

Theatre Porto

England & Wales · Charity number 1042968

Details

Other names	ACTION TRANSPORT THEATRE, ACTION TRANSPORT THEATRE COMPANY LIMITED
Status	Registered
Legal form	Charitable company
Company number	02408067
Registered	1994-12-21
Register	View on the Charity Commission register

Contact

Address	Theatre Porto Whitby Hall Stanney Lane Ellesmere Port CH65 6QY
Phone	01513572120
Email	info@theatreporto.org
Website	www.theatreporto.org

Activities

Objects: TO PROMOTE, MAINTAIN, IMPROVE AND ADVANCE EDUCATION PARTICULARLY BY THE PRODUCTION OF EDUCATIONAL PLAYS AND THE ENCOURAGEMENT OF THE ARTS, INCLUDING THE ARTS OF DRAMA, BALLET, MUSIC, SINGING, LITERATURE, SCULPTURE AND PAINTING.

Activities: The company is established to advance the performing arts and the visual arts for the benefit and education of the public and in particular young people.

Classification

- **How:** Provides Human Resources, Provides Services
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, The General Public/mankind

Geography

- Cheshire East
- Cheshire West & Chester

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£572,160	£546,500	£491,936	13
2024-03-31	£477,264	£516,520	-	-
2023-03-31	£591,933	£509,854	£505,532	10
2022-03-31	£594,048	£387,996	£423,452	6
2021-03-31	£449,883	£293,033	-	-

Trustees

Name	Role	Appointed
Janet Jane Dunn	Chair	2021-02-03
Anna Barker		2025-03-07
Charlotte Healey		2026-02-12
Christina Mary Lydon		2023-05-05
Clive Frederick Marshall		2023-05-15
Jennifer Lauren Walker		2024-05-23
Karen O'Neill		2023-05-15
Keith Brian Jones		2021-02-03
Lillian Watson		2026-02-12
Michael Bonsall-Redston		2021-12-06

Theatre Porto

England & Wales - Charity number 1042968

Accounts

Registered number: 02408067

Charity number: 1042968

Theatre Porto Ltd

INDEPENDENTLY EXAMINED ACCOUNTS

FOR THE YEAR ENDED 31/03/2025

Prepared By:

Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House
Matchworks Estate, 140 Speke Road
Liverpool
Merseyside
L19 2PH

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/03/2025**

TRUSTEES

Michael Bonsall-Redston
Debbie Tomkinson
Emma-Louise Parry-Jones (resigned 21/11/2024)
Keith Jones
Janet Dunn
Christine Lydon
Jennifer Walker (appointed 23/05/2024)
Mathew Jayne
Clive Marshall
Karen O'Neil
Anna Barker

REGISTERED OFFICE

Theatre Porto
Stanney Lane
Ellesmere Port
Cheshire
CH65 6QY

COMPANY NUMBER

02408067

CHARITY NUMBER

1042968

BANKERS

Bank of Scotland

INDEPENDENT EXAMINER Julie Guinan FCCA

Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House
Matchworks Estate, 140 Speke Road
Liverpool
Merseyside
L19 2PH

ACCOUNTS
FOR THE YEAR ENDED 31/03/2025

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FOR THE YEAR ENDED 31/03/2025

TRUSTEES' REPORT

The trustees present their report and accounts for the year ended 31/03/2025

The Trustees intend that this Annual Report also serves as the Statutory Directors' Report. The Directors of the Charitable company (the charity) are its trustees for the purposes of charity law and throughout the report are collectively referred to as the trustees.

Reference and administrative details are provided in the company information section of these accounts at page 1. The financial statements comply with current statutory requirements, the memorandum and articles of association, the Charities Act 2011, the Companies Act 2006 and the statement of recommended practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (issued January 2022).

ORGANISATION OVERVIEW MISSION

Theatre Porto, based in Ellesmere Port, specialises in creating theatre for children and young people (CYP) while leading socially engaged programmes for CYP and disabled adults. Our mission is to produce imaginative, socially relevant work that challenges and delights, with our recently newly established, purpose-built theatre being the only specialist venue for CYP in Cheshire and Merseyside.

Our approach is child-centred, inclusive, collaborative, and experimental. We prioritise diversity, confronting inequalities related to social class, gender, sexuality, disability, and cultural background.

Theatre Porto has a proven track record of delivering high-quality programmes with modest investment from Arts Council England (ACE). Notably, in 2021, we initiated delivered and completed a £2.5M refurbishment of our existing building to create a brand new theatre space cultural centre together with facilities to allow us to provide more support and opportunities for the communities we work with. This work was supported by ACE and Cheshire West & Chester Council, enhancing our service capacity. Despite our small size, we have increased our annual turnover to approximately £500k through successful fundraising and diversified income streams.

Vision & Strategic Goals

Our vision is to be a nationally recognised specialist centre for CYP, transforming Ellesmere Port into a town rich in accessible, creative experiences. We aim to pioneer world-class theatre, blend the playful with the political, and inspire communities both locally and nationally. Our strategic goals included artistic innovation, social impact, support for underrepresented creatives, environmental responsibility, and financial sustainability.

Challenges in 2024/25 included maintaining organisational capacity, financial stability, and responding to national economic instability. However, our dedicated leadership, inclusive practices, and strong governance framework position us to overcome these obstacles.

Artistic Vision

To be a theatre of artistic enquiry, experimentation, and collaboration, for artists, children, young people, practitioners, educators, and creative thinkers.

FOR THE YEAR ENDED 31/03/2025

TRUSTEES' REPORT

Transformation and Social Impact

In 2024/2025 we utilised our cultural building and our artists to assist with the transformation of the town and impact the lives of CYP, using creativity to realise potential.

Establishment as a Nationally Recognised Specialist Centre

In 2024/2025 we continued to develop our venue as a specialist inclusive centre for children and young people, with the aim of strengthening our position as a cultural resource of local, regional, and national significance.

Leadership in Inclusive Practice

In 2024/2025 we strengthened our practice and our reputation as a leader in inclusive practice, with a focus on childhood as the starting point for inclusivity.

Supporting Underrepresented Creatives

In 2024/2025 we provided a platform for underrepresented creatives and artists, prioritising diversity and inclusivity within the sector.

Activities

Highlights from 2024/25 include:

- Over 3,000 free tickets distributed to children from low-income families.
- New inclusive programming for children with SEND and refugee families, including a Supported Visit Scheme and family Takeover Days.
- Continued delivery of weekly creative sessions, holiday programmes, and targeted wellbeing projects such as You, Me and Everything and Let's Craft.
- Co-leadership of the Ellesmere Port Cultural Learning Exchange, placing artists in schools and developing long-term cultural education strategies.
- Artist residencies and support for underrepresented creatives, including partnerships with Graeae Theatre, RAWD, and international collaborators.

Impact

Theatre Porto's activity generated an estimated £356,000 in social value (funded in part by UKSPF), through outcomes in wellbeing, inclusion, access to culture, and local pride.

Key outcomes:

- 90% of children involved in funded programmes reported improved wellbeing.
- 95% of Topsy Turvy attendees said the festival improved their perception of Ellesmere Port.

FOR THE YEAR ENDED 31/03/2025

TRUSTEES' REPORT

- Over 30% of young participants self-identified as disabled or neurodivergent, and benefitted from our inclusive and accessible delivery.
- Significant new partnerships were established with local businesses and organisations, such as Petty Pool College's community cafe initiative.

Reach and Outcomes

- Total estimated audience and participant reach exceeded 23,000.
- Audiences came from across Cheshire, Merseyside, and beyond—1,716 attendees at Topsy Turvy were from outside the borough.
- Expanded support for local creative economy: training, artist commissions, and mentoring.
- Ongoing commitment to environmental responsibility through green initiatives and partnerships with organisations like Julia's Bicycle.

Contribution to Local Priorities and Council Strategy

Starting Well

- Engaging children and young people aged 0–19 and their families through:
 - o Weekly play group sessions focused on play and communication.
 - o Person-centred creative activities and weekly groups supporting mental health and wellbeing, with pastoral and 1:1 support.
 - o Aspirational creative opportunities linked to higher education and career ambition.
 - o Special holiday projects for looked-after children and those in care.
 - o Regular inclusive events for families with children who experience SEND.

Tackling Hardship and Poverty

- Theatre Porto provides one of the few warm spaces with free food in Ellesmere Port.
- Supports families during the cost-of-living crisis, addressing fuel and food poverty.
- Raises aspiration levels and supports routes into further education and employment.

Resilient People Living Their Best Lives

- Offers a welcoming cafe and hub with an outdoor terrace and play area.
- Provides light-touch creative and social activities such as the weekly Sketch Club.

FOR THE YEAR ENDED 31/03/2025

TRUSTEES' REPORT

- Runs programmes for adults with learning disabilities, those in recovery, and parents of autistic children or those with ADHD.

Opportunity in a Fair Local Economy

- Work placements and casual employment for young people in front-of-house and technical roles.
- Theatre Porto is growing as a visitor attraction, drawing people to the area through events like Topsy Turvy.

Neighbourhood Pride

- The transformation of Whitby Hall has significantly boosted local pride.
- Described as the “jewel in the crown” of the town.
- Footfall increased by 300%, with further growth expected as programming expands.

Greener Communities

- Located within Whitby Park, a Green Flag site.
- The new theatre uses eco-friendly technology to reduce carbon footprint.
- Programmes promote green space engagement and explore the climate emergency.
- Partnered with organisations like Julia's Bicycle and local schools on sustainability initiatives.

STRUCTURE GOVERNANCE AND MANAGEMENT

Status

The charity is a company limited by guarantee and not having a share capital. It was incorporated as a company in England and Wales on 26 July 1989 and registered as a charity in England and Wales on 21 December 1994.

ORGANISATION

The Board set and approve the policy for the Charity. In doing so the trustees give due consideration to guidance issued by the Charity Commission regarding, but not limited to stewardship, risk, public benefit and environmental impact. The Board meet four times each year and in between scheduled meetings as required. The Senior Management and staff are responsible for the delivery of the charity's objectives and the day to day operational management of the Charity.

The Board of Trustees is drawn from relevant professional backgrounds to best support the Charity. Trustees are elected in accordance with the Memorandum and Articles of Association which have recently been reviewed. Trustees are elected for a period of three years and may stand for re election at the end of that period for a further three years. They are then required to stand down for a period of 12 months before rejoining if desired. A comprehensive process of induction involving a transfer of information between the Charity and the prospective board member is in place. Training needs are assessed and addressed annually.

FOR THE YEAR ENDED 31/03/2025

TRUSTEES' REPORT

TRUSTEES

The names of the present Trustees and all who held office during the year are shown on page 1. No remuneration is paid to any trustee for their services as a trustee and no trustee had a material interest in any of the charity's contracts.

RESPONSIBILITIES OF TRUSTEES

The Charity Trustees (who are also the directors of Theatre Porto for the purposes of company law) are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the charity trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources including the income and expenditure for that period. In preparing the 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 charity will continue in business.

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

PAY POLICY FOR SENIOR STAFF

The directors consider the board of directors who are the trustees and the senior management team comprising the artistic director and executive director in charge of directing, controlling, running and operating the Trust on a day to day basis. All directors give of their time freely and no director received remuneration in the year. Details of directors' expenses and related party transactions are disclosed in the notes to the accounts.

The pay of senior staff is reviewed and reflects the level of skill, experience and knowledge for the roles and remuneration levels in the sector.

KEY MANAGEMENT PERSONNEL

FOR THE YEAR ENDED 31/03/2025

TRUSTEES' REPORT

Senior Managers of Theatre Porto

Artistic Director - Nina Hajjianni

Executive Director - Caroline Brader

OBJECTIVES AND ACTIVITIES

Principal Activity

The principal activity of the charity is working with young people, their supporters, and families to create and present performing arts through theatre, new writing, and workshops.

OBJECTS OF THE CHARITY

Our charitable objective is to advance education, particularly for young people, in the performing and visual arts. We deliver this through a rolling three-year business plan aligned with policies on Equality, Safeguarding, Health & Safety, Financial Control, Environment, Fundraising, and Data Protection.

INVESTMENT POLICY

Under the Memorandum and Articles of Association the Charity has the power to make any investment which the Trustees see fit.

RELATED PARTIES

The Charity has a close relationship with Arts Council England and Cheshire West and Chester Council, both of whom provide funds for the Charity to carry out its charitable objectives.

ACHIEVEMENTS AND PERFORMANCE

In 2024/25, Theatre Porto delivered over 23,000 cultural engagements, including 16,643 audience members and 7,153 participatory interactions, reinforcing our position as a nationally recognised centre for children and young people (CYP) in theatre.

We produced or co-produced 6 original productions, collaborated with 18 visiting companies, and significantly expanded our programme of inclusive events, school partnerships, and community-driven activity. Notable works included *The Tale of Nobody Nose*, *Jack Frost*, *Star of Wonder*, and the national tour of *Atom and Luna*.

The Topsy Turvy Festival 2024 marked a major success, attracting over 6,300 visitors—a 43% increase from the previous year—demonstrating the growing impact of this free, inclusive, family-first celebration. The festival offered over 5,800 creative experiences, and generated a 2:1 social return on investment, alongside a 105% increase in Pay-What-You-Can donations.

FOR THE YEAR ENDED 31/03/2025

TRUSTEES' REPORT

VOLUNTEERS

Theatre Porto offers local volunteering opportunities that support skills development and deepen community involvement.

RISK MANAGEMENT

Our controls, systems, and business planning processes are regularly reviewed to ensure risks are mitigated and business continuity is preserved.

PUBLIC BENEFIT

Theatre Porto advances education and entertainment by making theatre that is accessible, inclusive, and engaging for all. Whitby Hall is used by diverse community groups and supports local priorities through creative and wellbeing-focused activities.

FINANCIAL REVIEW

Total incoming resources were £572,160 (2024: £477,264). Total resources expended were £546,500 (2024: £516,520) resulting in net incoming resources of £14,347 on the unrestricted fund (2024: £6,968 net incoming resources) and £11,313 net incoming resources on the restricted funds (2024 net outgoing resources £46,224). The balance of unrestricted funds is £111,723 (2024: £97,376) at the year end comprising unrestricted general funds of £99,723 (2024 £85,376) and £12,000 (2024 £12,000) designated development funds. The balance on the restricted funds at 31 March 2025 was £380,213 (2024 £368,900). Total funds on the balance sheet at 31 March 2025 were £491,936 (2024 £466,276).

RESERVES POLICY

Types of Reserves Held

1. Free Reserves: Unrestricted funds not tied to any specific purpose, available to meet general operational needs and manage financial risk.
2. Designated Reserves: Unrestricted funds earmarked by trustees for specific future projects or contingencies.
3. Restricted Reserves: Funds received for specific purposes, which must be spent in accordance with the donor's terms.
4. Non-Cash or Technical Reserves (e.g. Funded Capital): These may appear on the balance sheet but do not represent available resources. For example, the Funded Capital reserve relates to fully spent grant income and is excluded from usable reserves.

The charity aims to maintain free reserves equivalent to 3 months of operating costs. These are held in a separate account and require approval from two trustees for release. The free reserves being those funds not tied up in fixed assets or designated funds are £92,682.

FIXED ASSETS

FOR THE YEAR ENDED 31/03/2025

TRUSTEES' REPORT

Full details of the movements in the company's fixed assets are set out in the notes to the accounts.

EQUAL OPPORTUNITIES

The charity applies equal opportunities at all levels and in all operations.

POLICIES

The charity maintains formal policies on Equality, Safeguarding, Health and Safety, Environmental Sustainability, Financial Controls, Fundraising, and Data Protection. These are reviewed and updated regularly.

POLITICAL CHARITABLE DONATIONS

During the year there were no political or charitable donations made.

AUDIT

This company is exempt from audit under section 477 of the Companies act 2006 and therefore no audit has been carried out.

APPROVAL

The report was prepared in accordance with the special provisions within Part 15 of the Companies Act 2006.

This report was approved by the Board of Trustees on 11/09/2025 and is signed by order of the Board

Janet Dunn
Trustee

INDEPENDENT EXAMINER'S STATEMENT

FOR THE YEAR ENDED 31/03/2025

I report on the accounts of the charity for the year ended 31/03/2025

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

BASIS OF INDEPENDENT EXAMINERS STATEMENT

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

INDEPENDENT EXAMINERS STATEMENT

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

..... Independent Examiner:

Julie Guinan FCCA 11/09/2025

Harvey Guinan, Chartered Certified Accountants, Unit 17 Mersey House, Matchworks Estate, 140 Speke Road, Liverpool, L19 2PH

**Statement of Financial Activities
for the year ended 31/03/2025**

			2025	2024
	Unrestricted funds	Restricted funds	Total	Total
	£	£	£	£
Income				
Income from generated funds				
Income from charitable activities	315,505	256,655	572,160	477,264
Total Income and endowments	315,505	256,655	572,160	477,264
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	301,158	245,342	546,500	516,520
Total Expenses	301,158	245,342	546,500	516,520
Net Income	14,347	11,313	25,660	(39,256)
Net movement in funds:				
Net income for the year	14,347	11,313	25,660	(39,256)
Total funds brought forward	97,376	368,900	466,276	505,532
Net funds carried forward	111,723	380,213	491,936	466,276

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

BALANCE SHEET AT 31/03/2025

	Notes	2025 £	2024 £
FIXED ASSETS			
Tangible assets	4	329,718	375,290
CURRENT ASSETS			
Debtors (amounts falling due within one year)	5	59,078	26,285
Cash at bank and in hand		<u>128,232</u>	<u>120,736</u>
		187,310	147,021
CREDITORS: Amounts falling due within one year	6	<u>25,092</u>	<u>56,035</u>
NET CURRENT ASSETS		162,218	90,986
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>491,936</u>	<u>466,276</u>
RESERVES			
Unrestricted funds	8		
General fund		99,723	85,376
Designated funds		12,000	12,000
Restricted funds	9	<u>380,213</u>	<u>368,900</u>
		<u>491,936</u>	<u>466,276</u>

For the year ending 31/03/2025 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Approved by the board of trustees on 11/09/2025 and signed on their behalf by

.....
Janet Dunn
Trustee

CASH FLOW FOR THE YEAR ENDED 31/03/2025

	Notes	2025 £
NET CASH INFLOW FROM OPERATING ACTIVITIES	19a	9,368
CAPITAL EXPENDITURE AND FINANCIAL INVESTMENT		
Payments to acquire tangible assets		(1,872)
Net cash inflow from capital expenditure and financial investment		(1,872)
NET CASH INFLOW BEFORE FINANCING		<u>7,496</u>
FINANCING		
INCREASE IN CASH		<u><u>7,496</u></u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31/03/2025**

1. ACCOUNTING POLICIES

1a. Basis Of Accounting

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

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

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources.

1d. Allocation And Apportionment Of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives 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.

Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

1f. Depreciation

Fixed assets are shown at historical cost.

Depreciation is provided, after taking account of any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures And Fittings	straight line 16.67 to 33.33 %
Equipment	straight line 10 %

1g. Pension Costs

The company operates a defined contribution pension scheme. The pension charge represents the amounts payable by the company to the fund in respect of the year.

1h. Turnover

Turnover represents the invoiced value of goods and services supplied by the company, including revenue grants.

1i. Leasing Commitments

Rentals payable under operating leases are charged to the income and expenditure account on a straight-line basis over the term of the lease.

Incentives received to enter into a lease agreement are recognised in the profit and loss account over the shorter of the lease term and the period to the next lease review.

1j. Policy For Financial Instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Incentives received to enter into a lease agreement are recognised in the profit and loss account over the shorter of the lease term and the period to the next lease review.

1k. Policy For Debtors

Trade and other debtors are recognised at the settlement amount due after any discount offered. Prepayments are valued at the amount prepaid after taking account of any discount due.

1l. Policy For Cash At Bank And In Hand

Cash at the bank and in hand includes cash and short term liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1m. Policy For Creditors And Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement value amount after allowing for any discount due.

1n. Policy For Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

10. Policy For Going Concern

At the time of approving the financial statements the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

2. DIRECTORS AND EMPLOYEES

Particulars of employees (including directors) are shown below:

Employee costs during the year amounted to:	2025	2024
	£	£
Wages and salaries	265,266	267,040
Social security costs	9,496	13,841
Pension costs	7,890	7,480
	<u>282,652</u>	<u>288,361</u>

No director of the board, being also a Trustee, received any remuneration for their services as a Trustee. No director had any interest in any of the company's contracts during the year.

There were 13 FTE employees during the year (2024 - 12).

3. PENSION CONTRIBUTIONS

	2025	2024
	£	£
Pension contributions	<u>7,890</u>	<u>7,480</u>
	<u>7,890</u>	<u>7,480</u>

4. TANGIBLE FIXED ASSETS

	Fixtures and Fittings £	Equipment £	Total £
Cost			
At 01/04/2024	35,312	462,233	497,545
Additions	1,872	-	1,872
At 31/03/2025	37,184	462,233	499,417
Depreciation			
At 01/04/2024	29,930	92,325	122,255
For the year	1,221	46,223	47,444
At 31/03/2025	31,151	138,548	169,699
Net Book Amounts			
At 31/03/2025	6,033	323,685	329,718
At 31/03/2024	5,382	369,908	375,290

5. DEBTORS

	2025 £	2024 £
Amounts falling due within one year:		
Trade debtors	55,978	24,249
Other debtors	3,100	2,036
	59,078	26,285

Included in 2024 Debtors is £12,411 in respect of a claim for Theatre Relief.

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade creditors	11,711	6,916
Taxation and social security	3,344	4,584
Other creditors	10,037	44,535
	25,092	56,035

Included in other creditors is £1,300 (2024 £32,300) deferred income being income received in advance of spend in 2025-2026. See deferred income note 11.

7. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £1, to the company should it be wound up. At 31/03/2025 there were 10 members.

8. UNRESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	85,376	315,505	(301,158)	-	99,723
Designated Development fund	12,000	-	-	-	12,000
	<u>97,376</u>	<u>315,505</u>	<u>(301,158)</u>	<u>-</u>	<u>111,723</u>

9. RESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
Arts Council England Small Scale Capital	303,892	-	(37,377)	-	266,515
Arts Council England Kickstart Grant	54,570	-	(7,538)	-	47,032
UK SPF - Place Partnership	-	31,680	(31,680)	-	-
UK SPF - Our Porto	-	103,004	(103,004)	-	-
Restricted Donations and Sponsorship	-	12,605	(12,605)	-	-
Westminster Foundation	-	41,950	(21,950)	-	20,000
Cheshire West and Chester Council Annual Grant	-	2,500	(1,422)	-	1,078
Sundry Capital Grants	10,438	-	(1,308)	-	9,130
UK SPF - Big Hub	-	4,999	(4,999)	-	-
Lottery Awards for All	-	15,959	(15,959)	-	-
Million Hours	-	1,458	-	-	1,458
Garfield Weston	-	30,000	-	-	30,000
Small Revenue Project Grants	-	12,500	(7,500)	-	5,000
	<u>368,900</u>	<u>256,655</u>	<u>(245,342)</u>	<u>-</u>	<u>380,213</u>

Arts Council England Small Scale Capital

Funds for redevelopment costs, theatre equipment, and the creation of a theatre space

Arts Council England Kickstart Grant

Funds for capital equipment, resources, and the creation of a theatre space

UK SPF - Place Partnership

Funds for work with young people and their families

UK SPF - Our Porto

9. RESTRICTED FUNDS

Funds from local authority to bring cultural activities to the local community

Restricted Donations and Sponsorship

Funds for Arts Trail and Christmas Dinner

Westminster Foundation

Funds For Drama Drop In Programme

Cheshire West and Chester Council Annual Grant

Funds for Core Activity

Sundry Capital Grants

Funds for Capital Equipment

UK SPF - Big Hub

Funds for work with young people and their families

Lottery Awards for All

Project grants

Million Hours

Funds to provide positive activities for young people

Garfield Weston

Funds for Creative experiences for young people

Curious Minds

Funds for Cultural Learning Exchange project

Small Revenue Project Grants

Funds for community arts projects

10. RELATED PARTY TRANSACTIONS

The aggregate remuneration of key personnel including pension and employer NIC was £90,397 (2024 £85,652). No employee received remuneration in excess of £60,000.

11. DEFERRED INCOME

	Total	Westminster Foundation	Awards For All	Curious Minds
Funds in Advance				
At 1 April 2024	32,300	20,000	11,000	1,300
Released to Income & Expenditure	(31,000)	(20,000)	(11,000)	-
Income received in Advance in Year	-	-	-	-
At 31 March 2025	<u>1,300</u>	<u>-</u>	<u>-</u>	<u>1,300</u>

12. GENERAL INFORMATION

Theatre Porto Ltd (formerly Action Transport Theatre until 8 August 2022 on changing name) is a private company limited by guarantee, with charitable status and incorporated in England. Its registered office is Theatre Porto, Stanney Lane, Ellesmore Port, Cheshire, England, CH65 6QY. The financial statements are presented in Sterling which is the functional currency of the company.

13. INCOME FROM CHARITABLE ACTIVITIES

The income from charitable activities is attributable to that of working with young people, those who work with them and families and carers, towards the creation and presentation of performing arts through the medium of theatre performances, including new writing and workshops.

Investment Income of £2,699 and Income from Charitable Activities of £569,461 gives total Income £572,160.

	2025	2024
Cheshire West & Chester Council Core Grant including reopening and recovery	25,000	26,000
Arts Council England NPO Funding	177,917	177,916
Cheshire West & Chester Council Project Grant	2,500	-
Curious Minds	-	10,700
Westminster Foundation including CoLC	41,950	37,010
Esme Fairbairn	-	3,500
Chester Bluecoat	-	11,250
Voluntary Sundry Income and Donations	7,113	8,198
HAF Programme	-	2,109
Services: Workshops and Education, Equipment Hire, Venue Hire, Visiting Productions, Cafe Income and Box Office	101,614	95,356
Big Lottery Awards for All	15,959	8,172
Theatre Relief	-	12,411
Restricted Donations and Sponsorship	13,767	6,151
Garfield Weston	30,000	-
Marjory Boddy Charitable Trust	7,500	-
Anton Jurgens Charitable Trust	5,000	-
UK Shared Prosperity Fund	139,683	77,250
Small Revenue Project Grants (incl. National Lottery Million Hours Fund)	1,458	1,150
	<u>569,461</u>	<u>477,173</u>

14. CORPORATION TAXATION

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

15. ALLOCATION OF NET ASSETS

The net assets are held for the various funds as follows:

	Fixed Assets	Net Current Assets	Total
Unrestricted Funds	7,041	104,682	111,723
Restricted Funds	322,677	57,536	380,213
	<u>329,718</u>	<u>162,218</u>	<u>491,936</u>

16. RESOURCES EXPENDED

Cost of Operating a Young People's Theatre Company

Organisational Support Costs include establishment and Office Administration Costs

	2025	2024
Direct Project Costs		
Production, Publicity, Touring & Storage costs	107,013	116,937
Support Costs		
Staff including Contractors	303,988	285,735
Organisational Support	133,279	111,628
	<u>544,280</u>	<u>514,300</u>
Costs of Charitable Activity		
	544,280	514,300
Governance Costs		
Accountancy - Independent Examination	2,220	2,220
Away Day Costs	-	-
	<u>2,220</u>	<u>2,220</u>
Total Resources Expended	<u>546,500</u>	<u>516,520</u>

17. OPERATING LEASE COMMITMENTS

The annual commitments under operating leases are analysed according to the period in which each lease expires as shown below:

The Charity had a 25 year lease on the premises it occupied from 2004 at nil rent with service charges payable. In 2020-2021 the charity vacated those premises now subject to capital development by the local authority. The charity currently occupies the premises under a tenancy at will agreement while a new lease and service charge is being negotiated.

	2025	2024
Within One Year	-	-
	=====	=====
Between two and Five Years	-	-
	=====	=====
After Five Years	-	-
	=====	=====

18. TRANSACTIONS WITH DIRECTORS

The Charity has met individual travel and subsistence expenses totalling £nil in the year (2024:£nil) incurred by Trustees in attending Board, Committee and other meetings.

19. NOTES TO THE CASHFLOW STATEMENT

19a. Reconciliation of operating profit to net cash flow from operating activities

	£
Operating profit	25,660
Depreciation of tangible assets	47,444
Increase in debtors	(32,793)
Decrease in creditors	(30,943)
Net cash inflow from operating activities	9,368

19b. Analysis of changes in cash and cash equivalents during the year

	2025	2024
	£	£
Balance at 01/04/2024	120,736	109,723
Net cash inflow	7,496	11,013
Balance at 31/03/2025	<u>128,232</u>	<u>120,736</u>

19c. Analysis of changes in financing year

Share Capital	Loans and finance lease obligations
£	£

Theatre Porto Ltd

Incoming Resources
for the year ended 31/03/2025

		2025	2024
		£	£
Incoming resources			
Incoming resources from generated funds			
Incoming Resources From Charitable Activity			
Cheshire West & Chester Council Core Grant	25,000	26,000	
Arts Council England NPO Funding	177,917	177,916	
Cheshire West & Chester Project Grant	2,500	-	
Box Office	20,299	20,046	
Gift Aid Income	1,162	528	
Westminster Foundation CoLC Delivery	-	4,660	
National Lottery - Million Hours Fund	1,458	-	
Curious Minds	-	10,700	
Restricted Donations and Sponsorship	12,605	5,623	
Services Income	23,956	18,613	
Hire Income	36,563	36,050	
		301,460	300,136
Local Authority			
Theatre Relief	-	12,411	
Big Lottery Awards For All	15,959	8,172	
Esmée Fairbairn	-	3,500	
Marjory Boddy	7,500	-	
Garfield Weston	30,000	-	
Westminster Foundation	41,950	32,350	
Chester Bluecoat	-	11,250	
Anton Jurgens	5,000	-	
HAF Programme	-	2,109	
		100,409	69,792
Charitable Activity 3			
Cafe Income	20,796	20,647	
UKSPF	139,683	77,250	
Small revenue grants	-	1,150	
		160,479	99,047
Charitable Activity 4			
Voluntary Donations	7,113	8,198	
		7,113	8,198
Charitable Activity 5			
Bank interest received	2,699	91	
		2,699	91
		<u>572,160</u>	<u>477,264</u>
		<u>572,160</u>	<u>477,264</u>

Theatre Porto Ltd

**Expenses
for the year ended 31/03/2025**

	2025	2024
	£	£
Expenses		
Costs of generating funds		
Charitable Activities		
Operation of a Theatre Company For Young People		
Project Marketing	3,372	3,746
Artists and Creatives	35,716	51,183
Other Project Costs	32,407	26,352
Other Projects Freelancers	31,796	9,844
Website Costs	2,693	2,434
Production Materials	1,029	2,845
Venue and Maintenance	16,786	12,947
Utilities - Gas, Water, Electricity	15,000	12,662
Actors Wages	-	21,234
Salaries	265,266	245,806
NIC employer (wages and salaries)	9,496	13,841
Pension contributions	7,890	7,480
Other Staffing Costs	17,376	16,500
Training and Recruitment	3,960	2,108
Accountancy fees	3,135	2,841
External Support	8,378	6,419
Insurance	5,874	4,692
Hospitality	856	161
Travel and Seeing Work	1,522	1,352
Core Marketing & Promotion	7,067	5,100
Office Expenses	2,833	2,675
Utilities Phone and Internet	528	989
Small Equipment Purchases	-	1,667
IT Maintenance	8,742	6,659
Technical Maintenance	8,038	4,441
Bank charges	49	(440)
Sundry expenses	7,027	1,604
Depreciation of fixtures and fittings	1,221	934
Depreciation of equipment	46,223	46,224
	<u>544,280</u>	<u>514,300</u>
 Governance Costs		
Accountancy - Governance Cost	<u>2,220</u>	<u>2,220</u>
	<u>2,220</u>	<u>2,220</u>
	<u>546,500</u>	<u>516,520</u>

Expenses
for the year ended 31/03/2025

2025

2024

Theatre Porto

England & Wales - Charity number 1042968

Accounts

Registered number: 02408067
Charity number: 1042968

Theatre Porto Ltd

INDEPENDENTLY EXAMINED ACCOUNTS

FOR THE YEAR ENDED 31/03/2024

Prepared By:

Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House
Matchworks Estate, 140 Speke Road
Liverpool
Merseyside
L19 2PH

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/03/2024**

TRUSTEES

Louise Hesketh (resigned 03/07/2023)
Charlotte Rachwal (resigned 20/11/2023)
Michael Bonsall - Redston
Debbie Tomkinson
Emma-Louise Parry-Jones
Keith Jones
Gemma Johnson (resigned 20/11/2023)
Janet Dunn
Christine Lydon (appointed 20/11/2023)
Jennifer Walker (appointed 23/05/2024)
Charlotte Bholer (appointed 15/05/2023, resigned 21/01/2024)
Mathew Jayne (appointed 15/05/2023)
Clive Marshall (appointed 15/05/2023)
Karen O'Neill (appointed 15/05/2023)

REGISTERED OFFICE

Theatre Porto
Stanney Lane
Ellesmere Port
Cheshire
CH65 6QY

COMPANY NUMBER

02408067

CHARITY NUMBER

1042968

BANKERS

Bank of Scotland

INDEPENDENT EXAMINER Julie Guinan FCCA

Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House
Matchworks Estate, 140 Speke Road
Liverpool
Merseyside
L19 2PH

ACCOUNTS
FOR THE YEAR ENDED 31/03/2024

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FOR THE YEAR ENDED 31/03/2024

TRUSTEES' REPORT

The trustees present their report and accounts for the year ended 31/03/2024

The Trustees intend that this Annual Report also serves as the Statutory Directors' Report. The Directors of the Charitable company (the charity) are its trustees for the purposes of charity law and throughout the report are collectively referred to as the trustees.

Reference and administrative details are provided in the company information section of these accounts at page 1. The financial statements comply with current statutory requirements, the memorandum and articles of association, the Charities Act 2011, the Companies Act 2006 and the statement of recommended practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (issued January 2022).

ARTISTIC DIRECTOR AND TRUSTEES REPORT

Organisation Overview & Mission

Theatre Porto, based in Ellesmere Port, specialises in creating theatre for children and young people (CYP) while leading socially engaged programmes for CYP and disabled adults. Our mission is to produce imaginative, socially relevant work that challenges and delights, with our recently newly established, purpose-built theatre being the only specialist venue for CYP in Cheshire and Merseyside.

Our approach is child-centred, inclusive, collaborative, and experimental. We prioritise diversity, confronting inequalities related to social class, gender, sexuality, disability, and cultural background.

Theatre Porto has a proven track record of delivering high-quality programmes with modest investment from Arts Council England (ACE). Notably, in 2021, we initiated delivered and completed a £2.5M refurbishment of our existing building to create a brand new theatre space cultural centre together with facilities to allow us to provide more support and opportunities for the communities we work with. This work was supported by ACE and Cheshire West & Chester Council, enhancing our service capacity. Despite our small size, we have increased our annual turnover to approximately £500k through successful fundraising and diversified income streams.

Vision & Strategic Goals

Our vision is to be a nationally recognised specialist centre for CYP, transforming Ellesmere Port into a town rich in accessible, creative experiences. We aim to pioneer world-class theatre, blend the playful with the political, and inspire communities both locally and nationally. Our strategic goals in 2023/2024 included artistic innovation, social impact, support for underrepresented creatives, environmental responsibility, and financial sustainability.

Challenges in 2023/2024 included maintaining organisational capacity, financial stability, and responding to national economic instability. However, our dedicated leadership, inclusive practices, and strong governance framework position us to overcome these obstacles.

FOR THE YEAR ENDED 31/03/2024

TRUSTEES' REPORT

Artistic Vision

To be a theatre of artistic enquiry, experimentation, and collaboration, for artists, children, young people, practitioners, educators, and creative thinkers.

Transformation and Social Impact

In 2023/2024 we utilised our cultural building and our artists to assist with the transformation of the town and impact the lives of CYP—using creativity to realise potential.

Establishment as a Nationally Recognised Specialist Centre

In 2023/2024 we continued to develop our venue as a specialist inclusive centre for children and young people, with the aim of strengthening our position as a cultural resource of local, regional, and national significance.

Leadership in Inclusive Practice

In 2023/2024 we strengthened our practice and our reputation as a leader in inclusive practice, with a focus on childhood as the starting point for inclusivity.

Supporting Underrepresented Creatives

In 2023/2024 we provided a platform for underrepresented creatives and artists, prioritising diversity and inclusivity within the sector.

Activities

During the year 2023/2024, Theatre Porto engaged in a wide range of activities that highlighted its commitment to artistic excellence, inclusivity, and community engagement. Key highlights include

- the successful co-productions of *Baba Yaga* and *Little Red*, which exceeded audience targets and featured diverse casting.
- The *Topsy Turvy* outdoor arts event attracted 3,000+ attendees, mainly from local communities.
- Regular weekly provisions, including free drama clubs and creative workshops, engaging hundreds of children and young people.
- Special projects like the *Wonder Classroom* installation and *The Shed* peer education project enriched local schools cultural experiences.
- Venue hosted events such as the *Writers Project*, *Family Film Club*, and weekly *Sketch Club*, creating a vibrant and inclusive cultural space.

FOR THE YEAR ENDED 31/03/2024

TRUSTEES' REPORT

- Theatre Porto's collaborations with Big Imaginations and CRTA which brought diverse performances to local audiences
- support for freelance artists included a residency with RAWD and planning for future projects with Graeae Theatre.

Impact

Theatre Porto's impact over the past year has been substantial, both locally and nationally. The organisation engaged over 5,300 children and young people in specialist activities, provided warm spaces and free food to 550 individuals, and reached over 60,000 visitors through its diverse offerings. The venue has become a cornerstone of the community, contributing to neighbourhood pride and offering a supportive environment for families, especially those dealing with SEND and other challenges. Theatre Porto has been instrumental in tackling social isolation, poverty, and mental health issues through creative initiatives and partnerships.

Reach/Outcomes

Theatre Porto's programming reached a broad demographic, from young children to adults with learning disabilities. The organisation's work included extensive outreach in local schools, community spaces, and its own cafe and theatre. The establishment of partnerships, such as with Big Imaginations and CRTA, has expanded the theatre's reach, while events like Topsy Turvy and the Family Film Club have solidified its role as a community hub.

We contribute to local priorities and council strategy such as

Starting Well : We engage children, young people (CYP) aged 0 – 19 years and families with a focus on:

Play activity for families with young children through a weekly play group, supporting communication and well-being.

- Mental health and well-being support for CYP through person-centred creative activities and weekly groups, supported by pastoral and one-to-one support workers. This directly helps reduce social isolation and anxiety.

- Broadening horizons by providing aspirational creative opportunities that cultivate ambition, including through schools' projects linked with higher education.

- Providing specialist creative provision for CYP who are looked after and in care through special holiday projects.

- Offering safe and inclusive spaces for children who experience SEND through regular tailored events for families.

Tackling Hardship and Poverty : Theatre Porto provides one of the few places in Ellesmere Port offering warm spaces and free food, helping to alleviate fuel and food poverty while supporting families with the cost-of-living crisis. Additionally, our work critically provides opportunities to raise aspiration levels, helping to break cycles of unemployment and support pathways into higher education and vocational training.

FOR THE YEAR ENDED 31/03/2024

TRUSTEES' REPORT

Resilient People Living Their Best Lives : We provide a welcoming and inspiring cafe environment and community hub, including an outdoor terrace and play area, serving local families and the wider community. We also offer light-touch creative and social activities for adults, such as our weekly Sketch Club, which reduces social isolation and improves health and well-being. Additional activities are provided for adults with learning disabilities, adults in recovery, parents of children with autism, and families experiencing ADHD.

Opportunity in a Fair Local Economy : We provide work experience and placements for young people, supporting employment, as well as casual employment for young professionals in front-of-house and technical roles. Theatre Porto is also establishing itself as a new visitor attraction, supporting the local economy by attracting visitors to the area, such as for our weekend summer outdoor arts programme, Topsy Turvy.

Neighbourhood Pride : The transformation of Whitby Hall has significantly increased local pride of place, with the venue widely acknowledged as the 'jewel in the crown' for the town. Children, their parents, and local residents regularly report that the venue has improved their lives and enhanced their sense of pride in the area. Footfall in Whitby Hall has increased by 300%, with expectations of further growth as our programme continues to develop.

Greener Communities : Theatre Porto is uniquely situated within Whitby Park, which has received Green Flag status. The new theatre features environmentally friendly technology, reducing our carbon footprint. We actively encourage engagement with the park's green spaces and focus on the climate emergency in our work. We partner with organisations like Julia's Bicycle to enhance our sustainability efforts and seek external investment for green initiatives, including collaborations with local schools.

STRUCTURE GOVERNANCE AND MANAGEMENT

Status

The charity is a company limited by guarantee and not having a share capital. It was incorporated as a company in England and Wales on 26 July 1989 and registered as a charity in England and Wales on 21 December 1994.

ORGANISATION

The Board set and approve the policy for the Charity. In doing so the trustees give due consideration to guidance issued by the Charity Commission regarding, but not limited to stewardship, risk, public benefit and environmental impact. The Board meet four times each year and in between scheduled meetings as required. The Senior Management and staff are responsible for the delivery of the charity's objectives and the day to day operational management of the Charity.

The Board of Trustees is drawn from relevant professional backgrounds to best support the Charity. Trustees are elected in accordance with the Memorandum and Articles of Association which have recently been reviewed. Trustees are elected for a period of three years and may stand for re election at the end of that period for a further three years. They are then required to stand down for a period of 12 months before rejoining if desired. A comprehensive process of induction involving a transfer of information between the Charity and the prospective board member is in place. Training needs are assessed and addressed annually.

FOR THE YEAR ENDED 31/03/2024

TRUSTEES' REPORT

TRUSTEES

The names of the present Trustees and all who held office during the year are shown on page 1. No remuneration is paid to any trustee for their services as a trustee and no trustee had a material interest in any of the charity's contracts.

RESPONSIBILITIES OF TRUSTEES

The Charity Trustees (who are also the directors of Theatre Porto for the purposes of company law) are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the charity trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources including the income and expenditure for that period. In preparing the 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 charity will continue in business.

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

PAY POLICY FOR SENIOR STAFF

The directors consider the board of directors who are the trustees and the senior management team comprising the artistic director and executive director in charge of directing, controlling, running and operating the Trust on a day to day basis. All directors give of their time freely and no director received remuneration in the year. Details of directors' expenses and related party transactions are disclosed in the notes to the accounts.

The pay of senior staff is reviewed and reflects the level of skill, experience and knowledge for the roles and remuneration levels in the sector.

FOR THE YEAR ENDED 31/03/2024

TRUSTEES' REPORT

KEY MANAGEMENT PERSONNEL

Senior Managers of Theatre Porto

Artistic Director - Nina Hajjianni

Executive Director - Caroline Brader

OBJECTIVES AND ACTIVITIES

Principal Activity

The principal activity of the charity in the year under review was that of working with young people, those who work with them and families and carers, towards the creation and presentation of performing arts through the medium of theatre performances, including new writing and workshops .

OBJECTS OF THE CHARITY

The company is established to advance education of the public and in particular young people in the performing arts and the visual arts.

The charity has developed a rolling three year business plan to manage the effective delivery of its aims and objectives. The plan contains strategy for action and explains the policies to be followed to achieve goals. The business plan is reviewed and monitored regularly. Alongside the plan, the Charity has adopted the following policies:

- Equality Policy and Plan
- Safeguarding Policy and Procedures
- Health and safety policy
- Financial controls
- Environmental and Sustainability Policy and Plan
- Fundraising Strategy
- Data Protection Policy and Plan

INVESTMENT POLICY

Under the Memorandum and Articles of Association the Charity has the power to make any investment which the Trustees see fit.

RELATED PARTIES

FOR THE YEAR ENDED 31/03/2024

TRUSTEES' REPORT

The Charity has a close relationship with Arts Council England and Cheshire West and Chester Council, both of whom provide funds for the Charity to carry out its charitable objectives.

ACHIEVEMENTS AND PERFORMANCE

A Summary of the Achievements and Performance is provided in the Artistic Director and Trustees' Report section at the beginning of this Trustees' Report.

VOLUNTEERS

Theatre Porto is very involved in the community and offers volunteering opportunities for skills development.

RISK MANAGEMENT

The charity confirms that its day to day controls, systems and business plans are all continually reviewed and updated to reflect current business conditions and are designed to mitigate risk faced by the charity.

PUBLIC BENEFIT

Theatre Porto advances education and entertainment for members of the public by making theatre that is accessible by all and celebrates, inspires and challenges young people. Whitby Hall is made available and utilised by a diverse range of groups based in the local community.

FINANCIAL REVIEW

Total incoming resources were £477,264 (2023: £591,933). Total resources expended were £516,520 (2023: £509,854) resulting in net incoming resources of £6,968 on the unrestricted fund (2023: £4,451 net incoming resources) and £46,224 net outgoing resources on the restricted funds (2023 net incoming resources £77,628). The balance of unrestricted funds is £97,376 (2023: £90,408) at the year end comprising unrestricted general funds of £85,376 (2023 £78,408) and £12,000 (2023 £12,000) designated development funds. The balance on the restricted funds at 31 March 2024 was £368,900 (2023 £415,124). Total funds on the balance sheet at 31 March 2024 were £466,276 (2023 £505,532).

RESERVES POLICY

The Charity has a policy of maintaining a free reserve (that is those funds not tied up in fixed assets and designated and restricted funds) to provide for financial stability in any future challenging environment. Trustees have a positive attitude to growing reserves. The target reserves figure is 3 months operational costs, based on the predicted turnover for the current financial year (approximately £80,000). Releasing of funds from the reserve must be approved by at least 2 Trustees.

FOR THE YEAR ENDED 31/03/2024

TRUSTEES' REPORT

This reserve will be held in a separate account from that of the daily expenditure accounts and reflected in annual accounts.

FIXED ASSETS

Full details of the movements in the company's fixed assets are set out in the notes to the accounts.

EQUAL OPPORTUNITIES

The charity aims to apply equal opportunities at all levels.

POLITICAL CHARITABLE DONATIONS

During the year there were no political or charitable donations made.

AUDIT

This company is exempt from audit under section 477 of the Companies act 2006 and therefore no audit has been carried out.

APPROVAL

The report was prepared in accordance with the special provisions within Part 15 of the Companies Act 2006.

This report was approved by the Board of Trustees on 21/11/2024 and is signed by order of the Board

Janet Dunn
Trustee

**INDEPENDENT EXAMINER'S STATEMENT
FOR THE YEAR ENDED 31/03/2024**

I report on the accounts of the charity for the year ended 31/03/2024

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

BASIS OF INDEPENDENT EXAMINERS STATEMENT

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

INDEPENDENT EXAMINERS STATEMENT

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

..... Independent Examiner:

Julie Guinan FCCA 21/11/2024

Harvey Guinan, Chartered Certified Accountants, Unit 17 Mersey House, Matchworks Estate, 140 Speke Road, Liverpool, L19 2PH

**Statement of Financial Activities
for the year ended 31/03/2024**

	Unrestricted funds	Restricted funds	2024 Total	2023 Total
	£	£	£	£
Income				
Income from generated funds				
Income from Investments	91	-	91	-
Income from charitable activities	294,409	182,764	477,173	591,933
Total Income	294,500	182,764	477,264	591,933
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	287,532	228,988	516,520	509,854
Total Expenses	287,532	228,988	516,520	509,854
Net Income	6,968	(46,224)	(39,256)	82,079
Net movement in funds:				
Net income for the year	6,968	(46,224)	(39,256)	82,079
Total funds brought forward	90,408	415,124	505,532	423,453
Net funds carried forward	97,376	368,900	466,276	505,532

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

BALANCE SHEET AT 31/03/2024

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	4	375,290	416,322
CURRENT ASSETS			
Debtors (amounts falling due within one year)	5	26,285	63,302
Cash at bank and in hand		<u>120,736</u>	<u>109,723</u>
		147,021	173,025
CREDITORS: Amounts falling due within one year	6	<u>56,035</u>	<u>83,815</u>
NET CURRENT ASSETS		90,986	89,210
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>466,276</u>	<u>505,532</u>
RESERVES			
Unrestricted funds	8		
General fund		85,376	78,408
Designated funds		12,000	12,000
Restricted funds	9	<u>368,900</u>	<u>415,124</u>
		<u>466,276</u>	<u>505,532</u>

For the year ending 31/03/2024 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Approved by the board of trustees on 21/11/2024 and signed on their behalf by

.....
Janet Dunn
Trustee

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31/03/2024**

1. ACCOUNTING POLICIES

1a. Basis Of Accounting

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

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

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources.

1d. Allocation And Apportionment Of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives 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.

Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

1f. Depreciation

Fixed assets are shown at historical cost.

Depreciation is provided, after taking account of any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures And Fittings	straight line 16.67 to 33.33 %
Equipment	straight line 10 %

1g. Pension Costs

The company operates a defined contribution pension scheme. The pension charge represents the amounts payable by the company to the fund in respect of the year.

1h. Turnover

Turnover represents the invoiced value of goods and services supplied by the company, including revenue grants.

1i. Leasing Commitments

Rentals payable under operating leases are charged to the income and expenditure account on a straight-line basis over the term of the lease. Incentives received to enter into a lease agreement are recognised in the profit and loss account over the shorter of the lease term and the period to the next lease review.

1j. Policy For Financial Instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Incentives received to enter into a lease agreement are recognised in the profit and loss account over the shorter of the lease term and the period to the next lease review.

1k. Policy For Debtors

Trade and other debtors are recognised at the settlement amount due after any discount offered. Prepayments are valued at the amount prepaid after taking account of any discount due.

1l. Policy For Cash At Bank And In Hand

Cash at the bank and in hand includes cash and short term liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1m. Policy For Creditors And Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement value amount after allowing for any discount due.

1n. Policy For Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

10. Policy For Going Concern

At the time of approving the financial statements the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

2. DIRECTORS AND EMPLOYEES

Particulars of employees (including directors) are shown below:

Employee costs during the year amounted to:	2024	2023
	£	£
Wages and salaries	267,040	217,317
Social security costs	13,841	12,745
Pension costs	7,480	6,945
	<u>288,361</u>	<u>237,007</u>

No director of the board, being also a Trustee, received any remuneration for their services as a Trustee. No director had any interest in any of the company's contracts during the year.

There were 12 employees during the year (2023 - 10).

3. PENSION CONTRIBUTIONS

	2024	2023
	£	£
Pension contributions	7,480	6,945
	<u>7,480</u>	<u>6,945</u>

4. TANGIBLE FIXED ASSETS

	Fixtures and Fittings £	Equipment £	Total £
Cost			
At 01/04/2023	30,399	461,021	491,420
Additions	4,913	1,212	6,125
At 31/03/2024	35,312	462,233	497,545
Depreciation			
At 01/04/2023	28,996	46,102	75,098
For the year	934	46,223	47,157
At 31/03/2024	29,930	92,325	122,255
Net Book Amounts			
At 31/03/2024	5,382	369,908	375,290
At 31/03/2023	1,403	414,919	416,322

5. DEBTORS

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	24,249	61,262
Other debtors	2,036	2,040
	26,285	63,302

Included in Debtors is £12,411 in respect of a claim for Theatre Relief (2023 £7,297).

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade creditors	6,916	8,926
Taxation and social security	4,584	-
Other creditors	44,535	74,889
	56,035	83,815

Included in other creditors is £32,300 (2023 £66,032) deferred income being income received in advance of spend in 2024-2025. See deferred income note 11.

7. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £1, to the company should it be wound up. At 31/03/2024 there were 9 members.

8. UNRESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	78,408	294,500	(287,532)	-	85,376
Designated Development fund	12,000	-	-	-	12,000
	<u>90,408</u>	<u>294,500</u>	<u>(287,532)</u>	<u>-</u>	<u>97,376</u>

9. RESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
Arts Council England Small Scale Capital	342,070	-	(38,178)	-	303,892
Arts Council England Kickstart Grant	61,308	-	(6,738)	-	54,570
Esmee Fairbairn Foundation	-	3,500	(3,500)	-	-
UK Shared Prosperity Fund	-	77,250	(77,250)	-	-
Restricted Donations and Sponsorship	-	5,623	(5,623)	-	-
Westminster Foundation	-	32,350	(32,350)	-	-
Cheshire West and Chester Council Annual Grant	-	26,000	(26,000)	-	-
Sundry Capital Grants	11,746	-	(1,308)	-	10,438
Chester Bluecoat Funding	-	11,250	(11,250)	-	-
Lottery Awards for All	-	8,172	(8,172)	-	-
HAF Programme	-	2,109	(2,109)	-	-
Westminster Foundation CoLC	-	4,660	(4,660)	-	-
Curious Minds	-	10,700	(10,700)	-	-
Small Revenue Project Grants	-	1,150	(1,150)	-	-
	<u>415,124</u>	<u>182,764</u>	<u>(228,988)</u>	<u>-</u>	<u>368,900</u>

Arts Council England Small Scale Capital

Funds for redevelopment costs, theatre equipment, and the creation of a theatre space

Arts Council England Kickstart Grant

Funds for capital equipment, resources, and the creation of a theatre space

Esmee Fairbairn Foundation

9. RESTRICTED FUNDS

Funds for Salary

UK Shared Prosperity Fund

Funds from local authority to bring cultural activities to the local community

Restricted Donations and Sponsorship

Funds for Arts Trail and Christmas Dinner

Westminster Foundation

Funds For Drama Drop In Programme

Cheshire West and Chester Council Annual Grant

Funds for Core Activity

Sundry Capital Grants

Funds for Capital Equipment

Chester Bluecoat Funding

Funds for the Wednesday club

Lottery Awards for All

Project grants

HAF Programme

Funding for holiday activities

Westminster Foundation CoLC

Funds for CoLC Delivery

Curious Minds

Funds for Cultural Learning Exchange project

Small Revenue Project Grants

Funds for community arts projects

10. RELATED PARTY TRANSACTIONS

The aggregate remuneration of key personnel was £74,736 (2023 £69,584). No employee received remuneration in excess of £60,000.

**11.
DEFERRED
INCOME**

		HAF and	Westminster	Westminster	Esmee	Awards	Curious	Function & Arts Trail	PCC Fund & Crossed	Chester
	Total	Resources	CoLC	Foundation	Fairbairn	For All	Minds	Donations	Lines	Bluecoat
Funds in Advance										
At 1 April 2023	66,032	2,500	4,660	30,000	3,500	-	8,000	2,122	4,000	11,250
Released to Income & Expenditure	(66,032)	(2,500)	(4,660)	(30,000)	(3,500)	-	(8,000)	(2,122)	(4,000)	(11,250)
Income received in Advance in Year	32,300	-	-	20,000	-	11,000	1,300	-	-	-
At 31 March 2024	<u>32,300</u>	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>-</u>	<u>11,000</u>	<u>1,300</u>	<u>-</u>	<u>-</u>	<u>-</u>

12. GENERAL INFORMATION

Theatre Porto Ltd (formerly Action Transport Theatre until 8 August 2022 on changing name) is a private company limited by guarantee, with charitable status and incorporated in England. Its registered office is Theatre Porto, Stanney Lane, Ellesmore Port, Cheshire, England, CH65 6QY. The financial statements are presented in Sterling which is the functional currency of the company.

13. INCOME FROM CHARITABLE ACTIVITIES

The income from charitable activities is attributable to that of working with young people, those who work with them and families and carers, towards the creation and presentation of performing arts through the medium of theatre performances, including new writing and workshops.

	2024	2023
Cheshire West & Chester Council Core Grant including reopening and recovery	26,000	25,000
Arts Council England NPO Funding	177,916	122,917
Cheshire West & Chester Council Project Grant	-	9,000
Curious Minds	10,700	52,000
Westminster Foundation including CoLC	37,010	65,188
Esme Fairbairn	3,500	46,000
Chester Bluecoat	11,250	15,000
Voluntary Sundry Income and Donations	8,198	13,805
HAF Programme	2,109	5,490
Services: Workshops and Education, Equipment Hire, Venue Hire, CJRS Furlough Grants, Visiting Productions, Cafe Income and Box Office	95,356	49,974
Big Lottery Awards for All	8,172	7,458
Theatre Relief	12,411	10,102
Restricted Donations and Sponsorship	6,151	38,544
Cheshire Community Foundation	-	7,725
Sundry Capital Grants	-	13,050
ACE Small Scale Capital and ACE Kickstart	-	110,680
UK Shared Prosperity Fund	77,250	-
Small Revenue Project Grants	1,150	-
	<u>477,173</u>	<u>591,933</u>

14. CORPORATION TAXATION

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

15. ALLOCATION OF NET ASSETS

The net assets are held for the various funds as follows:

	Fixed Assets	Net Current Assets	Total
Unrestricted Funds	6,390	90,986	97,376
Restricted Funds	368,900	-	368,900
	<u>375,290</u>	<u>90,986</u>	<u>466,276</u>

16. RESOURCES EXPENDED

Cost of Operating a Young People's Theatre Company

Organisational Support Costs include establishment and Office Administration Costs

	2024	2023
Direct Project Costs		
Production, Publicity, Touring & Storage costs	116,937	122,474
Support Costs		
Staff including Contractors	285,735	258,153
Organisational Support	111,628	127,127
Costs of Charitable Activity	514,300	507,754
Governance Costs		
Accountancy - Independent Examination	2,220	2,100
Away Day Costs	-	-
	2,220	2,100
Total Resources Expended	<u>516,520</u>	<u>509,854</u>

17. OPERATING LEASE COMMITMENTS

The annual commitments under operating leases are analysed according to the period in which each lease expires as shown below:

The Charity had a 25 year lease on the premises it occupied from 2004 at nil rent with service charges payable. In 2020-2021 the charity vacated those premises now subject to capital development by the local authority. The charity currently occupies the premises under a tenancy at will agreement while a new lease and service charge is being negotiated.

	2024	2023
Within One Year	-	-
	=====	=====
Between two and Five Years	-	-
	=====	=====
After Five Years	-	-
	=====	=====

18. TRANSACTIONS WITH DIRECTORS

The Charity has met individual travel and subsistence expenses totalling £nil in the year (2023:£nil) incurred by Trustees in attending Board, Committee and other meetings.

**Incoming Resources
for the year ended 31/03/2024**

		2024	2023
		£	£
Incoming resources			
Incoming resources from generated funds			
Investment income			
Bank Interest Receivable	91	-	-
	91	-	-
	<u>91</u>	<u>-</u>	<u>-</u>
Incoming Resources From Charitable Activity			
Cheshire West & Chester Council Core Grant	26,000	25,000	
Arts Council England NPO Funding	177,916	122,917	
Cheshire West & Chester Project Grant	-	9,000	
Box Office	20,046	15,548	
Gift Aid Income	528	52	
Westminster Foundation CoLC Delivery	4,660	17,938	
Vivo Fund	-	2,000	
Curious Minds	10,700	52,000	
Cheshire Community Foundation	-	7,725	
Cheshire West Voluntary Community Fund	-	1,995	
Teatro Pomodoro	-	15,000	
Restricted Donations and Sponsorship	5,623	19,497	
Services Income	18,613	19,521	
Hire Income	36,050	7,929	
		300,136	316,122
Local Authority			
Theatre Relief	12,411	10,102	
Arts Council England Small Scale Capital	-	110,680	
Big Lottery Awards For All	8,172	7,458	
Esmee Fairbairn	3,500	46,000	
Westminster Foundation	32,350	47,250	
Chester Bluecoat	11,250	15,000	
HAF Programme	2,109	5,490	
Sundry Capital Grants	-	13,050	
		69,792	255,030
Charitable Activity 3			
Cafe Income	20,647	6,976	
UKSPF	77,250	-	
Small revenue grants	1,150	-	
		99,047	6,976
Charitable Activity 4			
Voluntary Donations	8,198	13,805	
	8,198		13,805
	<u>477,173</u>	<u>591,933</u>	

Theatre Porto Ltd

Incoming Resources
for the year ended 31/03/2024

<u>2024</u>	<u>2023</u>
<u>477,264</u>	<u>591,933</u>

Theatre Porto Ltd

**Expenses
for the year ended 31/03/2024**

	2024	2023
	£	£
Expenses		
Costs of generating funds		
Charitable Activities		
Operation of a Theatre Company For Young People		
Project Marketing	3,746	6,280
Artists and Creatives	51,183	47,689
Other Project Costs	26,352	38,247
Other Projects Freelancers	9,844	19,086
Website Costs	2,434	2,177
Production Materials	2,845	8,995
Venue and Maintenance	12,947	19,220
Utilities - Gas, Water, Electricity	12,662	12,526
Actors Wages	21,234	-
Salaries	245,806	217,317
NIC employer (wages and salaries)	13,841	12,745
Pension contributions	7,480	6,945
Other Staffing Costs	16,500	19,336
Training and Recruitment	2,108	1,810
Accountancy fees	2,841	3,416
External Support	6,419	9,182
Insurance	4,692	4,590
Hospitality	161	-
Travel and Seeing Work	1,352	1,342
Core Marketing & Promotion	5,100	7,819
Office Expenses	2,675	2,463
Utilities Phone and Internet	989	1,660
Small Equipment Purchases	1,667	5,670
IT Maintenance	6,659	6,062
Technical Maintenance	4,441	5,294
Bank charges	(440)	11
Sundry expenses	1,604	1,253
Depreciation of fixtures and fittings	934	517
Depreciation of equipment	46,224	46,102
	<u>514,300</u>	<u>507,754</u>
 Governance Costs		
Accountancy - Governance Cost	<u>2,220</u>	<u>2,100</u>
	2,220	2,100

Theatre Porto Ltd

Expenses
for the year ended 31/03/2024

<u>2024</u>	<u>2023</u>
<u>516,520</u>	<u>509,854</u>

Theatre Porto

England & Wales - Charity number 1042968

Accounts

Registered number: 02408067
Charity number: 1042968

Theatre Porto Ltd

INDEPENDENTLY EXAMINED ACCOUNTS
FOR THE YEAR ENDED 31/03/2023

Prepared By:
Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House
Matchworks Estate, 140 Speke Road
Liverpool
Merseyside
L19 2PH

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/03/2023**

TRUSTEES

Louise Hesketh
Charlotte Rachwal
Michael Bonsall - Redston
Debbie Tomkinson
Emma-Louise Parry-Jones
Keith Jones
Gemma Johnson
Janet Dunn
Debbie Freedman (resigned 08/03/2023)
David Lyons (resigned 09/12/2022)
Charlotte Bholer (appointed 15/05/2023)
Mathew Jayne (appointed 15/05/2023)
Clive Marshall (appointed 15/05/2023)
Karen O'Neill (appointed 15/05/2023)

REGISTERED OFFICE

Theatre Porto
Stanney Lane
Ellesmere Port
Cheshire
CH65 6QY

COMPANY NUMBER

02408067

CHARITY NUMBER

1042968

BANKERS

Bank of Scotland

INDEPENDENT EXAMINER - Julie Guinan FCCA

Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/03/2023**

Matchworks Estate, 140 Speke Road
Liverpool
Merseyside
L19 2PH

ACCOUNTS
FOR THE YEAR ENDED 31/03/2023

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FOR THE YEAR ENDED 31/03/2023

TRUSTEES' REPORT

The trustees present their report and accounts for the year ended 31/03/2023

The Trustees intend that this Annual Report also serves as the Statutory Directors' Report. The Directors of the Charitable company (the charity) are its trustees for the purposes of charity law and throughout the report are collectively referred to as the trustees.

Reference and administrative details are provided in the company information section of these accounts at page 1. The financial statements comply with current statutory requirements, the memorandum and articles of association, the Charities Act 2011, the Companies Act 2006 and the statement of recommended practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2016).

ARTISTIC DIRECTOR AND TRUSTEES REPORT

OBJECTIVES AND ACTIVITIES

Theatre Porto is an international leader in the field of theatre for young people.

We provide crucial opportunities for children, young people, schools and local audiences to participate in and engage with high quality theatre in Ellesmere Port, as well as touring our work nationally.

As a Town with extremely limited cultural activity and high levels of child poverty and social/economic disadvantage, we employ a number of strategic means to maximise engagement and realise potential.

We tackle current affairs through playful and philosophical theatre. Theatre Porto continues to play a transformative role in the lives of children and young people. As a professional, arts-led theatre company, we provide unique opportunities for local children, young people, schools and audiences to engage with high quality theatre in Ellesmere Port. As a leader in the field, we continue to collaborate to make work which strengthens our regional and national theatre landscape as well as strengthening our position as a cultural asset and social change-maker in Ellesmere Port.

PERFORMANCE AND ACHIEVEMENTS 22/23

Theatre Porto continued to play an important role in Ellesmere Port, using the opening of the newly refurbished venue in August 2022 to add great value to the town and to our delivery programme, ensuring children, young people and families were able to access quality cultural provision.

Our weekly participation programme was consistently oversubscribed and was further expanded to incorporate additional drama groups and other creative projects in the local community. These remained free for local children and young people.

We developed a community programme at the new venue , Warm and Toasty, that responded to the cost-of-living crisis and supported families in need with free creative activity, warm space and free food.

FOR THE YEAR ENDED 31/03/2023

TRUSTEES' REPORT

We relaunched and delivered our relaxed family film club and introduced a new NTlive programme.

We produced professional theatre work with highlights including: -

Star of Wonder – 2,500 people came to see our festive and inclusive children's theatre co-production with Teatro Pomodoro and

Atom and Luna with Funnelwick Limb and Eastern Angles, an epic fairytale, written by Murray Lachlan Young which toured nationally.

We again delivered a programme of free outdoor events including the Once Upon a Time trail and Extravaganza weekend in Whitby Park in August 2022 – attended by 5,000 visitors.

We provided valuable resources to the community through the provision of subsidised venue hires and the new community cafe.

STRUCTURE GOVERNANCE AND MANAGEMENT

Status

The charity is a company limited by guarantee and not having a share capital. It was incorporated as a company in England and Wales on 26 July 1989 and registered as a charity in England and Wales on 21 December 1994.

ORGANISATION

The Board set and approve the policy for the Charity. In doing so the trustees give due consideration to guidance issued by the Charity Commission regarding, but not limited to stewardship, risk, public benefit and environmental impact. The Board meet four times each year and in between scheduled meetings as required. The Senior Management and staff are responsible for the delivery of the charity's objectives and the day to day operational management of the Charity.

The Board of Trustees is drawn from relevant professional backgrounds to best support the Charity. Trustees are elected in accordance with the Memorandum and Articles of Association which have recently been reviewed. Trustees are elected for a period of three years and may stand for re election at the end of that period for a further three years. They are then required to stand down for a period of 12 months before rejoining if desired. A comprehensive process of induction involving a transfer of information between the Charity and the prospective board member is in place. Training needs are assessed and addressed annually.

TRUSTEES

The names of the present Trustees and all who held office during the year are shown on page 1. No remuneration is paid to any trustee for their services as a trustee and no trustee had a material interest in any of the charity's contracts.

FOR THE YEAR ENDED 31/03/2023

TRUSTEES' REPORT

RESPONSIBILITIES OF TRUSTEES

The Charity Trustees (who are also the directors of Theatre Porto for the purposes of company law) are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the charity trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources including the income and expenditure for that period. In preparing the 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 charity will continue in business.

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

PAY POLICY FOR SENIOR STAFF

The directors consider the board of directors who are the trustees and the senior management team comprising the artistic director and executive director in charge of directing, controlling, running and operating the Trust on a day to day basis. All directors give of their time freely and no director received remuneration in the year. Details of directors' expenses and related party transactions are disclosed in the notes to the accounts.

The pay of senior staff is reviewed and reflects the level of skill, experience and knowledge for the roles and remuneration levels in the sector.

KEY MANAGEMENT PERSONNEL

Senior Managers of Theatre Porto

Artistic Director - Nina Hajjiyanni

FOR THE YEAR ENDED 31/03/2023

TRUSTEES' REPORT

Executive Director - Caroline Brader

OBJECTIVES AND ACTIVITIES

Principal Activity

The principal activity of the charity in the year under review was that of working with young people, those who work with them and families and carers, towards the creation and presentation of performing arts through the medium of theatre performances, including new writing and workshops .

OBJECTS OF THE CHARITY

The company is established to advance education of the public and in particular young people in the performing arts and the visual arts.

The charity has developed a rolling three year business plan to manage the effective delivery of its aims and objectives. The plan contains strategy for action and explains the policies to be followed to achieve goals. The business plan is reviewed and monitored regularly. Alongside the plan, the Charity has adopted the following policies:

- Artistic policy
- Equality Policy and Plan
- Safeguarding Policy and Procedures
- Health and safety policy
- Financial controls
- Environmental and Sustainability Policy and Plan
- Audience Development and Engagement Strategy
- Fundraising Strategy
- Data Protection Policy and Plan
- Whitby Hall Programming Policy
- IT Access Policy

INVESTMENT POLICY

Under the Memorandum and Articles of Association the Charity has the power to make any investment which the Trustees see fit.

FOR THE YEAR ENDED 31/03/2023

TRUSTEES' REPORT

RELATED PARTIES

The Charity has a close relationship with Arts Council England and Cheshire West and Chester Council, both of whom provide funds for the Charity to carry out its charitable objectives.

ACHIEVEMENTS AND PERFORMANCE

A Summary of the Achievements and Performance is provided in the Artistic Director and Trustees' Report section at the beginning of this Trustees' Report.

VOLUNTEERS

Theatre Porto is very involved in the community and offers volunteering opportunities for skills development.

RISK MANAGEMENT

The charity confirms that its day to day controls, systems and business plans are all continually reviewed and updated to reflect current business conditions and are designed to mitigate risk faced by the charity.

PUBLIC BENEFIT

Theatre Porto advances education and entertainment for members of the public by making theatre that is accessible by all and celebrates, inspires and challenges young people. Whitby Hall is made available and utilised by a diverse range of groups based in the local community.

FINANCIAL REVIEW

Total incoming resources were £591,933 (2022: £594,048). Total resources expended were £509,854 (2022: £387,996) resulting in net incoming resources of £4,451 on the unrestricted fund (2022: £16,933 net incoming resources) and £77,628 on the restricted funds (2022 £189,119). The balance of unrestricted funds is £90,408 (2022: £85,957) at the year end comprising unrestricted general funds of £78,408 (2022 £73,957) and £12,000 (2022 £12,000) designated development funds. The balance on the restricted funds at 31 March 2023 was £415,124 (2022 £337,496). Total funds on the balance sheet at 31 March 2023 were £505,532 (2022 £423,453).

RESERVES POLICY

The Charity has a policy of maintaining a free reserve (that is those funds not tied up in fixed assets and designated and restricted funds) to provide for financial stability in any future challenging environment. Trustees have a positive attitude to growing reserves. The target reserves figure is 3 months operational costs, based on the predicted turnover for the current financial year (approximately £75,000). Releasing of funds from the reserve must be approved by at least 2 Trustees.

FOR THE YEAR ENDED 31/03/2023

TRUSTEES' REPORT

This reserve will be held in a separate account from that of the daily expenditure accounts and reflected in annual accounts.

FIXED ASSETS

Full details of the movements in the company's fixed assets are set out in the notes to the accounts.

EQUAL OPPORTUNITIES

The charity aims to apply equal opportunities at all levels.

POLITICAL CHARITABLE DONATIONS

During the year there were no political or charitable donations made.

AUDIT

This company is exempt from audit under section 477 of the Companies act 2006 and therefore no audit has been carried out.

APPROVAL

The report was prepared in accordance with the special provisions within Part 15 of the Companies Act 2006.

This report was approved by the Board of Trustees on 06/11/2023 and is signed by order of the Board



Janet Dunn
Trustee

**INDEPENDENT EXAMINER'S STATEMENT
FOR THE YEAR ENDED 31/03/2023**

I report on the accounts of the charity for the year ended 31/03/2023

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

BASIS OF INDEPENDENT EXAMINERS STATEMENT

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

INDEPENDENT EXAMINERS STATEMENT

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Independent Examiner:

Julie Guinan FCCA 27/10/2022

Harvey Guinan, Chartered Certified Accountants, Unit 17 Mersey House, Matchworks Estate, 140 Speke Road, Liverpool, L19 2PH

**Statement of Financial Activities
for the year ended 31/03/2023**

			2023	2022
	Unrestricted funds	Restricted funds	Total	Total
	£	£	£	£
Income				
Income from generated funds				
Income from charitable activities	186,610	405,323	591,933	594,048
Total Income	186,610	405,323	591,933	594,048
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	182,159	327,695	509,854	387,996
Total Expenses	182,159	327,695	509,854	387,996
Net Income	4,451	77,628	82,079	206,052
Net movement in funds:				
Net income for the year	4,451	77,628	82,079	206,052
Total funds brought forward	85,957	337,496	423,453	217,401
Net funds carried forward	90,408	415,124	505,532	423,453

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

Theatre Porto Ltd

BALANCE SHEET AT 31/03/2023

	Notes	2023 £	2022 £
FIXED ASSETS			
Tangible assets	4	416,322	337,064
CURRENT ASSETS			
Debtors (amounts falling due within one year)	5	63,302	24,953
Cash at bank and in hand		109,723	257,746
		173,025	282,699
CREDITORS: Amounts falling due within one year	6	83,815	196,310
NET CURRENT ASSETS		89,210	86,389
TOTAL ASSETS LESS CURRENT LIABILITIES		505,532	423,453
RESERVES			
Unrestricted funds	8		
General fund		78,408	73,957
Designated funds		12,000	12,000
Restricted funds	9	415,124	337,496
		505,532	423,453

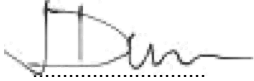
For the year ending 31/03/2023 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Approved by the board of trustees on 06/11/2023 and signed on their behalf by



Janet Dunn
Trustee

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CASH FLOW FOR THE YEAR ENDED 31/03/2023

	Notes	2023 £
NET CASH OUTFLOW FROM OPERATING ACTIVITIES	19a	(22,146)
CAPITAL EXPENDITURE AND FINANCIAL INVESTMENT		
Receipts from sale of tangible assets		29,695
Payments to acquire tangible assets		<u>(125,877)</u>
Net cash inflow from capital expenditure and financial investment		(96,182)
NET CASH OUTFLOW BEFORE FINANCING		<u>(118,328)</u>
FINANCING		
DECREASE IN CASH		<u><u>(118,328)</u></u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31/03/2023**

1. ACCOUNTING POLICIES

1a. Basis Of Accounting

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

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

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources.

1d. Allocation And Apportionment Of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives 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.

Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

1f. Depreciation

Fixed assets are shown at historical cost.

Depreciation is provided, after taking account of any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life.

Equipment additions relate to the creation of a theatre space in Whitby Hall, Ellesmere Port in 2021/22 that was completed and opened in August 2022. No depreciation has been charged on the theatre space as at the year end 31 March 2022 as the space was not finished at that date.

Fixtures And Fittings	straight line 16.67 to 33.33 %
Equipment	straight line 50 %

1g. Pension Costs

The company operates a defined contribution pension scheme. The pension charge represents the amounts payable by the company to the fund in respect of the year.

1h. Turnover

Turnover represents the invoiced value of goods and services supplied by the company, including revenue grants.

1i. Leasing Commitments

Rentals payable under operating leases are charged to the income and expenditure account on a straight-line basis over the term of the lease.

Incentives received to enter into a lease agreement are recognised in the profit and loss account over the shorter of the lease term and the period to the next lease review.

1j. Policy For Financial Instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Incentives received to enter into a lease agreement are recognised in the profit and loss account over the shorter of the lease term and the period to the next lease review.

1k. Policy For Debtors

Trade and other debtors are recognised at the settlement amount due after any discount offered. Prepayments are valued at the amount prepaid after taking account of any discount due.

1l. Policy For Cash At Bank And In Hand

Cash at the bank and in hand includes cash and short term liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1m. Policy For Creditors And Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement value amount after allowing for any discount due.

1n. Policy For Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

1o. Policy For Going Concern

At the time of approving the financial statements the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

2. DIRECTORS AND EMPLOYEES

Particulars of employees (including directors) are shown below:

Employee costs during the year amounted to:	2023	2022
	£	£
Wages and salaries	217,317	151,643
Social security costs	12,745	9,719
Pension costs	6,945	6,877
	<u>237,007</u>	<u>168,239</u>

No director of the board, being also a Trustee, received any remuneration for their services as a Trustee. No director had any interest in any of the company's contracts during the year.

There were 10 employees during the year (2022 - 6).

3. PENSION CONTRIBUTIONS

	2023	2022
	£	£
Pension contributions	6,945	6,877
	<u>6,945</u>	<u>6,877</u>

4. TANGIBLE FIXED ASSETS

	Commercial Vehicles £	Fixtures and Fittings £	Equipment £	Total £
Cost				
At 01/04/2022	29,695	28,840	336,703	395,238
Additions	-	1,559	124,318	125,877
Disposals	(29,695)	-	-	(29,695)
At 31/03/2023	-	30,399	461,021	491,420
Depreciation				
At 01/04/2022	29,695	28,479	-	58,174
Disposals	(29,695)	-	-	(29,695)
For the year	-	517	46,102	46,619
At 31/03/2023	-	28,996	46,102	75,098
Net Book Amounts				
At 31/03/2023	-	1,403	414,919	416,322
At 31/03/2022	-	361	336,703	337,064

5. DEBTORS

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	61,262	23,738
Other debtors	2,040	1,215
	<u>63,302</u>	<u>24,953</u>

Included in Debtors is £7,297 in respect of a claim for Theatre Relief (2022 £nil).

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	8,926	-
Taxation and social security	-	3,249
Other creditors	74,889	193,061
	<u>83,815</u>	<u>196,310</u>

Included in other creditors is £66,032 (2022 £172,394) deferred income being income received in advance of spend in 2023-2024. See deferred income note 11.

7. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £1, to the company should it be wound up. At 31/03/2023 there were 8 members.

8. UNRESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	73,957	186,610	(182,159)	-	78,408
Designated Development fund	12,000	-	-	-	12,000
	<u>85,957</u>	<u>186,610</u>	<u>(182,159)</u>	<u>-</u>	<u>90,408</u>

9. RESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
Arts Council England Small Scale Capital	269,468	110,680	(38,078)	-	342,070
Arts Council England Kickstart Grant	68,028	-	(6,720)	-	61,308
Esmee Fairbairn Foundation	-	46,000	(46,000)	-	-
Teatro Pomodoro	-	15,000	(15,000)	-	-
Restricted Donations and Sponsorship	-	19,497	(19,497)	-	-
Westminster Foundation	-	47,250	(47,250)	-	-
Cheshire West and Chester Council Annual Grant	-	25,000	(25,000)	-	-
Sundry Capital Grants	-	13,050	(1,304)	-	11,746
Chester Bluecoat Funding	-	15,000	(15,000)	-	-
Lottery Awards for All	-	7,458	(7,458)	-	-
HAF Programme	-	5,490	(5,490)	-	-
Westminster Foundation CoLC	-	17,938	(17,938)	-	-
Cheshire West and Chester Project Grant	-	9,000	(9,000)	-	-
Small Revenue Project Grants	-	12,240	(12,240)	-	-
Curious Minds	-	52,000	(52,000)	-	-
Cheshire Community Foundation	-	7,725	(7,725)	-	-
Cheshire West Voluntary Community Fund	-	1,995	(1,995)	-	-
	<u>337,496</u>	<u>405,323</u>	<u>(327,695)</u>	<u>-</u>	<u>415,124</u>

Arts Council England Small Scale Capital

Funds for redevelopment costs, theatre equipment, and the creation of a theatre space

Arts Council England Kickstart Grant

Funds for capital equipment, resources, and the creation of a theatre space

Esmee Fairbairn Foundation

Funds for Salary

Teatro Pomodoro

Funds for Star of Wonder

Restricted Donations and Sponsorship

Funds for Arts Trail and Christmas Dinner

Westminster Foundation

Funds For Drama Drop In Programme

Cheshire West and Chester Council Annual Grant

Funds for Core Activity

Sundry Capital Grants

Funds for Capital Equipment

Chester Bluecoat Funding

Funds for the Wednesday club

Lottery Awards for All

Project grants

HAF Programme

Funding for holiday activities

Westminster Foundation CoLC

Funds for CoLC Delivery

Cheshire West and Chester Project Grant

Project funds for Arts Trail

Small Revenue Project Grants

Funds for community arts projects

Curious Minds

Funds for Cultural Learning Exchange project

Cheshire Community Foundation

Funds for young writers project

Cheshire West Voluntary Community Fund

Funds for community arts and support

10. RELATED PARTY TRANSACTIONS

The aggregate remuneration of key personnel was £69,584 (2022 £69,121). No employee received remuneration in excess of £60,000.

Theatre Porto Ltd

**11.
DEFERRED
INCOME**

		HAF and	Westminster	Westminster	Esmee	Cheshire	Awards		Function and	Police	
	Total	Resources	CoLC	Foundation	Fairbairn	West and Chester Council	For All	Curious Minds	Arts Trail Donations	Commission Fund and Crossed Lines	Chester Bluecoat
Funds in Advance											
At 1 April 2022	172,394	-	-	41,840	49,500	13,000	7,458	33,000	11,346	4,000	12,250
Released to Income & Expenditure	(162,772)	-	-	(41,840)	(46,000)	(13,000)	(7,458)	(33,000)	(9,224)	-	(12,250)
Income received in Advance in Year	56,410	2,500	4,660	30,000	-	-	-	8,000	-	-	11,250
	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
At 31 March 2023	66,032	2,500	4,660	30,000	3,500	-	-	8,000	2,122	4,000	11,250
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====

12. GENERAL INFORMATION

Theatre Porto Ltd (formerly Action Transport Theatre until 8 August 2022 on changing name) is a private company limited by guarantee, with charitable status and incorporated in England. Its registered office is Theatre Porto, Stanney Lane, Ellesmore Port, Cheshire, England, CH65 6QY. The financial statements are presented in Sterling which is the functional currency of the company.

13. INCOME FROM CHARITABLE ACTIVITIES

The income from charitable activities is attributable to that of working with young people, those who work with them and families and carers, towards the creation and presentation of performing arts through the medium of theatre performances, including new writing and workshops.

	2023	2022
Cheshire West & Chester Council Core Grant including reopening and recovery	25,000	74,000
Arts Council England NPO Funding	122,917	122,917
Cheshire West & Chester Council Project Grant	9,000	-
Curious Minds	52,000	-
Westminster Foundation including CoLC	65,188	-
Esme Fairbairn	46,000	15,333
Chester Bluecoat	15,000	14,000
Voluntary Sundry Income and Donations	13,805	12,500
HAF Programme	5,490	3,500
Services: Workshops and Education, Equipment Hire, Venue Hire, CJRS Furlough Grants, Visiting Productions, Cafe Income and Box Office	49,974	28,237
Big Lottery Awards for All	7,458	2,042
Theatre Relief	10,102	-
Restricted Donations and Sponsorship (MBNA 2022)	38,544	11,500
Cheshire Community Foundation	7,725	-
Sundry Capital Grants	13,050	-
ACE Small Scale Capital and ACE Kickstart	110,680	281,719
ACE Project Grants	-	28,300
	591,933	594,048

14. CORPORATION TAXATION

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

15. ALLOCATION OF NET ASSETS

The net assets are held for the various funds as follows:

	Fixed Assets	Net Current Assets	Total
Unrestricted Funds	1,198	89,210	90,408
Restricted Funds	415,124	-	415,124
	-----	-----	-----
	416,322	89,210	505,532
	=====	=====	=====

16. RESOURCES EXPENDED

Cost of Operating a Young People's Theatre Company

Organisational Support Costs include establishment and Office Administration Costs

	2023	2022
Direct Project Costs		
Production, Publicity, Touring & Storage costs	122,474	153,735
Support Costs		
Staff including Contractors	258,153	186,566
Organisational Support	127,127	44,957
	-----	-----
Costs of Charitable Activity	507,754	385,258
	=====	=====
Governance Costs		
Accountancy - Independent Examination	2,100	2,100
Away Day Costs	-	638
	-----	-----
	2,100	2,738
	=====	=====
Total Resources Expended	509,854	387,996
	=====	=====

17. OPERATING LEASE COMMITMENTS

The annual commitments under operating leases are analysed according to the period in which each lease expires as shown below:

The Charity had a 25 year lease on the premises it occupied from 2004 at nil rent with service charges payable. In 2020-2021 the charity vacated those premises now subject to capital development by the local authority. The charity currently occupies the premises under a tenancy at will agreement while a new lease and service charge is being negotiated.

	2023	2022
Within One Year	-	-
	=====	=====
Between two and Five Years	-	-
	=====	=====
After Five Years	-	-
	=====	=====

18. TRANSACTIONS WITH DIRECTORS

The Charity has met individual travel and subsistence expenses totalling £nil in the year (2022:£nil) incurred by Trustees in attending Board, Committee and other meetings.

19. NOTES TO THE CASHFLOW STATEMENT

19a. Reconciliation of operating profit to net cash flow from operating activities

	£
Operating profit	82,079
Depreciation of tangible assets	46,619
Increase in debtors	(38,349)
Decrease in creditors	(112,495)
Net cash outflow from operating activities	(22,146)

19b. Analysis of changes in cash and cash equivalents during the year

	2023	2022
	£	£
Balance at 01/04/2022	257,746	212,912
Net cash (outflow) / inflow	(148,023)	44,834
Balance at 31/03/2023	<u>109,723</u>	<u>257,746</u>

19c. Analysis of changes in financing year

Share
Capital

£

Loans and
finance
lease
obligations

£

Theatre Porto Ltd

**Incoming Resources
for the year ended 31/03/2023**

		2023	2022
		£	£
Incoming resources			
Incoming resources from generated funds			
Incoming Resources From Charitable Activity			
Cheshire West & Chester Council Core Grant	25,000	74,000	
Arts Council England NPO Funding	122,917	122,917	
Cheshire West & Chester Project Grant	9,000	-	
Box Office	15,548	-	
Gift Aid Income	52	-	
Westminster Foundation CoLC Delivery	17,938	-	
Vivo Fund	2,000	-	
Curious Minds	52,000	-	
Cheshire Community Foundation	7,725	-	
Cheshire West Voluntary Community Fund	1,995	-	
Teatro Pomodoro	15,000	-	
Restricted Donations and Sponsorship	19,497	-	
Services Income	19,521	23,922	
Hire Income	7,929	-	
Services: Resources	-	110	
		316,122	220,949
Local Authority			
Theatre Relief	10,102	-	
Arts Council England Small Scale Capital	110,680	207,491	
Arts Council England Kickstart Grant	-	74,228	
Visiting Productions	-	850	
Big Lottery Awards For All	7,458	2,042	
Esmee Fairbairn	46,000	15,333	
Westminster Foundation	47,250	-	
Chester Bluecoat	15,000	14,000	
Arts Council England Project Grants	-	28,300	
MBNA Foundation	-	11,500	
HAF Programme	5,490	3,500	
Sundry Capital Grants	13,050	-	
		255,030	357,244
Charitable Activity 3			
Cafe Income	6,976	-	
		6,976	-
Charitable Activity 4			
Voluntary Donations	13,805	12,500	
Furlough Grants (CJRS)	-	3,355	
		13,805	15,855
		<u>591,933</u>	<u>594,048</u>
		591,933	594,048

Theatre Porto Ltd

Incoming Resources
for the year ended 31/03/2023

2023

2022

Theatre Porto Ltd

**Expenses
for the year ended 31/03/2023**

	2023	2022
	£	£
Expenses		
Costs of generating funds		
Charitable Activities		
Operation of a Theatre Company For Young People		
Organisational Redevelopment Costs	-	(1,500)
Project Marketing	6,280	8,451
Artists and Creatives	47,689	91,615
Project Costs Consultation	-	4,400
Other Project Costs	38,247	203
Project Costs: Artistic and Cultural Spends	-	33,611
Other Projects Freelancers	19,086	-
Website Costs	2,177	-
Staff Costs Freelance Communications Manager	-	16,630
Production Materials	8,995	230
Health and Safety	-	115
Venue and Maintenance	19,220	16,610
Utilities - Gas, Water, Electricity	12,526	-
Salaries	217,317	151,643
NIC employer (wages and salaries)	12,745	9,719
Pension contributions	6,945	6,877
Other Staffing Costs	19,336	-
Training and Recruitment	1,810	1,697
Maintenance and Subsidies	-	732
Computer costs	-	3,239
Motor insurance	-	533
Miscellaneous motor expenses	-	45
Accountancy fees	3,416	703
Consultancy Fees and Subscriptions	-	19,658
Legal costs (revenue)	-	5,236
External Support	9,182	-
Insurance	4,590	1,672
Hospitality	-	515
Travel and Seeing Work	1,342	-
Core Marketing & Promotion	7,819	-
Photocopier	-	946
Office Expenses	page 30 2,463	1,147
Company Travel	-	2,253
Utilities Phone and Internet	1,660	1,375
Subsistence	-	2,702
Subscriptions	-	2,074
Small Equipment Purchases	5,670	-
IT Maintenance	6,062	-
Technical Maintenance	5,294	-
Bank charges	11	-
Sundry expenses	1,253	98
Depreciation of fixtures and fittings	517	2,029

Theatre Porto Ltd

Expenses
for the year ended 31/03/2023

	2023	2022
Depreciation of equipment	46,102	-
	<u>507,754</u>	<u>385,258</u>
Governance Costs		
Away Day Costs	-	638
Accountancy - Governance Cost	2,100	2,100
	<u>2,100</u>	<u>2,738</u>
	<u>509,854</u>	<u>387,996</u>

Theatre Porto

England & Wales - Charity number 1042968

Accounts

Registered number: 02408067
Charity number: 1042968

Theatre Porto Ltd

INDEPENDENTLY EXAMINED ACCOUNTS
FOR THE YEAR ENDED 31/03/2022

Prepared By:
Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House
Matchworks Estate, 140 Speke Road
Liverpool
Merseyside
L19 2PH

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/03/2022**

TRUSTEES

Louise Hesketh
Charlotte Rachwal
Michael Bonsall - Redston (appointed 06/12/2021)
Jeremy Grice (resigned 31/07/2021)
Jordi Morell (resigned 31/07/2021)
Keith Jones
Gemma Johnson
Janet McKay
Debbie Freedman (appointed 25/05/2022)
David Lyons
Lucy Linford (resigned 09/08/2021)
Emma-Louise Parry-Jones
Deborah Tomkinson

SECRETARY

Karen Parry (resigned 27/08/2021)

REGISTERED OFFICE

Theatre Porto
Stanney Lane
Ellesmere Port
Cheshire
CH65 6QY

COMPANY NUMBER

02408067

CHARITY NUMBER

1042968

BANKERS

Bank of Scotland

INDEPENDENT EXAMINER Julie Guinan FCCA

Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House
Matchworks Estate, 140 Speke Road

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/03/2022**

Liverpool
Merseyside
L19 2PH

**ACCOUNTS
FOR THE YEAR ENDED 31/03/2022**

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FOR THE YEAR ENDED 31/03/2022

TRUSTEES' REPORT

The trustees present their report and accounts for the year ended 31/03/2022

The Trustees intend that this Annual Report also serves as the Statutory Directors' Report. The Directors of the Charitable company (the charity) are its trustees for the purposes of charity law and throughout the report are collectively referred to as the trustees.

Reference and administrative details are provided in the company information section of these accounts at page 1. The financial statements comply with current statutory requirements, the memorandum and articles of association, the Charities Act 2011, the Companies Act 2006 and the statement of recommended practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2016).

ARTISTIC DIRECTOR AND TRUSTEES REPORT

OBJECTIVES AND ACTIVITIES

On 8 August 2022, Action Transport Theatre changed its name to Theatre Porto Ltd by special resolution. This report refers to the charitable company by its new name, 'Theatre Porto Ltd'.

Theatre Porto is an international leader in the field of theatre for young people. We provide crucial opportunities for children, young people, schools and local audiences to participate in and engage with high quality theatre in Ellesmere Port, as well as touring our work nationally. As a Town with extremely limited cultural activity and high levels of child poverty and social/economic disadvantage, we employ a number of strategic means to maximise engagement and realise potential. We tackle current affairs through playful and philosophical theatre.

Theatre Porto continues to play a transformative role in the lives of children and young people. As a professional, arts-led theatre company, we provide unique opportunities for local children, young people, schools and audiences to engage with high quality theatre in Ellesmere Port. As a leader in the field, we continue to collaborate to make work which strengthens our regional and national theatre landscape as well as strengthening our position as a cultural asset and social change-maker in Ellesmere Port.

PERFORMANCE AND ACHIEVEMENTS 21/22

Despite the ongoing challenges of the Covid pandemic, Theatre Porto played an important role in Ellesmere Port, adapting organisationally and revising its delivery programme to ensure children, young people and families were able to access quality cultural provision online and in covid safe environments until lockdown was lifted and face to face delivery could resume.

Notably this year the £2.8m capital development project came to completion in March 2022 and the Company returned to the venue for a fit-out period which will enable us to open to the public in August 2022.

FOR THE YEAR ENDED 31/03/2022

TRUSTEES' REPORT

Our weekly participation programme returned to in-person delivery and was expanded to incorporate additional drama groups and other creative projects in the local community. These remained free for local children and young people. We led on the delivery of a programme of 're-opening and recovery' work in partnership with Cheshire West and Chester Council and other Ellesmere Port community partners.

We developed community based events and professional theatre work with highlights including:

- Baba Yaga – a children's theatre co-production with Theatre Hullabaloo
- A programme of outdoor recovery events including music and circus performances in civic space such as the marketplace and the park's amphitheatre
- The Arts Trail and Extravaganza weekend in Whitby Park in August 2021 – attended by 5000 visitors
- Oh yes we can – a pantomime created with Adults with Learning Disabilities in January 2022

Looking ahead, we are proceeding with ambitious plans for our opening programme from August 2022 - December 2022.

After the year end, we were excited to be launching the company new name (Theatre Porto).

STRUCTURE GOVERNANCE AND MANAGEMENT

Status

The charity is a company limited by guarantee and not having a share capital. It was incorporated as a company in England and Wales on 26 July 1989 and registered as a charity in England and Wales on 21 December 1994.

ORGANISATION

The Board set and approve the policy for the Charity. In doing so the trustees give due consideration to guidance issued by the Charity Commission regarding, but not limited to stewardship, risk, public benefit and environmental impact. The Board meet four times each year and in between scheduled meetings as required. The Senior Management and staff are responsible for the delivery of the charity's objectives and the day to day operational management of the Charity.

The Board of Trustees is drawn from relevant professional backgrounds to best support the Charity. Trustees are elected in accordance with the Memorandum and Articles of Association which have recently been reviewed. Trustees are elected for a period of three years and may stand for re election at the end of that period for a further three years. They are then required to stand down for a period of 12 months before rejoining if desired. A comprehensive process of induction involving a transfer of information between the Charity and the prospective board member is in place. Training needs are assessed and addressed annually.

FOR THE YEAR ENDED 31/03/2022

TRUSTEES' REPORT

TRUSTEES

The names of the present Trustees and all who held office during the year are shown on page 1. No remuneration is paid to any trustee for their services as a trustee and no trustee had a material interest in any of the charity's contracts.

RESPONSIBILITIES OF TRUSTEES

The Charity Trustees (who are also the directors of Theatre Porto for the purposes of company law) are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the charity trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources including the income and expenditure for that period. In preparing the 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 charity will continue in business.

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

PAY POLICY FOR SENIOR STAFF

The directors consider the board of directors who are the trustees and the senior management team comprising the artistic director and executive director in charge of directing, controlling, running and operating the Trust on a day to day basis. All directors give of their time freely and no director received remuneration in the year. Details of directors' expenses and related party transactions are disclosed in the notes to the accounts.

The pay of senior staff is reviewed and reflects the level of skill, experience and knowledge for the roles and remuneration levels in the sector.

FOR THE YEAR ENDED 31/03/2022

TRUSTEES' REPORT

KEY MANAGEMENT PERSONNEL

Senior Managers of Theatre Porto

Artistic Director - Nina Hajjiyanni

Executive Director - Caroline Brader

OBJECTIVES AND ACTIVITIES

Principal Activity

The principal activity of the charity in the year under review was that of working with young people, those who work with them and families and carers, towards the creation and presentation of performing arts through the medium of theatre performances, including new writing and workshops .

OBJECTS OF THE CHARITY

The company is established to advance education of the public and in particular young people in the performing arts and the visual arts.

The charity has developed a rolling three year business plan to manage the effective delivery of its aims and objectives. The plan contains strategy for action and explains the policies to be followed to achieve goals. The business plan is reviewed and monitored regularly. Alongside the plan, the Charity has adopted the following policies:

- Artistic policy
- Equality Policy and Plan
- Safeguarding Policy and Procedures
- Health and safety policy
- Financial controls
- Environmental and Sustainability Policy and Plan
- Audience Development and Engagement Strategy
- Fundraising Strategy
- Data Protection Policy and Plan
- Whitby Hall Programming Policy

FOR THE YEAR ENDED 31/03/2022

TRUSTEES' REPORT

- IT Access Policy

INVESTMENT POLICY

Under the Memorandum and Articles of Association the Charity has the power to make any investment which the Trustees see fit.

RELATED PARTIES

The Charity has a close relationship with Arts Council England and Cheshire West and Chester Council, both of whom provide funds for the Charity to carry out its charitable objectives.

ACHIEVEMENTS AND PERFORMANCE

A Summary of the Achievements and Performance is provided in the Artistic Director and Trustees' Report section at the beginning of this Trustees' Report.

VOLUNTEERS

Theatre Porto is very involved in the community and offers volunteering opportunities for skills development.

RISK MANAGEMENT

The charity confirms that its day to day controls, systems and business plans are all continually reviewed and updated to reflect current business conditions and are designed to mitigate risk faced by the charity.

PUBLIC BENEFIT

Theatre Porto advances education and entertainment for members of the public by making theatre that is accessible by all and celebrates, inspires and challenges young people. Whitby Hall is made available and utilised by a diverse range of groups based in the local community.

FINANCIAL REVIEW

Total incoming resources were £594,048 (2021: £449,883). Total resources expended were £387,996 (2021: £296,033) resulting in net incoming resources of £16,933 on the unrestricted fund (2021: £5,473 net incoming resources) and £189,119 on the restricted funds (2021 £148,377). The balance of unrestricted funds is £85,957 (2021: £69,024) at the year end comprising unrestricted general funds of £73,957 (2021 £69,024) and £12,000 (2021 £nil) designated development funds. The balance on the restricted funds at 31 March 2022 was £337,496 (2021 £148,377). Total funds on the balance sheet at 31 March 2022 were £423,453 (2021 £217,401).

FOR THE YEAR ENDED 31/03/2022

TRUSTEES' REPORT

RESERVES POLICY

The Charity has a policy of maintaining a free reserve (that is those funds not tied up in fixed assets and designated and restricted funds) to provide for financial stability in any future challenging environment. Trustees have a positive attitude to growing reserves. The target reserves figure is 3 months operational costs, based on the predicted turnover for the current financial year (approximately £75,000). Releasing of funds from the reserve must be approved by at least 2 Trustees.

This reserve will be held in a separate account from that of the daily expenditure accounts and reflected in annual accounts.

FIXED ASSETS

Full details of the movements in the company's fixed assets are set out in the notes to the accounts.

EQUAL OPPORTUNITIES

The charity aims to apply equal opportunities at all levels.

POLITICAL CHARITABLE DONATIONS

During the year there were no political or charitable donations made.

AUDIT

This company is exempt from audit under section 477 of the Companies act 2006 and therefore no audit has been carried out.

APPROVAL

The report was prepared in accordance with the special provisions within Part 15 of the Companies Act 2006.

This report was approved by the Board of Trustees on 27/10/2022 and is signed by order of the Board



Gemma Johnson
Trustee

**INDEPENDENT EXAMINER'S STATEMENT
FOR THE YEAR ENDED 31/03/2022**

I report on the accounts of the charity for the year ended 31/03/2022

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

BASIS OF INDEPENDENT EXAMINERS STATEMENT

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

INDEPENDENT EXAMINERS STATEMENT

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Independent Examiner:

Julie Guinan FCCA 27/10/2022

Harvey Guinan, Chartered Certified Accountants, Unit 17 Mersey House, Matchworks Estate, 140 Speke Road, Liverpool, L19 2PH

**Statement of Financial Activities
for the year ended 31/03/2022**

			2022	<i>2021</i>
	Unrestricted funds	Restricted funds	Total	<i>Total</i>
	£	£	£	£
Income				
Income from generated funds				
Donations and legacies	-	-	-	48,798
Income from charitable activities	178,654	415,394	594,048	401,085
Total Income	178,654	415,394	594,048	449,883
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	161,721	226,275	387,996	296,033
Total Expenses	161,721	226,275	387,996	296,033
Net Income	16,933	189,119	206,052	153,850
Net movement in funds:				
Net income for the year	16,933	189,119	206,052	153,850
Total funds brought forward	69,024	148,377	217,401	63,551
Net funds carried forward	85,957	337,496	423,453	217,401

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

Theatre Porto Ltd

BALANCE SHEET AT 31/03/2022

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	4	337,064	2,390
CURRENT ASSETS			
Stock		-	300
Debtors (amounts falling due within one year)	6	24,953	77,642
Cash at bank and in hand		<u>257,746</u>	<u>212,912</u>
		282,699	290,854
CREDITORS: Amounts falling due within one year	7	<u>196,310</u>	<u>75,843</u>
NET CURRENT ASSETS		86,389	215,011
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>423,453</u>	<u>217,401</u>
RESERVES			
Unrestricted funds	9		
General fund		73,957	69,024
Designated funds		12,000	-
Restricted funds	10	<u>337,496</u>	<u>148,377</u>
		<u>423,453</u>	<u>217,401</u>

For the year ending 31/03/2022 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

**Approved by the board of trustees on 27/10/2022 and signed on their behalf
by**



Gemma Johnson
Trustee

CASH FLOW FOR THE YEAR ENDED 31/03/2022

	Notes	2022 £
NET CASH INFLOW FROM OPERATING ACTIVITIES	20a	381,537
CAPITAL EXPENDITURE AND FINANCIAL INVESTMENT		
Payments to acquire tangible assets		<u>(336,703)</u>
Net cash inflow from capital expenditure and financial investment		(336,703)
NET CASH INFLOW BEFORE FINANCING		<u>44,834</u>
FINANCING		
INCREASE IN CASH		<u><u>44,834</u></u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31/03/2022**

1. ACCOUNTING POLICIES

1a. Basis Of Accounting

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

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

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources.

1d. Allocation And Apportionment Of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives 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.

Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

1f. Depreciation

Fixed assets are shown at historical cost.

Depreciation is provided, after taking account of any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life.

Equipment additions relate to the creation of a theatre space in Whitby Hall, Ellesmere Port in 2021/22 that was completed and opened in August 2022. No depreciation has been charged on the theatre space as at the year end 31 March 2022 as the space was not finished at that date.

Fixtures And Fittings	straight line 16.67 to 33.33 %
-----------------------	--------------------------------

1g. Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell (net realisable value). Costs, which comprise direct production costs, are based on the method most appropriate to the type of inventory class, but usually on a first-in-first-out basis. Overheads are charged to profit or loss as incurred. Net realisable value is based on the estimated selling price less any estimated completion or selling costs.

When stocks are sold, the carrying amount of those stocks is recognised as an expense in the period in which the related revenue is recognised. The amount of any write-down of stocks to net realisable value and all losses of stocks are recognised as an expense in the period in which the write-down or loss occurs. The amount of any reversal of any write-down of stocks is recognised as a reduction in the amount of stocks recognised as an expense in the period in which the reversal occurs.

1h. Pension Costs

The company operates a defined contribution pension scheme. The pension charge represents the amounts payable by the company to the fund in respect of the year.

1i. Turnover

Turnover represents the invoiced value of goods and services supplied by the company, including revenue grants.

1j. Leasing Commitments

Rentals payable under operating leases are charged to the income and expenditure account on a straight-line basis over the term of the lease.

Incentives received to enter into a lease agreement are recognised in the profit and loss account over the shorter of the lease term and the period to the next lease review.

1k. Policy For Financial Instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Incentives received to enter into a lease agreement are recognised in the profit and loss account over the shorter of the lease term and the period to the next lease review.

1l. Policy For Debtors

Trade and other debtors are recognised at the settlement amount due after any discount offered. Prepayments are valued at the amount prepaid after taking account of any discount due.

1m. Policy For Cash At Bank And In Hand

Cash at the bank and in hand includes cash and short term liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1n. Policy For Creditors And Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement value amount after allowing for any discount due.

1o. Policy For Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

1p. Policy For Going Concern

Covid-19 had an effect on Theatre Porto. Some of our employees were furloughed and we applied for funding through the Coronavirus Job Retention Scheme. During Covid restrictions the charity has continued to operate working remotely due to available technology and working practices and when restrictions were lifted we resumed face-to-face and normal activity. At the time of approving the accounts and as detailed in the Trustees' report the Trustees have considered the impact of Covid-19 on the charity and the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the Trustees continue to adopt the going concern basis of accounting in preparing the accounts.

2. DIRECTORS AND EMPLOYEES

Particulars of employees (including directors) are shown below:

Employee costs during the year amounted to:	2022	2021
	£	£
Wages and salaries	151,643	139,648
Social security costs	9,719	8,506
Pension costs	6,877	5,967
	<u>168,239</u>	<u>154,121</u>

No director of the board, being also a Trustee, received any remuneration for their services as a Trustee. No director had any interest in any of the company's contracts during the year.

There were 6 employees during the year (2021 - 6).

3. PENSION CONTRIBUTIONS

	2022	2021
	£	£
Pension contributions	6,877	5,967
	<u>6,877</u>	<u>5,967</u>

4. TANGIBLE FIXED ASSETS

	Commercial Vehicles £	Fixtures and Fittings £	Equipment £	Total £
Cost				
At 01/04/2021	29,695	28,840	-	58,535
Additions	-	-	336,703	336,703
At 31/03/2022	<u>29,695</u>	<u>28,840</u>	<u>336,703</u>	<u>395,238</u>
Depreciation				
At 01/04/2021	29,695	26,450	-	56,145
For the year	-	2,029	-	2,029
At 31/03/2022	<u>29,695</u>	<u>28,479</u>	<u>-</u>	<u>58,174</u>
Net Book Amounts				
At 31/03/2022	<u>-</u>	<u>361</u>	<u>336,703</u>	<u>337,064</u>
At 31/03/2021	<u>-</u>	<u>2,390</u>	<u>-</u>	<u>2,390</u>

5. STOCK

	2022	2021
	£	£
Stock comprises:		
Stock - Consumables and Stationery	-	300
	<u>-</u>	<u>300</u>

Theatre Porto Ltd

6. DEBTORS

	2022	2021
	£	£
Amounts falling due within one year:		
Trade debtors	23,738	17,565
Other debtors	1,215	60,077
	<u>24,953</u>	<u>77,642</u>

Included in Debtors is £0 in respect of a claim for Theatre Relief (2021 £4,427).

Included in other debtors are prepaid capital costs of £0 (2021 £59,527) for future installation.

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	-	2,716
Taxation and social security	3,249	-
Other creditors	193,061	73,127
	<u>196,310</u>	<u>75,843</u>

Included in other creditors is £172,394 (2021 £36,560) deferred income being income received in advance of spend in 2022-2023. See deferred income note 12.

8. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £1, to the company should it be wound up. At 31/03/2022 there were 10 members.

9. UNRESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	69,024	178,654	(161,721)	(12,000)	73,957
Designated Development fund	-	-	-	12,000	12,000
	<u>69,024</u>	<u>178,654</u>	<u>(161,721)</u>	<u>-</u>	<u>85,957</u>

10. RESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
Arts Council England Small Scale Capital	61,977	207,491	-	-	269,468
Arts Council England Kickstart Grant	-	74,228	(6,200)	-	68,028
Esmee Fairbairn Foundation	45,000	333	(45,333)	-	-
Garfield Weston Foundation	16,400	-	(16,400)	-	-
Arts Council England Project Grants	-	28,300	(28,300)	-	-
Westminster Foundation	25,000	-	(25,000)	-	-
Cheshire West and Chester Council Annual Grant	-	74,000	(74,000)	-	-
MBNA Foundation	-	11,500	(11,500)	-	-
Chester Bluecoat Funding	-	14,000	(14,000)	-	-
Lottery Awards for All	-	2,042	(2,042)	-	-
HAF Programme	-	3,500	(3,500)	-	-
	<u>148,377</u>	<u>415,394</u>	<u>(226,275)</u>	<u>-</u>	<u>337,496</u>

Arts Council England Small Scale Capital

Funds for redevelopment costs, theatre equipment, and the creation of a theatre space

Arts Council England Kickstart Grant

Funds for capital equipment, resources, and the creation of a theatre space

Esmee Fairbairn Foundation

Funds for Salary

Garfield Weston Foundation

Funds for Participation Projects with young people

Arts Council England Project Grants

Funds for creative theatre projects

Westminster Foundation

Funds For Drama Drop In Programme

Cheshire West and Chester Council Annual Grant

Funds for Core Activity

10. RESTRICTED FUNDS

MBNA Foundation

Project grants

Chester Bluecoat Funding

Funds for the Wednesday club

Lottery Awards for All

Project grants

HAF Programme

Funding for holiday activities

11. RELATED PARTY TRANSACTIONS

The aggregate remuneration of key personnel was £69,121 (2021 £64,197).

12. DEFERRED INCOME

		Libraries	When Another Dragon	Westminster	Esmee	Cheshire	Awards		Function and Arts Trail	Police Crime Commission Fund and Crossed Lines	Chester
	Total	Project	Roars	Foundation	Fairbairn	West and Chester Council	For All	Curious Minds	Donations		Bluecoat
Funds in Advance											
At 1 April 2021	36,560	1,000	1,106	-	15,000	-	-	-	5,204	3,000	11,250
Released to Income & Expenditure	(33,560)	(1,000)	(1,106)	-	(15,000)	-	-	-	(5,204)	-	(11,250)
Income received in Advance in Year	169,394	-	-	41,840	49,500	13,000	7,458	33,000	11,346	1,000	12,250
	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
At 31 March 2022	172,394	-	-	41,840	49,500	13,000	7,458	33,000	11,346	4,000	12,250
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====

13. GENERAL INFORMATION

Theatre Porto Ltd (formerly Action Transport Theatre until 8 August 2022 on changing name) is a private company limited by guarantee, with charitable status and incorporated in England. Its registered office is Theatre Porto, Stanney Lane, Ellesmore Port, Cheshire, England, CH65 6QY. The financial statements are presented in Sterling which is the functional currency of the company.

14. INCOME FROM CHARITABLE ACTIVITIES

The income from charitable activities is attributable to that of working with young people, those who work with them and families and carers, towards the creation and presentation of performing arts through the medium of theatre performances, including new writing and workshops.

	2022	2021
Cheshire West & Chester Council Core Grant including reopening and recovery	74,000	25,000
Arts Council England NPO Funding	122,917	122,917
Garfield Weston Foundation	-	30,000
Postcode Community Trust	-	6,350
Westminster Foundation	-	32,500
Esme Fairbairn	15,333	78,168
Chester Bluecoat	14,000	3,750
Voluntary Sundry Income and Donations	12,500	14,083
Project Income (2022 MBNA Foundation and HAF Programme)	15,000	13,368
Services: Workshops and Education, Equipment Hire, Venue Hire and Box Office	24,032	600
Big Lottery Awards for All (2022) / Edsential (2021)	2,042	7,080
Theatre Relief	-	4,974
Professional /Visiting Productions	850	500
Cheshire Community Foundation	-	5,801
Other Income Furlough Grants (CJRS)	3,355	34,715
ACE Small Scale Capital and ACE Kickstart	281,719	70,077
ACE Project Grants	28,300	-
	594,048	449,883

15. CORPORATION TAXATION

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

16. ALLOCATION OF NET ASSETS

The net assets are held for the various funds as follows:

	Fixed Assets	Net Current Assets	Total
Unrestricted Funds	-	85,957	85,957
Restricted Funds	337,064	432	337,496
	-----	-----	-----
	337,064	86,389	423,453
	=====	=====	=====

17. RESOURCES EXPENDED

Cost of Operating a Young People's Theatre Company

Organisational Support Costs include establishment and Office Administration Costs

	2022	2021
Direct Project Costs		
Production, Publicity, Touring & Storage costs	153,735	104,337
Support Costs		
Staff including Contractors	186,566	173,924
Organisational Support	44,957	15,612
	-----	-----
Costs of Charitable Activity	385,258	298,873
	=====	=====
Governance Costs		
Accountancy - Independent Examination	2,100	2,160
Away Day Costs	638	-
	-----	-----
	2,738	2,160
	=====	=====
Total Resources Expended	387,996	296,033
	=====	=====

18. OPERATING LEASE COMMITMENTS

The annual commitments under operating leases are analysed according to the period in which each lease expires as shown below:

The Charity had a 25 year lease on the premises it occupied from 2004 at nil rent with service charges payable. In 2020-2021 the charity vacated those premises now subject to capital development by the local authority. The charity currently occupies the premises under a tenancy at will agreement while a new lease and service charge is being negotiated.

	2022	2021
Within One Year	-	-
	=====	=====
Between two and Five Years	-	-
	=====	=====
After Five Years	-	-
	=====	=====

19. TRANSACTIONS WITH DIRECTORS

The Charity has met individual travel and subsistence expenses totalling £nil in the year (2021:£nil) incurred by Trustees in attending Board, Committee and other meetings.

20. NOTES TO THE CASHFLOW STATEMENT

20a. Reconciliation of operating profit to net cash flow from operating activities

	£
Operating profit	206,052
Depreciation of tangible assets	2,029
Decrease in stocks	300
Decrease in debtors	52,689
Increase in creditors	120,467
Net cash inflow from operating activities	381,537

20b. Analysis of changes in cash and cash equivalents during the year

	2022	2021
	£	£
Balance at 01/04/2021	212,912	144,560
Net cash inflow	44,834	68,352
Balance at 31/03/2022	<u>257,746</u>	<u>212,912</u>

20c. Analysis of changes in financing year

Share Capital	Loans and finance lease obligations
£	£

**Incoming Resources
for the year ended 31/03/2022**

	2022	2021
	£	£
Incoming resources		
Incoming resources from generated funds		
Donations		
Voluntary Income: Donations	-	14,023
Voluntary Income: Sundry Income	-	34,775
	-	48,798
	-	48,798
Incoming Resources From Charitable Activity		
Cheshire West & Chester Council Core Grant	74,000	25,000
Arts Council England NPO Funding	122,917	122,917
Project Income: In Association With	-	13,368
Services: Workshops and Education	23,922	-
Services: Venue Hire and Box Office Split	-	600
Services: Resources	110	-
	220,949	161,885
Charitable Activity 2		
Theatre Relief	-	4,974
Arts Council England Small Scale Capital	207,491	70,077
Arts Council England Kickstart Grant	74,228	-
Professional Productions	-	500
Visiting Productions	850	-
Big Lottery Awards For All	2,042	-
Esmee Fairbairn	15,333	78,168
Cheshire Community Foundation	-	5,801
Postcode Community Trust	-	6,350
Garfield Weston	-	30,000
Westminster Foundation	-	32,500
Chester Bluecoat	14,000	3,750
Edsential	-	7,080
Arts Council England Project Grants	28,300	-
MBNA Foundation	11,500	-
HAF Programme	3,500	-
	357,244	239,200
Charitable Activity 4		
Voluntary Donations	12,500	-
Furlough Grants (CJRS)	3,355	-
	15,855	-
	594,048	401,085
	594,048	449,883

Theatre Porto Ltd

**Expenses
for the year ended 31/03/2022**

	2022	2021
	£	£
Expenses		
Costs of generating funds		
Charitable Activities		
Operation of a Theatre Company For Young People		
Organisational Redevelopment Costs	(1,500)	28,100
Core Production Costs	-	11,631
Marketing	8,451	4,156
Associate Artists and Delivery Practitioners	-	27,535
Project Costs: Artists and Practitioners	91,615	-
Project Costs Consultation	4,400	-
Project Costs:Other	203	-
Project Costs: Artistic and Cultural Spends	33,611	-
In association Project	-	13,368
Associate Writer	-	6,008
Staff Costs Freelance Communications Manager	16,630	-
Productions	230	7,108
Administration	-	125
Health and Safety	115	-
Venue Occupancy Costs	16,610	9,246
Freelancers	-	17,535
Salaries	151,643	139,648
NIC employer (wages and salaries)	9,719	8,506
Pension contributions	6,877	5,967
Recruitment	-	807
Training	1,697	1,461
Maintenance and Subsidies	732	-
Computer costs	3,239	-
Motor insurance	533	-
Miscellaneous motor expenses	45	-
Accountancy fees	703	-
Consultancy Fees and Subscriptions	19,658	-
Legal costs (revenue)	5,236	-
Insurance	1,672	-
Hospitality	515	401
Postage	-	534
Photocopier	946	1,289
Stationery & office supplies	1,147	713
Company Travel	2,253	207
Telephone	1,375	1,280
Computer Consumables	-	1,683
Subsistence	2,702	-
Subscriptions	2,074	2,939
Seeing Work	-	50
Sundry expenses	98	134
Depreciation of fixtures and fittings	2,029	3,442
	<u>385,258</u>	<u>293,873</u>

Theatre Porto Ltd

Expenses
for the year ended 31/03/2022

2022

2021

Governance Costs

Away Day Costs

638

-

Accountancy - Governance Cost

2,100

2,160

2,738

2,160

387,996

296,033

Theatre Porto

England & Wales - Charity number 1042968

Accounts

Registered number: 02408067
Charity number: 1042968

Action Transport Theatre

INDEPENDENTLY EXAMINED ACCOUNTS
FOR THE YEAR ENDED 31/03/2021

Prepared By:
Harvey Guinan LLP
Chartered Certified Accountants
310/311 Vanilla Factory
39 Fleet Street
Liverpool
Merseyside
L1 4AR

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/03/2021**

TRUSTEES

Louise Hesketh
Charlotte Rachwal
Dr Amy Clare Bonsall - Redston (resigned 03/02/2021)
Jeremy Grice (resigned 31/07/2021)
Jordi Morell (resigned 31/07/2021)
Keith Jones (appointed 03/02/2021)
Gemma Johnson
Janet McKay (appointed 03/02/2021)
Gail Young (resigned 18/07/2020)
David Lyons
Lucy Linford
Jack Maddocks (resigned 03/08/2020)
Emma-Louise Parry-Jones
Deborah Tomkinson

SECRETARY

Karen Parry

REGISTERED OFFICE

310/311 Vanilla Factory, (C/O Harvey Guinan)
39 Fleet Street
Liverpool
L1 4AR

COMPANY NUMBER

02408067

CHARITY NUMBER

1042968

BANKERS

Bank of Scotland

INDEPENDENT EXAMINER - Julie Guinan FCCA

Harvey Guinan LLP
Chartered Certified Accountants
310/311 Vanilla Factory
39 Fleet Street
Liverpool
Merseyside
L1 4AR

ACCOUNTS
FOR THE YEAR ENDED 31/03/2021

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Detailed Statement of Financial Activities	19

FOR THE YEAR ENDED 31/03/2021

TRUSTEES' REPORT

The trustees present their report and accounts for the year ended 31/03/2021

The Trustees intend that this Annual Report also serves as the Statutory Directors' Report. The Directors of the Charitable company (the charity) are its trustees for the purposes of charity law and throughout the report are collectively referred to as the trustees.

Reference and administrative details are provided in the company information section of these accounts at page 1. The financial statements comply with current statutory requirements, the memorandum and articles of association, the Charities Act 2011, the Companies Act 2006 and the statement of recommended practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2016).

ARTISTIC DIRECTOR AND TRUSTEES REPORT

OBJECTIVES AND ACTIVITIES

Action Transport Theatre is an international leader in the field of theatre for young people. We provide crucial opportunities for children, young people, schools and local audiences to participate in and engage with high quality theatre in Ellesmere Port, as well as touring our work nationally. As a Town with extremely limited cultural activity and high levels of child poverty and social/economic disadvantage, we employ a number of strategic means to maximise engagement and realise potential. We tackle current affairs through playful and philosophical theatre.

Action Transport Theatre continues to play a transformative role in the lives of children and young people. As a professional, arts-led theatre company, we provide unique opportunities for local children, young people, schools and audiences to engage with high quality theatre in Ellesmere Port. As a leader in the field, we continue to collaborate to make work which strengthens our regional and national theatre landscape as well as strengthening our position as a cultural asset and social change-maker in Ellesmere Port.

PERFORMANCE AND ACHIEVEMENTS 20/21

Despite an extremely challenging year due to the Covid pandemic, Action Transport Theatre played an important role in Ellesmere Port, adapting organisationally and revising its delivery programme to ensure children, young people and families were able to access quality cultural provision.

The company like many other arts organisations, had to face the postponement and cancellation of certain strands of work and we also saw a significant delay to our £2.8M capital project which is now set to be completed in spring 2022.

Given these challenges, we have noticeable achievements; along with our positive financial position, our overall reach for our professional programme has increased over this time; namely due to our new outdoor park programme and the digital work we took the opportunity to develop as part of our response to covid.

Importantly, our weekly participation programme was continued online throughout the year, which remained free for local children and young people, and we developed new digital engagement which included:

- 1984, working with Cheshire Libraries (Novels which shaped the World), a live streamed single actor performance

FOR THE YEAR ENDED 31/03/2021

TRUSTEES' REPORT

- Happily Ever After, our wordless, filmed version of our LGBT fairytale was made available for online audience and programmed by Greenwich Theatre.

- Love Letters to the Town, a special, community-focussed film project took place with ATT young writers

We have worked in partnership with Funnelwick Limb, based on our successful co-production, The Mystery of the Raddlesham Mumps by Murray Lachlan Young which toured in 2019. The new project The Chronicles of Atom and Luna has included;

- an augmented reality game (special commission from The Space) ,a table top digital experience

- Audio tales (1-6) made available as podcasts and on You Tube, with a further 6 planned in 21-22

INTERNATIONAL

The global association for young audiences, ASSITEJ, held its 20th World Congress and festival in Tokyo online in March (following its postponement in May 2020). It was attended by over 1,100 participants, and included a presentation about the making of our production Adrift as part of the festival programme. This included the documentary film which outlined our collaboration with local school, St Bernard's primary to make the production.

During the ASSITEJ Congress General Assembly, Artistic Director, Nina Hajianni was awarded an Honorary Membership of ASSITEJ International for her contribution to the work of the association over 2012-2016, including her part in producing On The Edge, the first ASSITEJ festival to take place in the UK at Birmingham Rep in 2016.

Through our artist support programme, we worked with neurodiverse artist Elaine Collins, to develop her project DD Divas, which will lead to a work-in-progress sharing at the Unity Theatre in November 2021. This will conclude phase 2 of the research and development project.

A research and development week for Star of Wonder (our new devised show) took place in March, working with a diverse ensemble of 3 performers. The wordless production is based on the idea of 3 wise figures following a star and will be the first Christmas show presented in the new venue, in 2022.

Looking ahead, we are proceeding with ambitious plans for a summer programme for August 2021 which builds on the achievements of the park project work in 2020; this will include live performances, artist support and a sector development event. This is made possible due to success with project funding.

We are excited to be launching the company new name along with a community outreach programme this autumn and spring 2022 in the lead up to the opening of the new venue in spring 2022.

STRUCTURE GOVERNANCE AND MANAGEMENT

Status

The charity is a company limited by guarantee and not having a share capital. It was incorporated as a company in England and Wales on 26 July 1989 and registered as a charity in England and Wales on 21 December 1994.

FOR THE YEAR ENDED 31/03/2021

TRUSTEES' REPORT

ORGANISATION

The Board set and approve the policy for the Charity. In doing so the trustees give due consideration to guidance issued by the Charity Commission regarding, but not limited to stewardship, risk, public benefit and environmental impact. The Board meet four times each year and in between scheduled meetings as required. The Senior Management and staff are responsible for the delivery of the charity's objectives and the day to day operational management of the Charity.

The Board of Trustees is drawn from relevant professional backgrounds to best support the Charity. Trustees are elected in accordance with the Memorandum and Articles of Association which have recently been reviewed. Trustees are elected for a period of three years and may stand for re election at the end of that period for a further three years. They are then required to stand down for a period of 12 months before rejoining if desired. A comprehensive process of induction involving a transfer of information between the Charity and the prospective board member is in place. Training needs are assessed and addressed annually.

TRUSTEES

The names of the present Trustees and all who held office during the year are shown on page 1. No remuneration is paid to any trustee for their services as a trustee and no trustee had a material interest in any of the charity's contracts.

RESPONSIBILITIES OF TRUSTEES

The Charity Trustees (who are also the directors of Action Transport Theatre for the purposes of company law) are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the charity trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources including the income and expenditure for that period. In preparing the 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 charity will continue in business.

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

PAY POLICY FOR SENIOR STAFF

FOR THE YEAR ENDED 31/03/2021

TRUSTEES' REPORT

The directors consider the board of directors who are the trustees and the senior management team comprising the artistic director and executive director in charge of directing, controlling, running and operating the Trust on a day to day basis. All directors give of their time freely and no director received remuneration in the year. Details of directors' expenses and related party transactions are disclosed in the notes to the accounts.

The pay of senior staff is reviewed and reflects the level of skill, experience and knowledge for the roles and remuneration levels in the sector.

KEY MANAGEMENT PERSONNEL

Senior Managers of Action Transport Theatre

Artistic Director - Nina Hajjianni

Executive Director - Caroline Brader (Emma Stringfellow until October 2020)

OBJECTIVES AND ACTIVITIES

Principal Activity

The principal activity of the charity in the year under review was that of working with young people, those who work with them and families and carers, towards the creation and presentation of performing arts through the medium of theatre performances, including new writing and workshops .

OBJECTS OF THE CHARITY

The company is established to advance education of the public and in particular young people in the performing arts and the visual arts.

The charity has developed a rolling three year business plan to manage the effective delivery of its aims and objectives. The plan contains strategy for action and explains the policies to be followed to achieve goals. The business plan is reviewed and monitored regularly. Alongside the plan, the Charity has adopted the following policies:

- Artistic policy
- Equality Policy and Plan
- Safeguarding Policy and Procedures
- Health and safety policy
- Financial controls
- Environmental and Sustainability Policy and Plan
- Evaluation and Quality Assurance Policy and Procedures
- Audience Development and Engagement Strategy
- Fundraising and Income Working Strategy
- Data Protection Policy and Plan

FOR THE YEAR ENDED 31/03/2021

TRUSTEES' REPORT

- Whitby Hall Programming Policy
- IT Access Policy

INVESTMENT POLICY

Under the Memorandum and Articles of Association the Charity has the power to make any investment which the Trustees see fit.

RELATED PARTIES

The Charity has a close relationship with Arts Council England and Cheshire West and Chester Council, both of whom provide funds for the Charity to carry out its charitable objectives.

ACHIEVEMENTS AND PERFORMANCE

A Summary of the Achievements and Performance is provided in the Artistic Director and Trustees' Report section at the beginning of this Trustees' Report.

VOLUNTEERS

Action Transport Theatre is very involved in the community and offers volunteering opportunities for skills development.

RISK MANAGEMENT

The charity confirms that its day to day controls, systems and business plans are all continually reviewed and updated to reflect current business conditions and are designed to mitigate risk faced by the charity.

PUBLIC BENEFIT

Action Transport Theatre advances education and entertainment for members of the public by making theatre that is accessible by all and celebrates, inspires and challenges young people. Whitby Hall is made available and utilised by a diverse range of groups based in the local community.

FINANCIAL REVIEW

Total incoming resources were £449,883 (2020: £304,137). Total resources expended were £296,033 (2020: £304,092) resulting in net incoming resources of £153,850 on the unrestricted fund (2020: £45 net incoming resources) and £148,377 on the restricted funds (2020 £nil). The balance of unrestricted funds is £69,024 (2020: £63,551) at the year end comprising unrestricted general funds of £69,024 (2020 £55,832) and £nil (2020 £7,719) designated development funds. The balance on the restricted funds at 31 March 2021 was £148,377 (2020 £nil). Total funds on the balance sheet at 31 March 2021 were £217,401 (2020 £63,551).

RESERVES POLICY

The Charity has a policy of maintaining a free reserve (that is those funds not tied up in fixed assets and designated and restricted funds) to provide for financial stability in any future challenging environment. Trustees have a positive attitude to growing reserves. The target reserves figure is 3 months operational costs. Based on the predicted turnover for the current financial year. Releasing of funds from the reserve must be approved by at least 2 Trustees.

FOR THE YEAR ENDED 31/03/2021

TRUSTEES' REPORT

This reserve will be held in a separate account from that of the daily expenditure accounts and reflected in annual accounts.

FIXED ASSETS

Full details of the movements in the company's fixed assets are set out in the notes to the accounts.

EQUAL OPPORTUNITIES

The charity aims to apply equal opportunities at all levels.

POLITICAL CHARITABLE DONATIONS

During the year there were no political or charitable donations made.

AUDIT

This company is exempt from audit under section 477 of the Companies act 2006 and therefore no audit has been carried out.

APPROVAL

The report was prepared in accordance with the special provisions within Part 15 of the Companies Act 2006.

This report was approved by the Board of Trustees on 09/08/2021 and is signed on behalf of the Board



Gemma Johnson
Trustee

**INDEPENDENT EXAMINER'S STATEMENT
FOR THE YEAR ENDED 31/03/2021**

I report on the accounts of the charity for the year ended 31/03/2021

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

BASIS OF INDEPENDENT EXAMINERS STATEMENT

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

INDEPENDENT EXAMINERS STATEMENT

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Independent Examiner: 

Julie Guinan FCCA 09/08/2021

Harvey Guinan, Chartered Certified Accountants, 310/311 Vanilla Factory, 39 Fleet Street, Liverpool L1 4AR

Action Transport Theatre

**Statement of Financial Activities
for the year ended 31/03/2021**

	Unrestricted funds	Restricted funds	2021 Total	2020 Total
	£	£	£	£
Income				
Income from generated funds				
Donations and legacies	37,167	11,631	48,798	20,494
Income from Investments	-	-	-	5
Income from charitable activities	148,026	253,059	401,085	283,638
Total Income	185,193	264,690	449,883	304,137
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	179,720	116,313	296,033	304,092
Total Expenses	179,720	116,313	296,033	304,092
Net Income	5,473	148,377	153,850	45
Net movement in funds:				
Net income for the year	5,473	148,377	153,850	45
Total funds brought forward	63,551	-	63,551	63,506
Net funds carried forward	69,024	148,377	217,401	63,551

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

Action Transport Theatre

BALANCE SHEET AT 31/03/2021

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	3	2,390	5,832
CURRENT ASSETS			
Stock		300	300
Debtors (amounts falling due within one year)	5	77,642	31,978
Cash at bank and in hand		<u>212,912</u>	<u>144,560</u>
		290,854	176,838
CREDITORS: Amounts falling due within one year	6	<u>75,843</u>	<u>119,119</u>
NET CURRENT ASSETS		215,011	57,719
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>217,401</u>	<u>63,551</u>
RESERVES			
Unrestricted funds	8		
General fund		69,024	55,832
Designated funds		-	7,719
Restricted funds	9	<u>148,377</u>	-
		<u>217,401</u>	<u>63,551</u>

For the year ending 31/03/2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Approved by the board of trustees on 09/08/2021 and signed on their behalf by



 Gemma Johnson
 Trustee

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31/03/2021**

1. ACCOUNTING POLICIES

1a. Basis Of Accounting

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

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

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources.

1d. Allocation And Apportionment Of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives 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.

1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Fixtures and Fittings	straight line 16.67 to 33.33%
-----------------------	-------------------------------

1g. Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell (net realisable value). Costs, which comprise direct production costs, are based on the method most appropriate to the type of inventory class, but usually on a first-in-first-out basis. Overheads are charged to profit or loss as incurred. Net realisable value is based on the estimated selling price less any estimated completion or selling costs.

When stocks are sold, the carrying amount of those stocks is recognised as an expense in the period in which the related revenue is recognised. The amount of any write-down of stocks to net realisable value and all losses of stocks are recognised as an expense in the period in which the write-down or loss occurs. The amount of any reversal of any write-down of stocks is recognised as a reduction in the amount of stocks recognised as an expense in the period in which the reversal occurs.

1h. Pension Costs

The company operates a defined contribution pension scheme. The pension charge represents the amounts payable by the company to the fund in respect of the year.

1i. Turnover

Turnover represents the invoiced value of goods and services supplied by the company, including revenue grants.

1j. Leasing Commitments

Rentals payable under operating leases are charged to the income and expenditure account on a straight-line basis over the term of the lease.

Incentives received to enter into a lease agreement are recognised in the profit and loss account over the shorter of the lease term and the period to the next lease review.

Action Transport Theatre

1k. Policy For Financial Instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Incentives received to enter into a lease agreement are recognised in the profit and loss account over the shorter of the lease term and the period to the next lease review.

1l. Policy For Debtors

Trade and other debtors are recognised at the settlement amount due after any discount offered. Prepayments are valued at the amount prepaid after taking account of any discount due.

1m. Policy For Cash At Bank And In Hand

Cash at the bank and in hand includes cash and short term liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1n. Policy For Creditors And Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement value amount after allowing for any discount due.

1o. Policy For Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

1p. Policy For Going Concern

Covid-19 has had an effect on Action Transport Theatre. Some of our employees were furloughed and we applied for funding through the Coronavirus Job Retention Scheme. The Charity has continued to operate working remotely due to available technology and working practices. At the time of approving the accounts and as detailed in the Trustees' report the Trustees have considered the impact of Covid-19 on the charity and the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the Trustees continue to adopt the going concern basis of accounting in preparing the accounts.

2. PENSION CONTRIBUTIONS

	2021	2020
	£	£
Pension contributions	5,967	5,816
	<u>5,967</u>	<u>5,816</u>

3. TANGIBLE FIXED ASSETS

	Commercial Vehicles £	Fixtures and Fittings £	Total £
Cost			
At 01/04/2020	29,695	28,840	58,535
At 31/03/2021	29,695	28,840	58,535
Depreciation			
At 01/04/2020	29,695	23,008	52,703
For the year	-	3,442	3,442
At 31/03/2021	29,695	26,450	56,145
Net Book Amounts			
At 31/03/2021	-	2,390	2,390
At 31/03/2020	-	5,832	5,832

Action Transport Theatre

4. STOCK

2021
£ **2020**
£

Stock comprises:

Stock - Consumables and Stationery

300	300
<u>300</u>	<u>300</u>

5. DEBTORS

2021
£ **2020**
£

Amounts falling due within one year:

Trade debtors

17,565 27,007

Other debtors

60,077	4,971
<u>77,642</u>	<u>31,978</u>

Included in Debtors is £4,427 in respect of a claim for Theatre Relief (2020 £12,578).

Included in other debtors are prepaid capital costs of £59,527 for future installation.

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

2021
£ **2020**
£

Trade creditors

2,716 -

Taxation and social security

- 3,815

Other creditors

73,127	115,304
<u>75,843</u>	<u>119,119</u>

Included in other creditors is £36,560 (2020 £89,588) deferred income being income received in advance of spend in 2021-2022. See deferred income note 12.

7. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £1, to the company should it be wound up. At 31/03/2021 there were 11 members.

8. UNRESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	55,832	185,193	(179,720)	7,719	69,024
Designated Development fund	7,719	-	-	(7,719)	-
	<u>63,551</u>	<u>185,193</u>	<u>(179,720)</u>	<u>-</u>	<u>69,024</u>

9. RESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
Arts Council England Small Scale Capital	-	70,077	(8,100)	-	61,977
Postcode Community Trust	-	6,350	(6,350)	-	-
Esmee Fairbairn Foundation	-	72,501	(27,501)	-	45,000
Garfield Weston Foundation	-	30,000	(13,600)	-	16,400
Project: Lemn Sissay	-	11,631	(11,631)	-	-
Westminster Foundation	-	32,500	(7,500)	-	25,000
Cheshire West and Chester Council Annual Grant	-	25,000	(25,000)	-	-
Cheshire Community Foundation	-	5,801	(5,801)	-	-
Chester Bluecoat Funding	-	3,750	(3,750)	-	-
Edsential	-	7,080	(7,080)	-	-
	-	<u>264,690</u>	<u>(116,313)</u>	-	<u>148,377</u>

Arts Council England Small Scale Capital

Funds for redevelopment costs and theatre equipment

Postcode Community Trust

Funds for Participation Projects with young people

Esmee Fairbairn Foundation

Funds for Salary

Garfield Weston Foundation

Funds for Participation Projects with young people

Project: Lemn Sissay

Funds raised for Lemn Sissay Dinner

Westminster Foundation

Funds For Drama Drop In Programme

Cheshire West and Chester Council Annual Grant

Funds for Core Activity

Cheshire Community Foundation

Funds For Drama Drop In Programme

Chester Bluecoat Funding

Funds for the Wednesday club

Edsential

Funding for summer activities

10. RELATED PARTY TRANSACTIONS

The aggregate remuneration of key personnel was £64,197 (2020 £42,593).

Action Transport Theatre

11. DEFERRED INCOME

	Total	Libraries Project	When Another Dragon Roars	Westminster Foundation	Esmée Fairbairn	Cheshire Community Foundation	Garfield Weston	Postcode Community Trust	Function Donations	Police Commission Fund	Chester Bluecoat
Funds in Advance											
At 1 April 2020	89,588	1,000	-	7,500	31,168	5,801	30,000	6,350	4,769	3,000	-
Released to Income & Expenditure	(85,588)	-	-	(7,500)	(31,168)	(5,801)	(30,000)	(6,350)	(4,769)	-	-
Income received in Advance in Year	32,560	-	1,106	-	15,000	-	-	-	5,204	-	11,250
	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
At 31 March 2021	36,560	1,000	1,106	-	15,000	-	-	-	5,204	3,000	11,250
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====

12. GENERAL INFORMATION

Action Transport Theatre is a private company limited by guarantee, with charitable status and incorporated in England. Its registered office is 310/311 Vanilla Factory, (C/O Harvey Guinan), 39 Fleet Street, Liverpool L1 4AR. The financial statements are presented in Sterling which is the functional currency of the company.

13. OTHER INCOME

Other income comprises

	2021	2020
Voluntary Income: Sundry Income and Donations	14,083	20,494
Other Income Furlough Grants	34,715	-
	-----	-----
	48,798	20,494
	=====	=====

Action Transport Theatre

14. INCOME FROM CHARITABLE ACTIVITIES

The income from charitable activities is attributable to that of working with young people, those who work with them and families and carers, towards the creation and presentation of performing arts through the medium of theatre performances, including new writing and workshops.

	2021	2020
Cheshire West & Chester Council Core Grant	25,000	25,000
Arts Council England NPO Funding	122,917	120,696
Garfield Weston Foundation	30,000	-
Postcode Community Trust	6,350	5,850
Westminster Foundation	32,500	-
Esme Fairbairn	78,168	10,166
Chester Bluecoat	3,750	-
ACE Catalyst - Organisational Development	-	30,000
Project Income	13,368	24,563
Services: Workshops and Education, Equipment Hire, Venue Hire and Box Office	600	20,817
Edsential	7,080	-
Theatre Relief	4,974	12,578
Professional /Visiting Productions	500	27,034
Cheshire Community Foundation	5,801	1,934
Cheshire Police Commissioner Fund	-	5,000
Arts Council England Small Scale Capital	70,077	-
	-----	-----
	401,085	283,638
	-----	-----

15. CORPORATION TAXATION

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

16. ALLOCATION OF NET ASSETS

The net assets are held for the various funds as follows:

	Fixed Assets	Net Current Assets	Total
Unrestricted Funds	2,390	66,634	69,024
Restricted Funds	-	148,377	148,377
	-----	-----	-----
	2,390	215,011	217,401
	=====	=====	=====

Action Transport Theatre

17. RESOURCES EXPENDED

Cost of Operating a Young People's Theatre Company

Organisational Support Costs include establishment and Office Administration Costs

	2021	2020
Direct Project Costs		
Production, Publicity, Touring & Storage costs	104,337	112,647
Support Costs		
Staff including Contractors	173,924	155,289
Organisational Support	15,612	34,256
	-----	-----
Costs of Charitable Activity	293,873	302,192
	=====	=====
Governance Costs		
Accountancy - Independent Examination	2,160	1,900
	-----	-----
	2,160	1,900
	=====	=====
Total Resources Expended	296,033	304,092
	=====	=====

18. OPERATING LEASE COMMITMENTS

The annual commitments under operating leases are analysed according to the period in which each lease expires as shown below:

The Charity had a 25 year lease on the premises it occupied from 2004 at nil rent with service charges payable. In 2020-2021 the charity vacated those premises now subject to capital development by the local authority. The charity looks forward to returning to enhanced refurbished premises in the future.

	2021	2020
Within One Year	-	3,067
	=====	=====
Between two and Five Years	-	-
	=====	=====
After Five Years	-	-
	=====	=====

19. TRANSACTIONS WITH DIRECTORS

The Charity has met individual travel and subsistence expenses totalling £nil in the year (2020:£nil) incurred by Trustees in attending Board, Committee and other meetings.