

OPEN CLASP THEATRE COMPANY

A company limited by guarantee

REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2021

Charity number 1108000

Company number 05137687

OPEN CLASP THEATRE COMPANY

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TRUSTEES ANNUAL REPORT

For the year ended 31 March 2021

The trustees are pleased to present their annual Directors' report together with financial statements of the charity for the year ending 31 March 2020 which are also prepared to meet the requirements for a Directors' report and accounts for Companies Act purposes.

These financial statements comply with the Charities Act 2011, the Companies Act 2006, Open Clasp Theatre Company's Memorandum and Articles of Association; and the document 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)'.

Objectives and Activities

Charitable Purpose

The objects of the company, as set out in the Memorandum and Articles of Association, are to promote, maintain, improve and advance education in the arts, particularly by encouraging the arts of drama, dance, singing and music, and to offer arts experiences which assist in developing self and social awareness, self-confidence and empowerment, in particular but not exclusively for women (including young women between 12 and 18 years of age) who live in areas of social and economic deprivation, for the purposes of social inclusion, to break down barriers that deny communities access to, and participation in, the "live arts".

Aims and Intended Impact

Within its charitable objects the Trustees' aims are to:

- Raise self-esteem and confidence with women and young women by facilitating effective, thought-provoking and empowering drama workshops, which allow participants to debate and conclude on strategies that ensure that the basic human rights of all women and young women are recognised, valued and demanded
- Create high quality theatre from a female gaze for mixed audiences
- Create truthful, risk-taking theatre which is informed by the lived experiences of the women and young women we work with
- Make space for social debate and to encourage our audiences to walk in the shoes of women, including those who are the most disempowered in our society
- Create performance pieces that are of an excellent standard, and are relevant, accessible, effective and highly entertaining
- Tour theatre to communities who would otherwise feel excluded from participating in the "live arts"

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- Allow audiences to develop and gain new skills in, and knowledge and understanding of, the use of theatre to look at issues and concerns relevant to their everyday lives
- Accompany each tour with drama workshops which allow audience members to consider the issues raised in more depth
- Transform non-arts settings into spaces that ensure access to theatre of a standard of excellence
- Produce accessible and relevant theatre as a tool to explore, challenge, understand, gain knowledge of and bring about effective change on issues that are relevant to women and young women's lived experiences
- Reach new audiences within the region
- Provide a vital link in communication, helping professionals to consult with and listen to local people's views and concerns, e.g. conferences
- Develop new collaborations with exceptional artists that strengthen the company's artistic practice
- Support the development of emerging artists through our projects

Principal Activities

The company's principal activity to further its charitable purposes for the public benefit during the year was to offer arts experiences which assist in developing self and social awareness, self-confidence, and empowerment, benefiting in particular but not exclusively women.

Beneficiaries and Public Benefit

In its long-term projects Open Clasp works with women and girls across the North East and the wider North of England. The majority of these women are brought together by existing community organisations alongside which the company works to deliver its projects. These groups may have been meeting for many years or may be set up within the organisations especially for an Open Clasp project. If research has suggested that a particular issue is important to the community organisations to which they tour, Open Clasp may seek out or be invited to a group who represent this issue.

When touring, Open Clasp is booked by existing community organisations and some mainstream venues with a community focus. The host organisation decides whether their performance (and workshop) is for an invited audience, restricted to local residents or open to the public. Open Clasp monitors the bookings to ensure performances and workshops are of an appropriate geographical spread.

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Open Clasp's short-term and one-off projects have a wide range of beneficiaries. Open Clasp is usually booked by an organisation to work with specific groups of people for a particular reason e.g. working with survivors to present their stories at a domestic violence conference to raise awareness, or with women in a community setting to increase self-esteem and confidence.

Open Clasp carry out charitable activities for the benefit of the general public and particularly for the benefit of women and young women. Trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding what activities the charity has undertaken.

In 2020-2021 Open Clasp continued to adapt to the Covid-19 pandemic, when normal activities were not all possible, they have sustained and extended their model of socially engaged theatre-making in innovative and generous ways. Digital methods of screening and sharing work have been vital. Reaching people digitally (T.V, downloadable, online education resources, etc) was central to the company's activity in this year and key to consolidating their global reach. This is apparent in both the delivery to beneficiaries and through the impact and reach positioning the company as a key agency able to reach audiences, decision makers and opinion formers much more widely.

The company has directly addressed social inclusion through initiatives such as *Scran4theFam*, where core staff and associates donate their time to support West End Women and Girls centre delivering 500 hot meals a week in the local neighbourhood. And, *Come to Where I Am*, micro-commissions for new female writers from Newcastle for plays to be performed over the phone as well as online.

Due to the uncertainty caused by the pandemic the company saved on expenditure by postponing recruitment of an arts administrator and project coordinator. An 8-week national tour of 'Don't Forget the Birds' (DFTB) to theatres, grassroots communities and prisons had to be cancelled with the company honouring all freelance contracts. Budget was instead used to capture the play 'As Live' on film, whilst in Tier 3 restrictions.

Key Change Digital was made available through the company's You Tube channel to keep women in prison in the public consciousness. They have remained in strict lockdown without visitations throughout lockdowns. From 1st April it was watched by nearly 6000 viewers in 4 months. It was utilised by many for online teaching (home schooling) of Theatre and Drama studies.

Rattle Snake BSL Online was made available for two days (5th & 6th May) in recognition of disability awareness week and Giving Tuesday. It received 375 views.

Sugar 2020 – 2021 launched on BBC i-Player on 25th November 2020 to tie in with the UN Campaign to End Violence Against Women and Girls. It will remain on the platform till 25th Nov 2021. There was no fee involved, so Open Clasp negotiated on exclusivity, enabling further distribution, and enabling programming on Way Out TV reaching up to 45,000 in-prison cell TVs across the national HMP estate. Key Partners supported the creation of the work; West

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End Women and Girl's Centre, Women's Direct Access, Homelessness Service, Manchester, Changing Lives and HMP Low Newton. Key Partners supported marketing and distribution, Shelter, Women's Aid, Agenda, the alliance for women and girls at risk.

Don't Forget the Birds digital capture 'As Live' on film at Live Theatre by Pilot Live (run by Pilot Theatre). The capture brought this creative team back together again to remount the play for 2020. It will be released online with a pay wall to recoup income back into the company and promote the play on an international platform.

Two Camps 2020 - 2023 Two Camps (the project title) is an international production, in development, about the rights of sex workers. Inspired by the debate regarding the Nordic Model v decriminalisation of sex work. This year the company successfully completed eight sessions with six women in New Zealand, 5 women nationally in partnership with Changing Lives and 5 in depth one to one interviews / workshops. The next stage of the project will see Open Clasp work with groups in Northern Ireland, Republic of Ireland and North of England.

Pause 2020-2021 We have been commissioned to work with women from Pause, an organisation that supports women who have had multiple children removed into care, or those that are at risk of having children removed. The project is in two halves, the first phase took place from late October to end of December over 9 workshops (online) with 8 women. This project is now in the writing stage. The second is the creation of a new theatre production for film due August 2021. This is a national project which will be used to train social workers, those involved in the care system and for public consciousness raising.

40 Women project 2020-2021 Catrina McHugh met and interviewed 40 women and girls who have been instrumental in the community and history of West End Women and Girls Centre. Working alongside Phylliss Christopher (photographer) the stories and images will be produced into large-scale visuals (possibly outdoor projection on the building), an exhibition and a book to be showcased on International Women's Day 2022 (this project has been delayed until March '21 due to the pandemic. <https://www.openclasp.org.uk/2020/08/40-women-and-girls-west-end-women-and-girls-centre/>

Commissioning new writers - Open Clasp supported new and emerging female writers from Newcastle-upon-Tyne in partnership with Paines Plough. The aim was to centre female voices from the city as they share their stories about the place they call home. <https://www.openclasp.org.uk/2020/05/come-to-where-i-am-newcastle/> . Abigail Byron (Don't Forget the Birds), Charlotte Campbell, Kay Greyson and Christina Dawson, wrote and performed their writing. Charlotte Campbell's work was then performed to isolating households in the West End, lifting spirits in lockdown with uncertainty in the future of theatre/live performance. They will be performed live to their intended community audiences when restrictions allow.

HMP Low Newton and Creative Writing Course – Open Clasp work throughout the year to reach their community of women in HMP Low Newton, still in isolation without visitations throughout lockdowns. A Creative Writing course was offered to any woman in the prison, with three women completing the course and certificates issued.

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Rattle Snake 2020 – 2021 was programmed as part of Northern Stage's 'Good Night In' digital programme (2nd-6th March). Including BSL and English and Arabic subtitles - accessibility options were well received on social media.

Achievements and Performance

Summary of the main achievements of the charity during the year

Sugar – BBC Arts / BBC iPlayer and Way Out TV

This was a huge achievement for the creative producer, Carly McConnell, who found a way through strong relationships to the producers at BBC Arts. Sugar was edited into 3 episodes and presented on BBC iPlayer as part of the BBC Arts Culture in Quarantine programme. The company received in-kind support and mentorship from The Space.

Sugar was created as a 'theatrical piece for screen', in partnership with Meerkat Films and directed by Laura Lindow. A strong female creative team created the 'capture' written by Catrina McHugh MBE. Two national distribution partners, Shelter and Women's Aid continue to support Sugar and use the themes to support their own national campaigns.

The company has had further success through Way Out TV. Sugar will be broadcast to 45,000 prison cells in May and June 2021. This was delayed from being in Feb and March due to the pandemic. This means that it will be available to watch in Low Newton prison where it was co-created.

Rattle Snake –Training

Rattle Snake remains a DTR (Digital Training Resource) it has been used by a number of organisations as part of their safeguarding training including Durham County Council, HMP Probation Service and West End Women and Girls Safe for Life course. The charity continues to look for opportunities to sell the digital version of the film for training.

Open Clasp: Open Archive with Newcastle University

We continue in partnership with Newcastle University to catalogue and preserve the archive. To ensure its availability and accessibility to a wide range of users; secure the legacy of Open Clasp and raise awareness of the impact and significance of the company's work in research contexts.

Funding has been secured for a PhD Collaborative Doctoral Study on 'Developing new models to evaluate the impact of Open Clasp's theatre for social change'. This post starts in September 2021.

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Principal Funding Sources

Open Clasp receives the majority of its funds from grants, trusts and foundations and from earned income (as detailed in the accounts). Whilst this exposes the charity to the risk of discontinued funding from a small number of funders, steps are continually being taken to seek to mitigate this risk. The company is constantly developing and maintaining ways it can earn non-grant income whilst working towards its charitable objectives, as well as pursuing as wide a variety of funders as possible and seeking to encourage gifts and donations.

The decision of Arts Council England to award Open Clasp with a 77% increase in funding from April 2018 to March 2022 provides the company with greater financial security and provide opportunities to grow and develop.

Plans for Future Periods

When planning future activities and projects the Trustees take into account the Charity Commission's guidance on public benefit.

Open Clasp starts the 2021-22 financial year in a good position, COVID-19 has changed the way we live, make and consume theatre. We are hugely grateful to the Arts Council and our funders who have honoured and extended our funding agreements. A successful grant from the Culture Recovery Fund Round 2 will allow the company to bring in capacity in the form of a new fixed term post of Project Coordinator. The trustees have committed funds from company reserves towards a Workplace Development Programme in 21-22, to ensure a skilled workforce for the company in the years ahead.

Projects for 2021/2022

Arts Award (2021-2022): Arts Award will be delivered to 8 young women who are currently on training with West End Women and Girls centre as Gender Peer Educators.

Teesside University - #ChooseToChallenge (2021-2022) the company commissioned Jessica Johnson (associate artist) to write a piece inspired by the IWD provocation #Choose to Challenge. Filmed across the coast of Redcar town by film director Katja Roberts, Meerkat, it will be launched, across company and partner (Teesside University including MIMA) social media at the beginning of May ahead of theatres reopening for outdoor performances. The actor is early career, new to the company and one to watch for future, her name is Farrah Cave, and she is from and living in Teesside.

Sugar (2020-2021): *Sugar* will remain on demand at BBC i-Player until Nov 22. A partnership with Prof. Maggie O'Neill at University College Cork will develop course materials for a CPD module using *Sugar* which will be relevant to undergraduate and post graduate students across Criminology and Sociology courses in UK, Europe and US. It will be available from July 2021.

Pause (2020-2021): Creation of a new production in August 2021 in collaboration with Pause women, with a national launch and distribution strategy in partnership with the charity.

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Two Camps (2021-22): working in partnership with The Rainbow Project in Northern Ireland, Professor Maggie O'Neill in Republic of Ireland and West End Women and Girls in Newcastle to deliver three 8-week courses with women involved in the sex industry. Research and Development with the creative team, including writer, Catrina McHugh and director Laura Lindow.

Walking Publics/Walking Arts Associate Arts Partner (2021 – 2022) led by Professor Dee Heddon at the University of Glasgow in collaboration with Professor Maggie O'Neill (University College Cork), Dr. Morag Rose (University of Liverpool), Clare Qualmann (University of East London) and Dr. Harry Wilson (University of Glasgow), is a COVID-19 Rapid Response project funded by the Arts and Humanities Research Council exploring the potential of the arts to sustain, encourage and more equitably support walking during and recovering from a pandemic.

Open Clasp TV on Ticketed .Co (2020 – 2021) A one stop shop for all Open Clasp digital assets including film captures and resources to support using the plays for training, teaching etc. This will include filming BSL versions of Don't Forget the Birds and Sugar and creating resources for education and the women's sector.

Workplace Development Programme (2021 – 2023) will employ 6 female theatre writers and facilitators through an 8 week course, starting Autumn 2021 to deliver our methodology. They will then undertake 'training in practice' to create 3 new commissions for our programme of work in 22-23.

Archive (2021-2022): Open Clasp have developed a Memorandum of Understanding and Gift Agreement with Newcastle University to house the Open Clasp archive within the Robinson Library Special Collections and develop projects around the archive which celebrate and share Open Clasp in an accessible way. This project will recognise the importance of Open Clasp's work both in the region and nationally as it will be celebrated alongside other national theatre archives.

This partnership has now secured funding from Northern Bridge Consortium and Arts and Humanities Research Council for a PHD Collaborative Doctoral Study on 'Developing new models to evaluate the impact of Open Clasp's theatre for social change'. The successful researcher will begin in September 2021 and will work with the company across four years from '21 – '25 employing a range of research methods, including dedicated placements with the company, fieldwork, data collection and desk-based research.

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Reference and Administrative Details

Registered charity name	Open Clasp Theatre Company
Charity registration number	1108000
Company registration number	05137687
Registered office	The Stephenson Building, 173 Elswick Road, Newcastle upon Tyne, NE4 6SQ

Trustees

For the purposes of the Companies Act 2006, the Board of Trustees is the Board of Directors of the charitable company and is referred to as the Trustees throughout this report.

The Trustees of Open Clasp during the period and to the date of signing this report are as follows:

Jo Cundall (Chair)

Helen Ferguson (Vice Chair)	Appointed Vice Chair 17 September 2020
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Jennifer Hinves (Vice Chair)	Resigned 17 September 2020
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Gillian Robson

Carly Ahmed	Appointed 17 September 2020, resigned 17 March 2021
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Anna Disley

Janet Clarkson	Resigned 6 July 2020
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Mandy Barker	Appointed 17 September 2020
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Rebecca Dixon	Appointed 17 September 2020
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Lara Jonah	Appointed 17 September 2020
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Francesca Cross	Appointed 17 September 2020
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Fiona O'Connor	Appointed 17 September 2020
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Independent Examiner	Jim Dodds, Connected Voice Business Services Higham House, Higham Place, Newcastle upon Tyne, NE1 8AF
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Bankers

Unity Trust Bank, Nine Brindleyplace, 4 Oozells
Square, Birmingham B1 2HB

Charity Bank, Fosse House, 182 High Street,
Tonbridge, TN9 1BE

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Documents

Open Clasp Theatre Company is a charitable company limited by guarantee, incorporated on 25 May 2004.

It was registered as a charity on 8 February 2005. It was established under the Memorandum of Association that established its objects and powers and is governed under its Articles of Association, as amended by a special resolution dated 31 January 2005.

Eligibility for membership of the charity and membership of the Board of Trustees is governed by the Memorandum and Articles of Association. There are no restrictions in the governing document on the operation of the charity other than those imposed by general charity law.

Structure and Governance

The Board of Trustees of Open Clasp Theatre Company are the charity Trustees and company Directors.

The charity currently has a Board of 9 non-executive Trustees who bring significant skills to the support of Open Clasp's activities. The Board meets a minimum of four times per year and conducts an Annual General Meeting annually.

The Trustees are elected from the membership at the Annual General Meeting (AGM). The Trustees can co-opt additional Trustees between AGMs as required, but co-opted Trustees must stand for election at the next AGM.

Officers are elected by the Trustees at the first meeting following the AGM. The company appoints a Chair and a Vice Chair.

The Trustees meet quarterly, plus additional review and strategy meetings at least once a year and more often if deemed necessary.

Detailed written Board reports and an agenda are prepared and circulated in advance of meetings.

Two Board sub-groups meet as and when needed, covering financial, staffing and artistic matters. Other working groups are set up to support specific work as required.

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The wholly-owned trading subsidiary company, Open Clasp Productions Limited, was dissolved on the 29 June 2019 as it was no longer needed to take advantage of the Government's Theatre Tax Relief (TTR) scheme.

Day to day management of the company is delegated to the following staff team:

Artistic Director	Catrina McHugh
Executive Director	Ellie Turner
Creative Producer	Carly McConnell
Finance and Office Manager Trainee	Rachel Errington
Arts Administrator (Temporary contract, part time)	Jessica Bennett (Appointed 10 December, contract ending 31 May 2020)

Recruitment and Appointment of Board of Trustees

The Company's Trustees are either appointed by election at the AGM or co-opted to the Board between AGMs on the basis of nominations received from the membership or on recommendation from a member based on specialist skills, availability and commitment to the aims and objectives of the company.

Trustee Induction and Training

Trustees are inducted into the workings of the Company at a special meeting, held with individual appointees when they agree to be co-opted or are successfully elected. Trustees receive information on their legal roles and responsibilities and the Company's policies and procedures. Where the Board of Trustees feel specific training is needed, (for example, in safeguarding), it nominates specific Trustees to attend. Annually (usually in September) the Trustees' meeting includes a session where Trustees are reminded of their duties and obligations and are updated with any relevant changes in legislation or guidance relating to their role.

Company Limited by Guarantee

The charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding £1 as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

There are currently 141 members of the company (2020- 145 members)

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Pay policy for senior staff

The Board reviews the Artistic Director's and Executive Director's salary annually and is responsible for making any decisions about remuneration. Remuneration is benchmarked against similar roles within voluntary and community sector organisations of similar size in the North East.

Open Clasp Theatre Company has a Remuneration Policy which covers all staff. Senior staff are not treated differently to other staff and all benefits (including pension contributions) are applied equally across all staff groups.

Risk management

The Trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Related parties and co-operation with other organisations

None of the trustees receive remuneration or other benefit from their work with the charity. Any connection between trustees or senior managers of the charity with suppliers must be disclosed to the full Board of trustees. In the current year no such related party transactions were reported. Trustees are asked to declare their interests before each board meeting and there is a Register of Interests.

Financial Review

The total income for the period was £242,046 (2020: 289,670). This income is allocated across respective funds on the Statement of Financial Activities in accordance with the Statement of Recommended Practice.

The Statement of Financial Activities for the period shows a net income across all funds of £14,951 (2020: net income £18,106).

The balance sheet indicates that at 31 March 2021 the total funds of the charity are £144,716 (2020: £129,765). Unrestricted funds of £144,716 (2020: £129,765) represent the reserves available to the organisation to fulfil its many existing commitments over the long term.

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Reserves Policy

The Trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission.

The Trustees aim to firstly hold a level of any unrestricted Reserves which enables the charity to have sufficient financial resources to meet liabilities if Open Clasp's funding were to be withdrawn and/or it were unable to continue operating.

At present, the Trustees estimate that the Unrestricted Reserves required for such purposes amount to £73,927. The Trustees then aspire to retain an additional allowance of £45,000 to enable the charity to respond flexibly to issues or appropriate initiatives which might be indemnified outside of its annual budgeting process (Future Projects Fund).

The optimum level of unrestricted Reserves held is therefore £118,927.

The charity's unrestricted Reserves on the 31 March 2021 are £144,716, including £20,000 which the Trustees have designated to the Work Force Development Programme in 2021 – 2022.

This policy will be reviewed by the Trustees on an annual basis as part of the charity's budgeting processes.

Principal funding sources

Arts Council England, Newcastle Cultural Investment Fund, Garfield Weston Foundation, and Community Foundation – Community First Fund.

Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis. The Trustees have reviewed and considered relevant information, including the annual budget and future cash flows in making their assessment. In particular, in response to the COVID-19 pandemic, the Trustees have revised their forecasts to take into account the impact on the business of possible scenarios brought on by the impact of COVID-19, alongside the measures that they can take to mitigate the impact. Based on these assessments, given the measures that could be undertaken to mitigate the current adverse conditions, and the current resources available, the Trustees have concluded that they can continue to adopt the going concern basis in preparing the annual report and accounts.

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Trustees responsibilities in relation to the financial statement

The charity trustees are responsible for preparing a trustees' annual report and 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 year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group 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 judgements 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 the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the board of trustees

Jo Cundall, *Chair of the Board of Trustees.* 

Date:28th June 2021.....

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2021

I report on the financial statements of Open Clasp Theatre Company for the year ended 31 March 2021, which are set out on pages 15 to 25.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

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

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

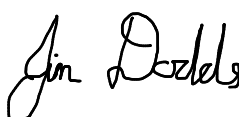
Independent examiner's statement

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

- 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 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.

Jim Dodds
Connected Voice Business Services
Higham House
Higham Place
Newcastle upon Tyne
NE1 8AF
Date: 28th June 2021



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STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<u>Income from:</u>					
Donations and legacies	6	4,096	-	4,096	3,421
Charitable activities					
Grants and contracts	7	211,551	10,000	221,551	254,543
Other trading activities	8	6,953	-	6,953	16,189
Investments	9	441	-	441	90
Other income	10	9,005	-	9,005	15,427
Total income		232,046	10,000	242,046	289,670
<u>Expenditure on:</u>					
Charitable activities					
Operation of the charity	11	217,095	10,000	227,095	271,566
Total expenditure		217,095	10,000	227,095	271,566
Net income/(expenditure) and net movement of funds		14,951	-	14,951	18,104
<u>Reconciliation of funds</u>					
Total funds brought forward		129,765	-	129,765	111,661
Total funds carried forward		144,716	-	144,716	129,765

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 17 to 25 form an integral part of these accounts.

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Charity Number 1108000
Company Number 05137687**BALANCE SHEET**

As at 31 March 2021

	Notes	£	Total 2021 £	£	Total 2020 £
Fixed assets					
Tangible assets	18		-		-
Total fixed assets			-		-
Current assets					
Debtors	19	3,564		41,526	
Cash at bank and in hand	20	232,553		118,540	
Total current assets		236,117		160,066	
Creditors: amounts falling due within one year	21	(91,401)		(30,301)	
Net current assets			144,716		129,765
Total assets less current liabilities			144,716		129,765
Total net assets or liabilities			144,716		129,765
Funds of the charity					
Unrestricted income funds			144,716		129,765
Restricted income funds			-		-
Total funds			144,716		129,765

The company was entitled to an exemption from audit under s477 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 Companies Act with the respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 17 to 25 form an integral part of these accounts.

These financial statements were approved by the Board on: 28th June 2021

and are signed on its behalf by:

Jo Cundall

Chair of Board of Trustees

OPEN CLASP THEATRE COMPANY

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Open Clasp Theatre Company meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. In response to the COVID-19 pandemic, the trustees have revised their forecasts to take into account measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

OPEN CLASP THEATRE COMPANY

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

3.4 Donated goods and services

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided that the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with the equivalent amount recognised as an expense under the appropriate heading in the SoFA.

3.5 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

3.6 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.

3.7 Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

3.8 Investment gains and losses

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

3.9 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

4.2 Charitable activities

Expenditure on charitable activities includes the costs of creating professional theatre and other activities undertaken to further the purposes of the charity and their associated support costs.

OPEN CLASP THEATRE COMPANY

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

4.6 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis, a full years depreciation charge is applied in the year of acquisition and no charge is made in the year of disposal:

Fixtures & fittings	Straight line over five years
IT and office equipment	Straight line over three years

OPEN CLASP THEATRE COMPANY

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
6 Donations and legacies				
Donations and Gift Aid	4,096	-	4,096	3,421
	<u>4,096</u>	<u>-</u>	<u>4,096</u>	<u>3,421</u>
7 Charitable activities				
<u>Income from grants and contracts</u>				
Arts Council England - NPO	180,301	-	180,301	177,043
Newcastle Cultural Investment Fund	16,000	10,000	26,000	18,000
Garfield Weston Foundation	-	-	-	20,000
Sir James Knott Trust	-	-	-	4,500
Shears Foundation	-	-	-	10,000
Hadrian Trust	1,000	-	1,000	-
Clinks Inspiring Futures	13,500	-	13,500	-
Community Foundation - Margaret and Dorothy Gordon Memorial Fund	750	-	750	-
Community Foundation - Community First Fund	-	-	-	20,000
The Evan Cornish Foundation	-	-	-	5,000
	<u>211,551</u>	<u>10,000</u>	<u>221,551</u>	<u>254,543</u>
8 Other trading activities				
Earned income - conferences, training workshops & touring income	6,953	-	6,953	16,189
	<u>6,953</u>	<u>-</u>	<u>6,953</u>	<u>16,189</u>
9 Income from investments				
Bank interest	441	-	441	90
	<u>441</u>	<u>-</u>	<u>441</u>	<u>90</u>
10 Other income				
Other income	4,092	-	4,092	-
Re-imbursement of Travel Expenses	3,333	-	3,333	2,964
Film Tax Relief	1,580	-	1,580	12,463
	<u>9,005</u>	<u>-</u>	<u>9,005</u>	<u>15,427</u>

Income was £242,046 (2020: £289,670) of which £232,046 was unrestricted or designated (2020: £264,670) and £10,000 was restricted (2020: £25,000)

OPEN CLASP THEATRE COMPANY

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
11 Charitable activities				
<u>Direct costs</u>				
don't forget the birds	-	4,842	4,842	215
Rattle Snake	-	-	-	5,505
Sugar	5,593	-	5,593	33,737
Two camps	1,786	-	1,786	5,120
Other projects	3,807	-	3,807	10,550
Conferences and workshops	-	-	-	506
Staff costs	152,392	5,083	157,475	149,329
Project staff costs	22,196	-	22,196	25,055
PR & marketing costs	5,295	75	5,370	8,407
	-	-	-	-
<u>Support costs</u>				
Staff support costs	1,567	-	1,567	7,237
Depreciation	-	-	-	108
Office administration & running costs	20,014	-	20,014	16,593
Subscriptions & publications	1,388	-	1,388	2,444
<u>Governance costs</u>				
Independent examiner's fees for reporting on the accounts	1,080	-	1,080	1,380
Independent examiner's fees other services	-	-	-	-
Legal and professional fees	944	-	944	3,658
Trustees meeting costs	-	-	-	409
Annual review and AGM costs	1,033	-	1,033	1,313
	<u>217,095</u>	<u>10,000</u>	<u>227,095</u>	<u>271,566</u>

Expenditure on charitable activities was £227,095 (2020: £271,566) of which £217,095 was unrestricted or designated (2020: £246,566) and £10,000 was restricted (2020: £25,000)

12 Fees for examination of the accounts

	2021 £	2020 £
Independent examiner's fees for reporting on the accounts	1,080	1,080
Other accountancy services paid to the examiner	665	300
	<u>1,745</u>	<u>1,380</u>

OPEN CLASP THEATRE COMPANY

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

13 Analysis of staff costs and the cost of key management personnel

	2021 £	2020 £
Salaries and wages	159,241	134,641
Social security costs	14,970	10,128
Pension costs (defined contribution pension plan)	5,460	4,560
	179,671	149,329

No employee received remuneration above £60,000 (2020: nil)

The key management personnel of the charity, comprise the trustees and the Artistic Director. The total employee benefits of the key management personnel of the charity were £46,805. (2020: £47,379)

14 Staff numbers

The average monthly head count was 4 staff (2020: 5 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2021 Number	2020 Number
The parts of the charity in which the employee's work		
Artistic production and support	4.0	5.0
	4.0	5.0

Sessional staff are hired on a project by project basis and are included within charitable activities as direct project costs as they typically relate to specific production or projects.

15 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

Trustees' expenses

The following detail the expenses incurred by the trustees.

	2021 £	2020 £
Travel	14	73
	14	73

Transaction(s) with related parties

There have been no related party transactions in the reporting period.

OPEN CLASP THEATRE COMPANY

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

16 Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The employer's pension costs represent contributions payable by the charity to the fund and amount to £5,460 (2020: £4,560). There was £0 outstanding as at 31 March 2021 (2020: £0)

17 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 objectives.

18 Tangible fixed assets

Cost

Balance brought forward

Additions

Disposals

Balance carried forward

Depreciation

Basis

Rate

Balance brought forward

Depreciation charge for year

Disposals

Balance carried forward

Net book value

Brought forward

Carried forward

	Fixtures & fittings £	IT & office equipment £	Total £
Balance brought forward	3,947	6,305	10,252
Additions	-	-	-
Disposals	-	-	-
Balance carried forward	3,947	6,305	10,252
	SL	SL	
	20%	33%	
Balance brought forward	3,947	6,305	10,252
Depreciation charge for year	-	-	-
Disposals	-	-	-
Balance carried forward	3,947	6,305	10,252
Brought forward	-	-	-
Carried forward	-	-	-

19 Debtors and prepayments (receivable within 1 year)

Trade debtors

Film Tax Relief claim

Prepayments & accrued income

	2021 £	2020 £
Trade debtors	50	25,814
Film Tax Relief claim	-	12,756
Prepayments & accrued income	3,514	2,956
	3,564	41,526

20 Cash at bank and in hand

Short term deposits

Cash at bank and in hand

	2021 £	2020 £
Short term deposits	89,949	89,507
Cash at bank and in hand	142,604	29,033
	232,553	118,540

OPEN CLASP THEATRE COMPANY

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

21 Creditors and accruals (payable within 1 year)

	2021 £	2020 £
Trade creditors	-	2,121
Taxation and social security	3,640	3,966
Accruals		
Independent examination of accounts	1,080	1,380
Other accruals	2,993	-
Deferred income	83,656	21,500
Other creditors	32	1,334
	91,401	30,301

22 Deferred income

Deferred income comprises of advance payments from grants that relate to future periods

	2021 £
Balance brought forward	21,500
Amount released to income earned from charitable activities	(13,500)
Amount deferred in year	76,256
Balance carried forward	84,256

23 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

24 Analysis of charitable funds

Analysis of movements in unrestricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	109,765	232,046	(217,095)	-	124,716
Designated funds					
Future projects	20,000	-	-	-	20,000
Totals	129,765	232,046	(217,095)	-	144,716

Purpose of unrestricted funds

General unrestricted fund
Designated funds

The 'free reserves' after allowing for designated funds
Fund set aside for developing future projects

OPEN CLASP THEATRE COMPANY

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

24 Analysis of charitable funds continued

Analysis of movement in restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
Newcastle Cultural Investment Fund - don't forget the birds	-	10,000	(10,000)	-	-
Totals	-	10,000	(10,000)	-	-

Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

Newcastle Cultural Investment Fund - don't forget the birds	To support the development of two female actors from Newcastle as they take their real life story on tour. Due to COVID-19, a tour was unable to happen so Open Clasp captured the play 'as live' on film.
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25 Capital commitments

As at 31 March 2021, the charity had no capital commitments (2020 -£nil)

26 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Cash at bank and in hand	232,553	-	232,553	118,540
Other net current assets/(liabilities)	(87,837)	-	(87,837)	11,225
	144,716	-	144,716	129,765