charitable Trust	-	1,500
	Birmingham & Solihull Mental Health NHS Foundation Trust	-	400
	Paul Hamlyn Foundation	-	399
		<b>71,453</b>	<b>89,578</b>
<b>ARTS EDUCATION SERVICES – ALL UNRESTRICTED</b>			
	Sales to schools and universities	<b>46,756</b>	58,200
	Sales to local authorities	<b>28,000</b>	24,825
	Other sales	-	2,090
		<b>74,756</b>	<b>85,115</b>

# The Play House (B'ham) Limited



<b>3 EXPENDITURE</b>	Restricted £	Unrestricted £	Total 2020 £	2019 £
<b>CHARITABLE ACTIVITIES</b>				
Staff costs	45,947	39,087	<b>85,034</b>	96,702
Payments to freelance artists	21,356	20,292	<b>41,648</b>	33,279
Motor and travel	398	378	<b>776</b>	3,804
Production expenses	3,752	3,565	<b>7,317</b>	4,303
Recruitment costs	-	-	-	-
	<b>71,453</b>	<b>63,322</b>	<b>134,755</b>	<b>138,088</b>

The average number of employees on long term contracts in the year was 4 (2019 – 5). The average number of staff on short term contracts was 6 to the nearest full-time equivalent

<b>GOVERNANCE</b>				
Motor and travel	-	863	<b>863</b>	1,515
Insurance	-	1,449	<b>1,449</b>	969
Printing and stationery	-	2,172	<b>2,172</b>	1,607
Telephone and postage	-	672	<b>672</b>	3,543
Premises expenses	-	686	<b>686</b>	1,441
Auditors remuneration	-	1,140	<b>1,140</b>	950
Legal & consultancy	-	175	<b>175</b>	3,500
PR and marketing	-	411	<b>411</b>	1,275
Other	-	6,859	<b>6,859</b>	4,685
	-	<b>14,427</b>	<b>14,427</b>	<b>19,485</b>

## 4 DIRECTORS AND RELATED PARTY TRANSACTIONS

The directors of the company are listed on page 2. No remuneration was paid to any Director during the year and no director received any expense reimbursements.

<b>5 TANGIBLE FIXED ASSETS</b>	Premises improvements £	Computer and other office equipment £	Minibus £	Total £
<b>Cost or valuation</b>				
1 April 2019	25,446	54,424	14,221	94,091
Disposals	(25,446)	(52,914)	(14,221)	(92,581)
Additions	-	26	-	26
30 March 2020	-	1,536	-	1,536
<b>Depreciation</b>				
1 April 2019	25,445	51,880	14,220	91,545
Disposals	(25,445)	(51,880)	(14,220)	(91,545)
Charge for the year	-	-	-	-
30 March 2020	-	-	-	-
<b>Net book value</b>				
30 March 2020	-	<b>1,536</b>	-	<b>1,536</b>
1 April 2019	1	2,544	1	2,546

<b>6 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	2020 £	2019 £
Trade creditors	<b>448</b>	2,998
Other taxes and social security	<b>1,445</b>	-
Accruals	<b>161</b>	-
Deferred income (note 7)	<b>11,700</b>	-
	<b>13,754</b>	<b>2,998</b>

# The Play House (B'ham) Limited



7	DEFERRED INCOME	2020 £	2019 £
	Balance at start of year	-	30,485
	Amount released to incoming resources	-	(30,485)
	Amount deferred in year	11,700	-
	Balance at end of year	11,700	-

8	ANALYSIS OF FUNDS MOVEMENTS	Balance at 1 April 2019 £	Incoming resources £	Expenditure £	Transfers £	Balance at 30 March 2020 £
	<b>Unrestricted funds</b>					
	<b><u>Undesignated</u></b>	51,634	74,756	(77,749)	-	48,641
	These are funds which can be used in accordance with the charitable objects at the discretion of the Directors					
	<b><u>Designated</u></b>					
	Development reserve for IT and website upgrades	10,000	-	-	-	10,000
	<b>Total unrestricted funds</b>	61,634	74,756	(77,749)	-	58,641
	<b>Restricted funds</b>					
	These are funds that 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	-	71,453	(71,453)	-	-
		61,634	146,209	(149,202)	-	58,641