

PROPER JOB THEATRE COMPANY

England & Wales · Charity number 1109931

Details

Other names	TALIA THEATRE LIMITED
Status	Registered
Legal form	Charitable company
Company number	04203130
Registered	2005-06-09
Register	View on the Charity Commission register

Contact

Address	Proper Job Theatre Co 48a Byram Arcade Huddersfield HD1 1ND
Phone	07411252105
Email	mail@properjob.org.uk
Website	www.properjob.org.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE ARTS, PARTICULARLY DRAMA, AND TO ENCOURAGE AND PROMOTE INVOLVEMENT IN DRAMA AND RELATED ARTISTIC AND CREATIVE ACTIVITIES BY ANY MEMBER OF THE PUBLIC, PARTICULARLY (BUT NOT EXCLUSIVELY) YOUNG PEOPLE. THE PRIMARY (BUT NOT EXCLUSIVELY) AREA OF BENEFIT WILL BE THE NORTH OF ENGLAND.

Activities: The LAB projectWorks BetterLAB WellbeingVolunteer programNationally touring theatre

Classification

- **How:** Makes Grants To Organisations, Provides Services
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** NORTH OF ENGLAND
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£984,822	£974,463	£122,321	17
2024-03-31	£989,110	£967,013	£111,962	15
2023-03-31	£809,009	£804,596	£89,865	16
2022-03-31	£768,779	£784,000	£89,652	14
2021-03-31	£823,296	£751,923	£107,873	13

Trustees

Name	Role	Appointed
Dr Milton Brown		2024-04-29
Helen Orlic		2025-01-29
KIMBERLEY SYKES		2018-06-18
Mark Barraclough		2025-01-29
Sherelle Fairweather		2021-01-14

PROPER JOB THEATRE COMPANY

England & Wales - Charity number 1109931

Accounts

Registered number: 04203130

Charity number: 1109931

Proper Job Theatre Company

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

Nigel Broadbent

John Freeman (resigned 18/04/2024)

Victoria Harper (resigned 18/04/2024)

Neil Crossley (resigned 18/04/2024)

Kimberley Sykes

Sherelle Fairweather

Dr Milton Brown (appointed 29/04/2024)

Mark Barraclough appointed (29/01/2025)

Helen Orlic (appointed 29/01/2025)

SECRETARY

Dr Chloe Whitehead

REGISTERED OFFICE

48a Byram Arcade

Westgate

Huddersfield

West Yorkshire

HD1 1ND

COMPANY NUMBER

04203130

CHARITY NUMBER

1109931

BANKERS

HSBC

INDEPENDENT EXAMINER Julie Guinan FCCA

Harvey Guinan LLP

Chartered Certified Accountants

Unit 17 Mersey House

Matchworks Estate, 140 Speke Road

Liverpool

Proper Job Theatre Company

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

Merseyside
L19 2PH

Proper Job Theatre Company

**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 financial statements have been prepared in accordance with the charity's trust deed, the Charities Act 2011, the Companies Act 2006 and 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 January 2022).

The Trustees intend that this report also serves as the Statutory Directors' Report.

STRUCTURE GOVERNANCE AND MANAGEMENT

GOVERNING DOCUMENT

Proper Job Theatre Company is a company limited by guarantee governed by its Memorandum of Association dated 20 April 2001 on incorporation and as amended by special resolution dated 31 March 2005 and 5 February 2007 and revised Memorandum and Articles of Association dated 11 October 2016 and a resolution dated 2 November 2016. It became a registered charity on 9th June 2005. On the winding up of the charity each member will contribute £1.

COMPANY INFORMATION

Company Information details are provided in these accounts on page 1.

Proper Job Theatre Company has a Committee of Trustees, which plan to meet quarterly. The Board sets out and approves the policies to be adopted to achieve the Charity's objectives. In setting these policies the trustees give full consideration to guidance issued by the Charities Commission to ensure that the charity complies with the requirements regarding public benefit. The policies and the day to day management of the Charity are implemented by the Staff. The Charity has a Development Plan, which it is using to focus on immediate, medium and long-term aims. The work programme as detailed in the plan is developed and delivered by the staff team, Freelance Professional Support Workers and Contractors. Recruitment of Trustees is based upon diversity and equal opportunities. As a Board the Trustees represent the Legal, Business and Arts sectors. The Trustees are from wide ranging professional backgrounds including Legal, Human Resources and Theatre Technology and Business Management. Induction of new Trustees involves a detailed introductory programme whereby the new Trustee receives copies of Strategic and Business Planning documents, the financial statements and all other relevant policies and issues of the organisation and has time to discuss these with the Board and Executive Management. When training needs are identified an action plan is put in place and appropriate training delivered.

VOLUNTEERS

Proper Job has a vibrant and thriving community of volunteers that contribute hugely to the running of the organisation. Volunteers are crucial to all aspects of delivery in the LAB projects from recruitment, course admin to frontline delivery alongside trained staff volunteers help the projects deliver fantastic outcomes. The company also runs a volunteer training programme and helps in the progression of volunteers onto other opportunities for volunteering as well as employment. Proper Job engages with about 78 volunteers a year.

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.

Key Management Personnel:

Chief Executive: Dr Chloe Whitehead

Finance and Artistic Director : James Beale

Pay Policy for Senior Staff

The board of directors who are the Trustees consider the senior management team comprising the Chief Executive, Finance and Artistic Director and their team to be in charge of directing, controlling, running and operating the Charity 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.

Trustees' Responsibilities in relation to the Financial Statements

The Trustees (who are also directors of Proper Job Theatre Company for the purpose of company law) are responsible for preparing the Trustees' 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 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, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make 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; and

FOR THE YEAR ENDED 31/03/2025

TRUSTEES' REPORT

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

OUR PURPOSES AND ACTIVITIES

PRINCIPAL ACTIVITY

- To advance the education and thereby the aspirations and confidence of the public in the arts, particularly drama.
- To relieve the poverty of people with complex needs and/or living in deprived areas by increasing their wellbeing, confidence and employability by providing drama and psychotherapy-based projects.
- To encourage and promote involvement in drama and related artistic and creative activities by any member of the public and particularly young people.
- To advance such charitable purposes (according to the law of England and Wales) as the trustees see fit from time to time.

OBJECTIVES AND ACTIVITIES

The advancement of education is our contribution to the public benefit.

The objectives of the charity are;

- To advance the education of the public in the arts, particularly drama; and
- To encourage and promote involvement in drama and related artistic and creative activities by any member of the public and minority groups and those from difficult to reach backgrounds.

The primary area of benefit will be the North of England.

ACHIEVEMENTS AND PERFORMANCE

The financial year 2024-25 has been a year of change and development for Proper Job. As political and economic shifts have occurred the charity has adapted and changed to meet the new challenges head-on. We continue to deliver a huge range of activity strengthening our links with the creative sectors in Kirklees and Manchester and acting as voice for over 70 creative industries in our role as chair of the culture collective, delivering ground-breaking personal development programmes that use the arts as a means to improve wellbeing and develop confidence and continuing to develop new artistic work that blurs boundaries between performers and audiences in spaces reimagined.

FOR THE YEAR ENDED 31/03/2025

TRUSTEES' REPORT

The challenge of programmes ending and the changes we have experienced is reflected through economic activity with the company's turnover maintaining turnover at just below 1 million. This still represents a huge social impact which is detailed in our 5-year social impact report. The report can be found on our website, properjob.org.uk; please go to The Lab > Social Impact, and scroll down to the pdf download link.

Our participants continue to be from more marginalised communities and represent our ethos of developing participation and engagement in those individuals that have less access to the arts and creativity.

FUTURE PLANS

As we go forward we are confident that Proper Job can continue to make a real difference especially with the fantastic support we receive from the local and combined authorities, Big Lottery and Arts Council England, the charities and third sector organisation's we work with, and of course our communities of artists and participants that make this work both wonderful and life-affirming.

We have secured multi-year settlements for many of our projects but continue to have to support our work through contract tendering and fundraising.

Following significant investment from the Arts Council for organizational development we are currently completing a new 10-year plan which will highlight the charity's dynamic ambitions for the development of 5 key areas of work.

LAB arts and personal development programmes delivered in Calderdale, Manchester and Kirklees with exciting collaborations with organisations across the North.

PACE and creative industry development, progressing and continuing the success of our work with artists, entrepreneurs, makers and the creative industries, providing skills, knowledge and education.

Culture Collective developing the voices of creative organisations in Kirklees through advocacy, collaboration and collective voice.

Hothouse a new space both virtual and physical for professional and aspiring professional artists to come together to show and develop work for a changed world.

Performance work developing art for a changed world in new spaces, blurring the lines between participant and artist and celebrating collective sharing.

RISK MANAGEMENT

The major risks to which the Charity is exposed concern business risk and operating risk and in particular raising adequate funds or generating sufficient income to cover costs. The Board confirms that the day to day reporting systems and controls operated and regularly monitored by the organisation are designed to mitigate those risks.

FOR THE YEAR ENDED 31/03/2025

TRUSTEES' REPORT

FINANCIAL REVIEW

Total incoming resources were £984,822 (2024 £989,110) and total resources expended were £974,463 (2024 £967,013) giving rise to net incoming resources of £10,359 (2024 net incoming resources £22,097). The net movement on funds comprised net incoming resources of £10,359 (2024 £22,098) on the unrestricted fund and £nil net incoming resources on the restricted funds (2024 £nil on the restricted fund).

At 31 March 2025 the position on funds was £122,321 (2024 £111,962) unrestricted funds and £nil (2024 £nil) restricted funds giving total funds £122,321 (2024 £111,962).

RESERVES POLICY

The organisation is run on a not for profit basis but for prudent management the Board plan to build a reserve of 30 - 50% of annual turnover. In accordance with the Statement of Recommended practice Accounting and Reporting by Charities the Board aims to maintain a level of free reserves (that is those funds not tied up in fixed assets, designated or restricted funds) to establish a sustainable entity, manage funding for eligible expenditure claimed in arrears and guard against contingencies. The actual free reserves at 31 March 2025 were £122,317 (2024 £111,958). The Charity is working towards diversification and aims to hold free reserves representing 30 - 50% of annual turnover which based upon the 2025 accounts would be £294,017 - £490,028. This is an ambition at the moment but the charity is developing its business planning to work towards building reserves for sustainability.

FIXED ASSETS

Details of the movement on fixed assets are shown in the notes to the accounts.

EMPLOYEES

Proper Job Theatre Company is committed to equal opportunities at every level.

RELATED PARTIES AND RELATIONSHIPS WITH OTHER ORGANISATIONS

Any connection between a trustee or senior manager of the charity with a production company, contractor, consultant, actor, performer or freelancer must be disclosed to the whole board of trustees in the same way as other contractual relationships with related parties.

Dr Chloe Whitehead and James Beale are directors of Proper Job Training Community Interest Company (Registered Company Number 1973065), a company which does not trade.

Details of related party transactions are stated in the notes to these financial statements.

Proper Job Theatre Company

FOR THE YEAR ENDED 31/03/2025

TRUSTEES' REPORT

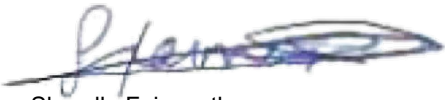
INDEPENDENT EXAMINER

The Independent Examiner, Julie Guinan on behalf of Harvey Guinan, has indicated her willingness to remain in office and a resolution will be proposed for re-appointment at the forthcoming Annual General Meeting.

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 03/11/2025



Sherelle Fairweather
Trustee

**INDEPENDENT EXAMINER'S STATEMENT
FOR THE YEAR ENDED 31/03/2025**

I report on the accounts of the company for the year ended 31/03/2025 which are set herewith.

RESPONSIBILITIES AND BASIS OF REPORT

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).

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.

Julie Guinan FCCA Independent Examiner Harvey Guinan LLP, Chartered Certified Accountants

Unit 17 Mersey House

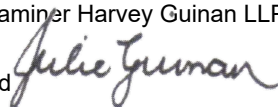
Matchworks Estate, 140 Speke Road

Liverpool

Merseyside

L19 2PH

03/11/2025



Proper Job Theatre Company

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

	Unrestricted funds	Restricted funds	2025 Total	2024 Total
	£	£	£	£
Income				
Income from generated funds				
Income from charitable activities	590,929	393,893	984,822	989,110
Total Income	590,929	393,893	984,822	989,110
Expenses				
Costs of generating funds				
Expenditure on Raised funds	-	-	-	37
Expenditure on Charitable activities	580,570	393,893	974,463	966,976
Total Expenses	580,570	393,893	974,463	967,013
Net Income	10,359	-	10,359	22,097
 Net income for the year	 10,359	 -	 10,359	 22,097
Total funds brought forward	111,962	-	111,962	89,865
Net funds carried forward	122,321	-	122,321	111,962

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

Proper Job Theatre Company

BALANCE SHEET AT 31/03/2025

	Notes	2025 £	2024 £
FIXED ASSETS			
Tangible assets	4	4	4
CURRENT ASSETS			
Debtors (amounts falling due within one year)	5	159,425	193,481
Cash at bank and in hand		<u>190,642</u>	<u>210,908</u>
		350,067	404,389
CREDITORS: Amounts falling due within one year	6	<u>97,237</u>	<u>104,752</u>
NET CURRENT ASSETS		252,830	299,637
TOTAL ASSETS LESS CURRENT LIABILITIES		252,834	299,641
CREDITORS: Amounts falling due after more than one year	7	<u>130,513</u>	<u>187,679</u>
NET ASSETS		<u>122,321</u>	<u>111,962</u>
RESERVES			
Unrestricted funds	9		
General fund		<u>122,321</u>	<u>111,962</u>
		<u>122,321</u>	<u>111,962</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 03/11/2025 and signed on their behalf by



Sherelle Fairweather
Trustee

Proper Job Theatre Company

CASH FLOW FOR THE YEAR ENDED 31/03/2025

	Notes	2025 £
NET CASH OUTFLOW FROM OPERATING ACTIVITIES	17a	(20,266)
RETURN ON INVESTMENTS AND SERVICING OF FINANCE		
CAPITAL EXPENDITURE AND FINANCIAL INVESTMENT		
NET CASH OUTFLOW BEFORE FINANCING		<u>(20,266)</u>
FINANCING		
DECREASE IN CASH		<u><u>(20,266)</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 cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities 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 the specific future purpose or projects.

1f. Depreciation

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

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Grants received to fund Fixed assets are credited to the restricted fund and depreciation charged against that fund over the expected useful lives of the assets.

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. The charity is not registered for vat.

1i. Basis Of Preparing The Accounts

At the time of preparing the accounts, the trustees have reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The trustees therefore continue to operate the going concern basis of accounting in the preparation of the accounts

1j. Debtors Policy

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

1k. Policy For Income Recognition

Items of income are recognised and included in the accounts when all the following are met: (1) The charity has entitlement to the funds; (2) Any performance conditions attached to the income have been met or are fully within the control of the charity; (3) There is sufficient certainty that receipt of the income is considered probable and (4) The amount can be measured reliably

1l. Cash At Bank And In Hand Policy

Cash at 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. Creditors And Provisions Policy

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. Financial Instruments Policy

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.

10. Basis Of Accounting

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities .

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

2. DIRECTORS AND EMPLOYEES

Particulars of employees (including directors) are shown below:

Employee costs during the year amounted to:	2025	2024
	£	£
Wages and salaries	468,906	415,568
Social security costs	38,756	34,148
Pension costs	43,565	44,930
	<u>551,227</u>	<u>494,646</u>

There were 17 employees on average employed during the year ; Managers: 2 Admin and Finance:1 Delivery: 14 including some Part Time.

The aggregate remuneration of key management personnel (2) as listed in the trustees' report is £142,863 (2024 £158,023), inclusive of pension contributions and employer national insurance contributions.

There were no other employees whose remuneration was £60,000 or more. No Trustee received remuneration.

3. PENSION CONTRIBUTIONS

	2025	2024
	£	£
Pension contributions	43,565	44,930
	<u>43,565</u>	<u>44,930</u>

Proper Job Theatre Company

4. TANGIBLE FIXED ASSETS

	Equipment £	Total £
Cost		
At 01/04/2024	75,105	75,105
At 31/03/2025	75,105	75,105
Depreciation		
At 01/04/2024	75,101	75,101
At 31/03/2025	75,101	75,101
Net Book Amounts		
At 31/03/2025	4	4
At 31/03/2024	4	4

5. DEBTORS

	2025 £	2024 £
Amounts falling due within one year:		
Trade debtors	6,000	11,000
Other debtors	153,425	182,481
	159,425	193,481

Proper Job Theatre Company

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Bank loans and overdrafts	69,272	42,953
Taxation and social security	4,063	4,063
Other creditors	<u>23,902</u>	<u>57,736</u>
	<u>97,237</u>	<u>104,752</u>

Included in bank loans and overdraft due in less than one year is a loan of £11,355 (2024 £11,355) at 0% interest guaranteed by J Beale, spouse of the Chief Executive Officer Dr C Whitehead and a senior member of the management team.

7. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2025	2024
	£	£
Bank loans and overdrafts	<u>130,513</u>	<u>187,679</u>
	<u>130,513</u>	<u>187,679</u>

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 £1.00, to the company should it be wound up. At 31/03/2025 there were 6 members.

9. UNRESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	111,962	590,929	(580,570)	-	122,321
	<u>111,962</u>	<u>590,929</u>	<u>(580,570)</u>	<u>-</u>	<u>122,321</u>

10. RESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
Groundworks	-	48,202	(48,202)	-	-
Works Better	-	277	(277)	-	-
National Lottery Big Lottery Fund	-	88,331	(88,331)	-	-
Arts Council England	-	52,064	(52,064)	-	-
The PACE Project	-	205,019	(205,019)	-	-
	<u>-</u>	<u>393,893</u>	<u>(393,893)</u>	<u>-</u>	<u>-</u>

Groundworks

Helping long term unemployed access services

Works Better

Funds to offer support to get people into work

National Lottery Big Lottery Fund

Funds for improving employability skills in the local community

Arts Council England

Funds for theatre productions and NLPG for organisational development

The PACE Project

Funds for providing opportunities in the creative sector for employment, learning and personal development

11. RELATED PARTY TRANSACTIONS

Dr Chloe Whitehead and James Beale are directors of Proper Job Training Community Interest Company (Registered Company Number 1973065), a company which does not trade.

The company paid £37,800 (2024 £47,296) to Dr C Whitehead and £37,800 (2024 £47,296) to Mr J Beale for fees arising from the provision of professional artistic services including contracting of special artists and their project delivery, production management, travel and accommodation, equipment hire and theatre design, writing, choreography, and directing to the Charitable Company. Mr J Beale is an employee and the spouse of Dr C Whitehead, the Chief Executive Officer, and both are key management personnel. In addition, Mr J Beale and Dr C Whitehead each received £15,211 in advance for these services in 2025-26. Mr J Beale guarantees a loan with a balance of £11,355 (2024 £11,355) in creditors due in less than one year.

12. GENERAL INFORMATION

Proper Job Theatre Company, a company limited by guarantee and a registered charity is incorporated and domiciled in England and Wales, and has its registered office and principal place of business at 48a Byram Arcade, Westgate, Huddersfield, HD1 1ND.

The functional currency of the company is sterling.

13. CORPORATION TAX STATUS

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. The charity makes a theatre relief claim which is included in debtors to the accounts.

14. INCOMING RESOURCES

	2025	2024
	£	£
Arts Council of England Grants For The Arts	52,064	97,449
Other Performance Income	-	13,044
Project Delivery: LAB	256,354	260,464
Manchester City Council - Our Manchester	-	13,500
National Lottery Cost of Living Fund	-	10,000
Miscellaneous Income and Workshops	331	1,549
Arts Council England Creative Leaders	-	24,250
End to End Delivery, Employability & Health	195,235	47,571
The PACE Project	205,019	154,610
National Lottery LAB Project Kirklees and Calderdale	88,331	21,918
Works Better Enhanced	277	177,498
Groundworks	48,202	-
Theatre Relief	42,895	99,318
Big Life	-	3,000
The Bread and Butter Thing	31,083	12,433
Multiply Programme	65,031	52,506
	984,822	989,110

Proper Job Theatre Company

15. CHARITABLE EXPENDITURE

All expenditure of the charity relates to the delivery of its objects and is therefore considered as direct charitable expenditure as detailed on the Statement of Financial Activities with the exception of governance costs shown separately (accountancy and statutory costs). Costs directly attributable to activities are shown below together with the costs incurred to support the activity, allocated based on time.

Administration costs include depreciation, telephone, insurance, printing postage and stationery, cleaning, travel computer and IT costs and office consumable costs.

	2025	2024
Direct Project costs	286,621	360,431
Premises Costs	32,475	34,359
Finance Costs	7,841	13,466
Staff Costs	561,458	494,646
Administration Costs	74,978	59,644
Charitable Activity	963,373	962,546
Governance Cost:Accountancy and Statutory	11,090	4,430

16. NET ASSETS BETWEEN FUNDS

	Unrestricted	Restricted	2025
	Funds	Funds	Total
			Funds
Tangible fixed assets	4	-	4
Net Current Assets	252,830	-	252,830
Creditors:More than 12 months	(130,513)	-	(130,513)
	122,321	-	122,321

17. NOTES TO THE CASHFLOW STATEMENT

17a. Reconciliation of operating profit to net cash flow from operating activities

	£
Operating profit	10,359
Decrease in debtors	34,056
Decrease in creditors	(64,681)
Net cash outflow from operating activities	(20,266)

Proper Job Theatre Company

17b. Analysis of changes in cash and cash equivalents during the year

	2025	2024
	£	£
Balance at 01/04/2024	210,908	19,050
Net cash (outflow) / inflow	<u>(20,266)</u>	<u>191,858</u>
Balance at 31/03/2025	<u><u>190,642</u></u>	<u><u>210,908</u></u>

17c. Analysis of changes in financing year

	Share Capital	Loans and finance lease obligations
	£	£
Balance at 01/04/2024	-	(230,632)
Cash inflow from financing	<u>-</u>	<u>(30,847)</u>
Balance at 31/03/2025	<u><u>-</u></u>	<u><u>(261,479)</u></u>

PROPER JOB THEATRE COMPANY

England & Wales - Charity number 1109931

Accounts

Registered number: 04203130

Charity number: 1109931

Proper Job Theatre Company

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

Nigel Broadbent

John Freeman (resigned 18/04/2024)

Victoria Harper (resigned 18/04/2024)

Neil Crossley (resigned 18/04/2024)

Kimberley Sykes

Sherelle Fairweather

Dr Milton Brown (appointed 29/04/2024)

SECRETARY

Dr Chloe Whitehead

REGISTERED OFFICE

48a Byram Arcade

Westgate

Huddersfield

West Yorkshire

HD1 1ND

COMPANY NUMBER

04203130

CHARITY NUMBER

1109931

BANKERS

HSBC

INDEPENDENT EXAMINER - Julie Guinan FCCA

Harvey Guinan LLP

Chartered Certified Accountants

Unit 17 Mersey House

Matchworks Estate, 140 Speke Road

Liverpool

Merseyside

L19 2PH

Proper Job Theatre Company

**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 financial statements have been prepared in accordance with the charity's trust deed, the Charities Act 2011, the Companies Act 2006 and 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 January 2022).

The Trustees intend that this report also serves as the Statutory Directors' Report.

STRUCTURE GOVERNANCE AND MANAGEMENT

GOVERNING DOCUMENT

Proper Job Theatre Company is a company limited by guarantee governed by its Memorandum of Association dated 20 April 2001 on incorporation and as amended by special resolution dated 31 March 2005 and 5 February 2007 and revised Memorandum and Articles of Association dated 11 October 2016 and a resolution dated 2 November 2016. It became a registered charity on 9th June 2005. On the winding up of the charity each member will contribute £1.

COMPANY INFORMATION

Company Information details are provided in these accounts on page 1.

Proper Job Theatre Company has a Committee of Trustees, which plan to meet quarterly. The Board sets out and approves the policies to be adopted to achieve the Charity's objectives. In setting these policies the trustees give full consideration to guidance issued by the Charities Commission to ensure that the charity complies with the requirements regarding public benefit. The policies and the day to day management of the Charity are implemented by the Staff. The Charity has a Development Plan, which it is using to focus on immediate, medium and long-term aims. The work programme as detailed in the plan is developed and delivered by the staff team, Freelance Professional Support Workers and Contractors. Recruitment of Trustees is based upon diversity and equal opportunities. As a Board the Trustees represent the Legal, Business and Arts sectors. The Trustees are from wide ranging professional backgrounds including Legal, Human Resources and Theatre Technology and Business Management. Induction of new Trustees involves a detailed introductory programme whereby the new Trustee receives copies of Strategic and Business Planning documents, the financial statements and all other relevant policies and issues of the organisation and has time to discuss these with the Board and Executive Management. When training needs are identified an action plan is put in place and appropriate training delivered.

VOLUNTEERS

Proper Job has a vibrant and thriving community of volunteers that contribute hugely to the running of the organisation. Volunteers are crucial to all aspects of delivery in the LAB projects from recruitment, course admin to frontline delivery alongside trained staff volunteers help the projects deliver fantastic outcomes. The company also runs a volunteer training programme and helps in the progression of volunteers onto other opportunities for volunteering as well as employment. Proper Job engages with about 78 volunteers a year.

TRUSTEES

Proper Job Theatre Company

FOR THE YEAR ENDED 31/03/2024

TRUSTEES' REPORT

The names of the present trustees and all who held office during the year are shown on page 1.

Key Management Personnel:

Chief Executive: Dr Chloe Whitehead

Finance and Artistic Director : James Beale

Pay Policy for Senior Staff

The board of directors who are the Trustees consider the senior management team comprising the Chief Executive, Finance and Artistic Director and their team to be in charge of directing, controlling, running and operating the Charity 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.

Trustees' Responsibilities in relation to the Financial Statements

The Trustees (who are also directors of Proper Job Theatre Company for the purpose of company law) are responsible for preparing the Trustees' 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 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, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

FOR THE YEAR ENDED 31/03/2024

TRUSTEES' REPORT

OUR PURPOSES AND ACTIVITIES

PRINCIPAL ACTIVITY

- To advance the education and thereby the aspirations and confidence of the public in the arts, particularly drama.
- To relieve the poverty of people with complex needs and/or living in deprived areas by increasing their wellbeing, confidence and employability by providing drama and psychotherapy-based projects.
- To encourage and promote involvement in drama and related artistic and creative activities by any member of the public and particularly young people.
- To advance such charitable purposes (according to the law of England and Wales) as the trustees see fit from time to time.

OBJECTIVES AND ACTIVITIES

The advancement of education is our contribution to the public benefit.

The objectives of the charity are;

- To advance the education of the public in the arts, particularly drama; and
- To encourage and promote involvement in drama and related artistic and creative activities by any member of the public and minority groups and those from difficult to reach backgrounds.

The primary area of benefit will be the North of England.

ACHIEVEMENTS AND PERFORMANCE

The financial year 2023-24 has been a very successful year for Proper Job. The charity has delivered a huge range of activity including a site specific Beowulf involving professional and community performers, which gained national recognition and was a highlight of the Kirklees Year of Music, a creative industry development project PACE which has helped hundreds of individuals to develop their entrepreneurial spirit and create businesses with creative focus. A collaboration with a new film company Studio Bokhego for a new award winning short film Where the shadows meet the light and our continued work with communities through our award winning LAB project and one-to-one support for Employment Kirklees and Paddock community trust.

The significant increase in our work is reflected through economic activity with the company's turnover increasing to just below 1 million. This represents a correspondent increase in our social value which is detailed in our social impact report which can be found on our website.

Our participants continue to be from more marginalised communities and represent our ethos of developing participation and engagement in those individuals that have less access to the arts and creativity.

FOR THE YEAR ENDED 31/03/2024

TRUSTEES' REPORT

In 2023/24 we worked with 2,920 people - more than ever before. Our workshops, like all our work, are very varied and range from our award-winning LAB project to arts-based skills workshops. Engagement in creative activity is the one thing that binds all this work, accessing and using participants potential to help individuals to engage, build their confidence and their means of expression. We are proud of our participants and their achievements for the communities across the North of England.

PARTICIPANT BREAKDOWN

Participants are from the 10% most deprived wards as measured on the Indices of Multiple

Deprivation (IMD): 46.6%

Participants are from the 20% most deprived wards: 58.73%

Ethnically Minoritized communities: 57.29%

Below Level 2 education: 67.96%

Level 2 education: 18.93%

Long-term unemployed (over a year): 60.68% Mental health issue: 31.55%

Learning disability: 17.96%

Health issue: 47.09%

Economically inactive: 23.8%

(not in education, training, work or receipt of out of work benefits)

FUTURE PLANS

As we go forward we are confident that Proper Job can continue to make a real difference especially with the fantastic support we receive from the local and combined authorities, Big Lottery and Arts Council England, the charities and third sector organisation's we work with, and of course our communities of artists and participants that make this work both wonderful and life-affirming.

We have secured multi-year settlements for many of our projects but continue to have to support our work through contract tendering and fundraising. Over the next 1 -3 years our priorities will involve further development of creative work through newly founded 'Culture Collective', a possible Beowulf tour, a new creative project based on the life of Richard Oastler and the development of our base in Byram Arcade to further our work in the LAB. We also want to raise our work and profile in Greater Manchester, our other home for over 20 years.

RISK MANAGEMENT

The major risks to which the Charity is exposed concern business risk and operating risk and in particular raising adequate funds or generating sufficient income to cover costs. The Board confirms that the day to day reporting systems and controls operated and regularly monitored by the organisation are designed to mitigate those risks.

FOR THE YEAR ENDED 31/03/2024

TRUSTEES' REPORT

FINANCIAL REVIEW

Total incoming resources were £989,110 (2023 £809,009) and total resources expended were £967,012 (2023 £808,796) giving rise to net incoming resources of £22,098 (2023 net incoming resources £213). The net movement on funds comprised net incoming resources of £22,098 (2023 £213) on the unrestricted fund and £nil net incoming resources on the restricted funds (2023 £nil) on the restricted fund).

At 31 March 2024 the position on funds was £111,963 (2023 £89,865) unrestricted funds and £nil (2023 £nil) restricted funds giving total funds £111,963 (2023 £89,865).

RESERVES POLICY

The organisation is run on a not for profit basis but for prudent management the Board plan to build a reserve of 30 - 50% of annual turnover. In accordance with the Statement of Recommended practice Accounting and Reporting by Charities the Board aims to maintain a level of free reserves (that is those funds not tied up in fixed assets, designated or restricted funds) to establish a sustainable entity, manage funding for eligible expenditure claimed in arrears and guard against contingencies. The actual free reserves at 31 March 2024 were £111,959 (2023 £89,861). The Charity is working towards diversification and aims to hold free reserves representing 30 - 50% of annual turnover which based upon the 2024 accounts would be £296,733 - £494,555. This is an ambition at the moment but the charity is developing its business planning to work towards building reserves for sustainability.

FIXED ASSETS

Details of the movement on fixed assets are shown in the notes to the accounts.

EMPLOYEES

Proper Job Theatre Company is committed to equal opportunities at every level.

RELATED PARTIES AND RELATIONSHIPS WITH OTHER ORGANISATIONS

Any connection between a trustee or senior manager of the charity with a production company, contractor, consultant, actor, performer or freelancer must be disclosed to the whole board of trustees in the same way as other contractual relationships with related parties.

Dr Chloe Whitehead and James Beale are directors of Proper Job Training Community Interest Company (Registered Company Number 1973065), a company which does not trade.

Details of related party transactions are stated in the notes to these financial statements.

INDEPENDENT EXAMINER

The Independent Examiner, Julie Guinan on behalf of Harvey Guinan, has indicated her willingness to remain in office and a resolution will be proposed for re-appointment at the forthcoming Annual General Meeting.

FOR THE YEAR ENDED 31/03/2024

TRUSTEES' REPORT

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 19/11/2024



Sherelle Fairweather
Trustee

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

I report on the accounts of the company for the year ended 31/03/2024 which are set herewith.

RESPONSIBILITIES AND BASIS OF REPORT

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).

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

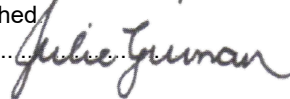
The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

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.

Julie Guinan FCCA, Independent Examiner, Harvey Guinan LLP



Unit 17 Mersey House
Matchworks Estate, 140 Speke Road
Liverpool
Merseyside
L19 2PH
19/11/2024

Proper Job Theatre Company

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

			2024	2023
	Unrestricted funds	Restricted funds	Total	Total
	£	£	£	£
Income				
Income from generated funds				
Income from charitable activities	486,885	502,225	989,110	809,009
Total Income	486,885	502,225	989,110	809,009
Expenses				
Costs of generating funds				
Expenditure on Raised funds	37	-	37	-
Expenditure on Charitable activities	464,751	502,225	966,976	808,796
Total Expenses	464,788	502,225	967,013	808,796
Net Income	22,097	-	22,097	213
Net movement in funds:				
Net income for the year	22,097	-	22,097	213
Total funds brought forward	89,865	-	89,865	89,652
Net funds carried forward	111,962	-	111,962	89,865

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

Proper Job Theatre Company

BALANCE SHEET AT 31/03/2024

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	4	4	4
CURRENT ASSETS			
Debtors (amounts falling due within one year)	5	193,481	182,757
Cash at bank and in hand		<u>210,908</u>	<u>19,050</u>
		404,389	201,807
CREDITORS: Amounts falling due within one year	6	<u>104,752</u>	<u>47,449</u>
NET CURRENT ASSETS		299,637	154,358
TOTAL ASSETS LESS CURRENT LIABILITIES		299,641	154,362
CREDITORS: Amounts falling due after more than one year	7	<u>187,679</u>	<u>64,497</u>
NET ASSETS		<u>111,962</u>	<u>89,865</u>
RESERVES			
Unrestricted funds	9		
General fund		<u>111,962</u>	<u>89,865</u>
		<u>111,962</u>	<u>89,865</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 19/11/2024 and signed on their behalf by



.....
Sherelle Fairweather
Trustee

Proper Job Theatre Company

CASH FLOW FOR THE YEAR ENDED 31/03/2024

	Notes	2024 £
NET CASH INFLOW FROM OPERATING ACTIVITIES	17a	196,640
RETURN ON INVESTMENTS AND SERVICING OF FINANCE		
Interest paid		<u>(4,782)</u>
Net cash outflow from return on investments and servicing of finance		(4,782)
CAPITAL EXPENDITURE AND FINANCIAL INVESTMENT		
NET CASH INFLOW BEFORE FINANCING		<u>191,858</u>
FINANCING		
INCREASE IN CASH		<u><u>191,858</u></u>

**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 cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities 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 the specific future purpose or projects.

1f. Depreciation

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

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Grants received to fund Fixed assets are credited to the restricted fund and depreciation charged against that fund over the expected useful lives of the assets.

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. The charity is not registered for vat.

1i. Basis Of Preparing The Accounts

At the time of preparing the accounts, the trustees have reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The trustees therefore continue to operate the going concern basis of accounting in the preparation of the accounts

1j. Debtors Policy

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

1k. Policy For Income Recognition

Items of income are recognised and included in the accounts when all the following are met: (1)The charity has entitlement to the funds; (2) Any performance conditions attached to the income have been met or are fully within the control of the charity; (3) There is sufficient certainty that receipt of the income is considered probable and (4) The amount can be measured reliably

1l. Cash At Bank And In Hand Policy

Cash at 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. Creditors And Provisions Policy

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. Financial Instruments Policy

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.

1o. Basis Of Accounting

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities .

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

Proper Job Theatre Company

2. DIRECTORS AND EMPLOYEES

Particulars of employees (including directors) are shown below:

Employee costs during the year amounted to:	2024	2023
	£	£
Wages and salaries	415,568	406,979
Social security costs	34,148	32,646
Pension costs	44,930	34,794
	<u>494,646</u>	<u>474,419</u>

There were 15 employees on average employed during the year ; Managers: 2 Admin and Finance:1 Delivery: 12 including some Part Time.

The aggregate remuneration of key management personnel (2) as listed in the trustees' report is £158,023, inclusive of pension contributions and employer national insurance contributions.

There were no other employees whose remuneration was £60,000 or more. No Trustee received remuneration.

3. PENSION CONTRIBUTIONS

	2024	2023
	£	£
Pension contributions	44,930	34,794
	<u>44,930</u>	<u>34,794</u>

4. TANGIBLE FIXED ASSETS

	Equipment	Total
	£	£
Cost		
At 01/04/2023	75,106	75,106
At 31/03/2024	<u>75,106</u>	<u>75,106</u>
Depreciation		
At 01/04/2023	75,102	75,102
At 31/03/2024	<u>75,102</u>	<u>75,102</u>
Net Book Amounts		
At 31/03/2024	<u>4</u>	<u>4</u>
At 31/03/2023	<u>4</u>	<u>4</u>

Proper Job Theatre Company

5. DEBTORS

	2024	2023
	£	£
Amounts falling due within one year:		
Trade debtors	11,000	21,375
Other debtors	<u>182,481</u>	<u>161,382</u>
	<u>193,481</u>	<u>182,757</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Bank loans and overdrafts	42,953	40,168
Taxation and social security	4,063	356
Other creditors	<u>57,736</u>	<u>6,925</u>
	<u>104,752</u>	<u>47,449</u>

Included in bank loans and overdraft due in less than one year is a loan of £11,355 (2023 £11,355) at 0% interest guaranteed by J Beale, spouse of the Chief Executive Officer Dr C Whitehead and a senior member of the management team.

7. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2024	2023
	£	£
Bank loans and overdrafts	<u>187,679</u>	<u>64,497</u>
	<u>187,679</u>	<u>64,497</u>

Proper Job Theatre Company

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 £1.00, to the company should it be wound up. At 31/03/2024 there were 6 members.

9. UNRESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	89,865	486,885	(464,788)	-	111,962
	<u>89,865</u>	<u>486,885</u>	<u>(464,788)</u>	<u>-</u>	<u>111,962</u>

10. RESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
Manchester City Council	-	13,500	(13,500)	-	-
Arts Council England Creative Leaders	-	24,250	(24,250)	-	-
Big Life Company	-	3,000	(3,000)	-	-
Arts Council England Theatre Productions	-	97,449	(97,449)	-	-
The PACE Project	-	154,610	(154,610)	-	-
National Lottery Big Lottery Fund	-	21,918	(21,918)	-	-
Works Better	-	177,498	(177,498)	-	-
National Lottery Cost of Living	-	10,000	(10,000)	-	-
	<u>-</u>	<u>502,225</u>	<u>(502,225)</u>	<u>-</u>	<u>-</u>

Manchester City Council

Funds for Our Manchester Project

Arts Council England Creative Leaders

Funds for Creative Leaders

Big Life Company

Funds for Social Prescribing

Arts Council England Theatre Productions

Funds for theatre productions

The PACE Project

Funds to help young people access career opportunities in the creative sector

National Lottery Big Lottery Fund

Funds for improving employability skills in the local community

Works Better

Funds to offer support to get people into work

National Lottery Cost of Living

Cost of Living funds towards increased costs

11. RELATED PARTY TRANSACTIONS

Dr Chloe Whitehead and James Beale are directors of Proper Job Training Community Interest Company (Registered Company Number 1973065), a company which does not trade.

The company paid £47,296 (2023 £27,812) to Dr C Whitehead and £47,296 (2023 £27,812) to Mr J Beale for fees arising from the provision of professional artistic services including contracting of special artists and their project delivery, production management, travel and accommodation, equipment hire and theatre design, writing, choreography, and directing to the Charitable Company. Mr J Beale is an employee and the spouse of Dr C Whitehead, the Chief Executive Officer, and both are key management personnel. Mr J Beale guarantees a loan with a balance of £11,355 (2023 £11,355) in creditors due in less than one year.

12. GENERAL INFORMATION

Proper Job Theatre Company, a company limited by guarantee and a registered charity is incorporated and domiciled in England and Wales, and has its registered office and principal place of business at 48a Byram Arcade, Westgate, Huddersfield, HD1 1ND.

The functional currency of the company is sterling.

13. CORPORATION TAX STATUS

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. The charity makes a theatre relief claim which is included in debtors to the accounts.

14. INCOMING RESOURCES

	2024	2023
	£	£
WEA	-	7,873
Arts Council of England Grants For The Arts	97,449	22,789
Other Performance Income	13,044	9,000
Project Delivery:LAB Huddersfield, Manchester, Calderdale	260,464	207,717
Manchester City Council - Our Manchester	13,500	-
National Lottery Cost of Living Fund	10,000	-
Miscellaneous Income and Workshops	1,549	2,059
Arts Council England Creative Leaders	24,250	-
Employment Kkleees	47,571	-
The PACE Project	154,610	74,488
National Lottery LAB Project Kirklees and Calderdale	21,918	-
LAB Contract Delivery	-	40,823
Works Better Enhanced	177,498	301,688
Groundworks	-	19,593
Theatre Relief	99,318	48,505
Big Life	3,000	-
The Bread and Butter Thing	12,433	-
Multiply Programme	52,506	74,474
	989,110	809,009

Proper Job Theatre Company

15. CHARITABLE EXPENDITURE

All expenditure of the charity relates to the delivery of its objects and is therefore considered as direct charitable expenditure as detailed on the Statement of Financial Activities with the exception of governance costs shown separately (accountancy and statutory costs). Costs directly attributable to activities are shown below together with the costs incurred to support the activity, allocated based on time.

Administration costs include depreciation, telephone, insurance, printing postage and stationery, cleaning, travel computer and IT costs and office consumable costs.

	2024	2023
Direct Project costs	360,468	229,444
Premises Costs	34,359	27,277
Finance Costs	13,466	1,280
Staff Costs	494,645	475,696
Administration Costs	59,644	70,899
Charitable Activity	962,582	804,596
Governance Cost:Accountancy and Statutory	4,430	4,200

16. NET ASSETS BETWEEN FUNDS

	Unrestricted	Restricted	2023
	Funds	Funds	Total
			Funds
Tangible fixed assets	4	-	4
Net Current Assets	299,638	-	299,638
Creditors:More than 12 months	(187,679)	-	(187,679)
	111,963	-	111,963

17. NOTES TO THE CASHFLOW STATEMENT

17a. Reconciliation of operating profit to net cash flow from operating activities

	£
Operating profit	26,879
Increase in debtors	(10,724)
Increase in creditors	180,485
Net cash inflow from operating activities	196,640

Proper Job Theatre Company

17b. Analysis of changes in cash and cash equivalents during the year

	2024	2023
	£	£
Balance at 01/04/2023	19,050	50,752
Net cash inflow / (outflow)	<u>191,858</u>	<u>(31,702)</u>
Balance at 31/03/2024	<u><u>210,908</u></u>	<u><u>19,050</u></u>

17c. Analysis of changes in financing year

	Share Capital	Loans and finance lease obligations
	£	£
Balance at 01/04/2023	-	(104,665)
Cash outflow from financing	<u>-</u>	<u>125,967</u>
Balance at 31/03/2024	<u><u>-</u></u>	<u><u>21,302</u></u>

PROPER JOB THEATRE COMPANY

England & Wales - Charity number 1109931

Accounts

Registered number: 04203130

Charity number: 1109931

Proper Job Theatre Company

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

Nigel Broadbent
John Freeman
Victoria Harper
Neil Crossley
Kimberley Sykes
Sherelle Fairweather

SECRETARY

Dr Chloe Whitehead

REGISTERED OFFICE

48a Byram Arcade
Westgate
Huddersfield
West Yorkshire
HD1 1ND

COMPANY NUMBER

04203130

CHARITY NUMBER

1109931

BANKERS

HSBC

INDEPENDENT EXAMINER - Julie Guinan FCCA

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

Proper Job Theatre Company

**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 financial statements have been prepared in accordance with the charity's trust deed, the Charities Act 2011, the Companies Act 2006 and 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 2015).

The Trustees intend that this report also serves as the Statutory Directors' Report.

STRUCTURE GOVERNANCE AND MANAGEMENT

GOVERNING DOCUMENT

Proper Job Theatre Company is a company limited by guarantee governed by its Memorandum of Association dated 20 April 2001 on incorporation and as amended by special resolution dated 31 March 2005 and 5 February 2007 and revised Memorandum and Articles of Association dated 11 October 2016 and a resolution dated 2 November 2016. It became a registered charity on 9th June 2005. On the winding up of the charity each member will contribute £1.

COMPANY INFORMATION

Company Information details are provided in these accounts on page 1.

Proper Job Theatre Company has a Committee of Trustees, which plan to meet quarterly. The Board sets out and approves the policies to be adopted to achieve the Charity's objectives. In setting these policies the trustees give full consideration to guidance issued by the Charities Commission to ensure that the charity complies with the requirements regarding public benefit. The policies and the day to day management of the Charity are implemented by the Staff. The Charity has a Development Plan, which it is using to focus on immediate, medium and long-term aims. The work programme as detailed in the plan is developed and delivered by the staff team, Freelance Professional Support Workers and Contractors. Recruitment of Trustees is based upon diversity and equal opportunities. As a Board the Trustees represent the Legal, Business and Arts sectors. The Trustees are from wide ranging professional backgrounds including Legal, Human Resources and Theatre Technology and Business Management. Induction of new Trustees involves a detailed introductory programme whereby the new Trustee receives copies of Strategic and Business Planning documents, the financial statements and all other relevant policies and issues of the organisation and has time to discuss these with the Board and Executive Management. When training needs are identified an action plan is put in place and appropriate training delivered.

VOLUNTEERS

Proper Job has a vibrant and thriving community of volunteers that contribute hugely to the running of the organisation. Volunteers are crucial to all aspects of delivery in the LAB projects from recruitment, course admin to frontline delivery alongside trained staff volunteers help the projects deliver fantastic outcomes. The company also runs a volunteer training programme and helps in the progression of volunteers onto other opportunities for volunteering as well as employment. Proper Job engages with about 78 volunteers a year.

FOR THE YEAR ENDED 31/03/2023

TRUSTEES' REPORT

TRUSTEES

The names of the present trustees and all who held office during the year are shown on page 1.

Key Management Personnel:

Chief Executive: Dr Chloe Whitehead

Finance and Artistic Director : James Beale

Pay Policy for Senior Staff

The board of directors who are the Trustees consider the senior management team comprising the Chief Executive, Finance and Artistic Director and their team to be in charge of directing, controlling, running and operating the Charity 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.

Trustees' Responsibilities in relation to the Financial Statements

The Trustees (who are also directors of Proper Job Theatre Company for the purpose of company law) are responsible for preparing the Trustees' 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 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, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

FOR THE YEAR ENDED 31/03/2023

TRUSTEES' REPORT

OUR PURPOSES AND ACTIVITIES

PRINCIPAL ACTIVITY

- To advance the education and thereby the aspirations and confidence of the public in the arts, particularly drama.
- To relieve the poverty of people with complex needs and/or living in deprived areas by increasing their wellbeing, confidence and employability by providing drama and psychotherapy-based projects.
- To encourage and promote involvement in drama and related artistic and creative activities by any member of the public and particularly young people.
- To advance such charitable purposes (according to the law of England and Wales) as the trustees see fit from time to time.

OBJECTIVES AND ACTIVITIES

The advancement of education is our contribution to the public benefit.

The objectives of the charity are;

- To advance the education of the public in the arts, particularly drama; and
- To encourage and promote involvement in drama and related artistic and creative activities by any member of the public and minority groups and those from difficult to reach backgrounds.

The primary area of benefit will be the North of England.

ACHIEVEMENTS AND PERFORMANCE

PROPER JOB THEATRE COMPANY has a history of profound engagement, creating projects that change lives, inspire the imagination and develop the creative skills of communities. The company's identity is based on our ground-breaking arts intervention, The LAB and our theatre is based on the stories that arise from this work reimagined against a backdrop of myths and fairy tales. We want to reimagine classic tales informed by our work, reflecting contemporary concerns but always with a grounding in the communities we work.

The 22/23 year has been dominated by the Cost Of Living (COL) crisis and has influenced all of our programmes. The charity has provided additional and wrap around services wherever possible, becoming a warm hub in Kirklees and providing food and travel during our programmes. We have also developed response services for refugees creating a Ukrainian club in Kirklees and further developed our IAG to respond to urgent needs especially in our one-to-one support. Alongside this work the charity has never lost sight of our fundamental mission to engage participants in arts-based practice and performance. This is the basis of all of our work, driving our social impact, developing innovation in the way we do things and creating life changing programmes and events that develop and help our communities across the North.

FOR THE YEAR ENDED 31/03/2023

TRUSTEES' REPORT

The charity has worked with:

Proper Job worked intensively with 904 people and engaged 2,640 people across Kirklees Calderdale and Manchester.

In 2022 we performed to 1,004 paying audience and delivered participatory theatre activity to audiences of approximately 1,850.

We visited 27 schools and helped our participants perform to 1,620 children.

Participants of our work in the last year are:

- 46% of participants are from the 10% most deprived wards as measured on the Indices of Multiple deprivation
- 51% from Ethnically Minoritised communities
- 39% Below Level 2 education
- 21% Level 2 education
- 73% Long-term unemployed
- 13% Mental health issue
- 21% Learning disability
- 24% Health issue
- 29% Co-morbidity
- 25% Economically inactive (not in education, training, work or receipt of out of work benefits)

In 2022 Proper Job won the Social Enterprise Yorkshire Award for Social Impact.

- Proper Job helped me to believe in humanity again - Participant and Somalian Refugee, 2022.

FUTURE PLANS

In 2023/2024 the company will continue to help communities responding to the cost of living crisis using our innovative arts- based practice to help those from the most marginalised communities. Working with food banks local community-based organisations, the job centres and other referral agencies we will work to target individuals that most need support through our work.

We are hopeful to continue to secure investment through social enterprise support, the national lottery and Arts council to increase engagement and progression through our Arts Hub activity and we are beginning the process of raising finance to re-fit and develop our offices and rehearsal spaces in Byram Arcade.

FOR THE YEAR ENDED 31/03/2023

TRUSTEES' REPORT

RISK MANAGEMENT

The major risks to which the Charity is exposed concern business risk and operating risk and in particular raising adequate funds or generating sufficient income to cover costs. The Board confirms that the day to day reporting systems and controls operated and regularly monitored by the organisation are designed to mitigate those risks.

FINANCIAL REVIEW

Total incoming resources were £809,009 (2022 £768,779) and total resources expended were £808,796 (2022 £787,000) giving rise to net incoming resources of £213 (2022 net outgoing resources £18,221). The net movement on funds comprised net incoming resources of £213 (2022 £403) on the unrestricted fund and £nil net incoming resources on the restricted funds (2022 £18,624 net outgoing resources on the restricted fund).

At 31 March 2023 the position on funds was £89,865 (2022 £89,652) unrestricted funds and £nil (2022 £nil) restricted funds giving total funds £89,865 (2022 £89,652).

RESERVES POLICY

The organisation is run on a not for profit basis but for prudent management the Board plan to build a reserve of 30 - 50% of annual turnover. In accordance with the Statement of Recommended practice Accounting and Reporting by Charities the Board aims to maintain a level of free reserves (that is those funds not tied up in fixed assets, designated or restricted funds) to establish a sustainable entity, manage funding for eligible expenditure claimed in arrears and guard against contingencies. The actual free reserves at 31 March 2023 were £89,861 (2022 £89,645). The Charity is working towards diversification and aims to hold free reserves representing 30 - 50% of annual turnover which based upon the 2023 accounts would be £242,703 - £404,505. This is an ambition at the moment but the charity is developing its business planning to work towards building reserves for sustainability.

FIXED ASSETS

Details of the movement on fixed assets are shown in the notes to the accounts.

EMPLOYEES

Proper Job Theatre Company is committed to equal opportunities at every level.

RELATED PARTIES AND RELATIONSHIPS WITH OTHER ORGANISATIONS

Any connection between a trustee or senior manager of the charity with a production company, contractor, consultant, actor, performer or freelancer must be disclosed to the whole board of trustees in the same way as other contractual relationships with related parties.

Proper Job Theatre Company and Proper Job Training Community Interest Company (Registered Company Number 1973065) work collaboratively.

Details of related party transactions are stated in the notes to these financial statements.

Proper Job Theatre Company

FOR THE YEAR ENDED 31/03/2023

TRUSTEES' REPORT

INDEPENDENT EXAMINER

The Independent Examiner, Julie Guinan on behalf of Harvey Guinan, has indicated her willingness to remain in office and a resolution will be proposed for re-appointment at the forthcoming Annual General Meeting.

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 29/09/2023

Neil Crossley
Trustee

INDEPENDENT EXAMINER'S STATEMENT

FOR THE YEAR ENDED 31/03/2023

I report on the accounts of the company for the year ended 31/03/2023 which are set herewith.

RESPONSIBILITIES AND BASIS OF REPORT

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).

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.

Harvey Guinan LLP - Julie Guinan FCCA Independent Examiner

Unit 17 Mersey House

Matchworks Estate, 140 Speke Road

Liverpool

Merseyside

L19 2PH

29/09/2023

Proper Job Theatre Company

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

			2023	<i>2022</i>
	Unrestricted funds	Restricted funds	Total	<i>Total</i>
	£	£	£	£
Income				
Income from generated funds				
Income from charitable activities	382,578	426,431	809,009	768,779
Total Income	382,578	426,431	809,009	768,779
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	382,365	426,431	808,796	787,000
Total Expenses	382,365	426,431	808,796	787,000
Net Income	213	-	213	<i>(18,221)</i>
Net movement in funds:				
Net income for the year	213	-	213	<i>(18,221)</i>
Total funds brought forward	89,652	-	89,652	107,873
Net funds carried forward	89,865	-	89,865	<i>89,652</i>

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

Proper Job Theatre Company

BALANCE SHEET AT 31/03/2023

	Notes	2023 £	2022 £
FIXED ASSETS			
Tangible assets	4	4	7
CURRENT ASSETS			
Debtors (amounts falling due within one year)	5	182,757	201,214
Cash at bank and in hand		19,050	50,752
		<u>201,807</u>	<u>251,966</u>
CREDITORS: Amounts falling due within one year	6	<u>47,449</u>	<u>117,049</u>
NET CURRENT ASSETS		154,358	134,917
TOTAL ASSETS LESS CURRENT LIABILITIES		154,362	134,924
 CREDITORS: Amounts falling due after more than one year	 7	 <u>64,497</u>	 <u>45,272</u>
NET ASSETS		<u>89,865</u>	<u>89,652</u>
RESERVES			
Unrestricted funds	9		
General fund		89,865	89,652
		<u>89,865</u>	<u>89,652</u>

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 29/09/2023 and signed on their behalf by

.....
Neil Crossley
Trustee

CASH FLOW FOR THE YEAR ENDED 31/03/2023

	Notes	2023 £
NET CASH OUTFLOW FROM OPERATING ACTIVITIES	17a	(37,782)
RETURN ON INVESTMENTS AND SERVICING OF FINANCE		
Interest paid	(20)	
Net cash outflow from return on investments and servicing of finance		(20)
CAPITAL EXPENDITURE AND FINANCIAL INVESTMENT		
Receipts from sale of tangible assets	13,392	
Net cash outflow from capital expenditure and financial investment		13,392
NET CASH OUTFLOW BEFORE FINANCING		(24,410)
FINANCING		
DECREASE IN CASH		(24,410)

**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 cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities 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 the specific future purpose or projects.

1f. Depreciation

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

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Grants received to fund Fixed assets are credited to the restricted fund and depreciation charged against that fund over the expected useful lives of the assets.

Motor Cars

straight line 25 %

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. The charity is not registered for vat.

1i. Basis Of Preparing The Accounts

At the time of preparing the accounts, the trustees have reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The trustees therefore continue to operate the going concern basis of accounting in the preparation of the accounts

1j. Debtors Policy

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

1k. Policy For Income Recognition

Items of income are recognised and included in the accounts when all the following are met: (1)The charity has entitlement to the funds; (2) Any performance conditions attached to the income have been met or are fully within the control of the charity; (3) There is sufficient certainty that receipt of the income is considered probable and (4) The amount can be measured reliably

1l. Cash At Bank And In Hand Policy

Cash at 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. Creditors And Provisions Policy

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. Financial Instruments Policy

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.

1o. Basis Of Accounting

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities .

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

Proper Job Theatre Company

2. DIRECTORS AND EMPLOYEES

Particulars of employees (including directors) are shown below:

Employee costs during the year amounted to:	2023	2022
	£	£
Wages and salaries	406,979	389,573
Social security costs	32,646	28,384
Pension costs	34,794	30,851
	<u>474,419</u>	<u>448,808</u>

There were 19 employees on average employed during the year ; Managers;2 Admin and Finance:1 Delivery: 16 including some Part Time.

The aggregate remuneration of key management personnel (2) is £130,666, inclusive of pension contributions of £24,000.

There were no other employees whose remuneration was £60,000 or more. No Trustee received remuneration.

3. PENSION CONTRIBUTIONS

	2023	2022
	£	£
Pension contributions	34,794	30,851
	<u>34,794</u>	<u>30,851</u>

4. TANGIBLE FIXED ASSETS

	Equipment	Motor Cars	Total
	£	£	£
Cost			
At 01/04/2022	75,106	7,295	82,401
Disposals	-	(7,295)	(7,295)
At 31/03/2023	<u>75,106</u>	<u>-</u>	<u>75,106</u>
Depreciation			
At 01/04/2022	75,102	7,292	82,394
Disposals	-	(7,292)	(7,292)
At 31/03/2023	<u>75,102</u>	<u>-</u>	<u>75,102</u>
Net Book Amounts			
At 31/03/2023	<u>4</u>	<u>-</u>	<u>4</u>
At 31/03/2022	<u>4</u>	<u>3</u>	<u>7</u>

Proper Job Theatre Company

5. DEBTORS

	2023	2022
	£	£
Amounts falling due within one year:		
Trade debtors	21,375	10,301
Other debtors	<u>161,382</u>	<u>190,908</u>
	<u><u>182,757</u></u>	<u><u>201,209</u></u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Bank loans and overdrafts	40,168	69,017
Taxation and social security	356	1,856
Other creditors	<u>6,925</u>	<u>46,176</u>
	<u><u>47,449</u></u>	<u><u>117,049</u></u>

Included in bank loans and overdraft due in less than one year is a loan of £11,355 (2022 £11,355) at 0% interest guaranteed by J Beale, spouse of the Chief Executive Officer Dr C Whitehead and a senior member of the management team.

7. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2023	2022
	£	£
Bank loans and overdrafts	<u>64,497</u>	<u>45,272</u>
	<u><u>64,497</u></u>	<u><u>45,272</u></u>

Included in other creditors are:

Proper Job Theatre Company

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 £1.00, to the company should it be wound up. At 31/03/2023 there were 6 members.

9. UNRESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	89,652	382,578	(382,365)	-	89,865
	<u>89,652</u>	<u>382,578</u>	<u>(382,365)</u>	<u>-</u>	<u>89,865</u>

Proper Job Theatre Company

10. RESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
Groundwork UK	-	19,593	(19,593)	-	-
Arts Council of England	-	22,789	(22,789)	-	-
The PACE Project	-	74,488	(74,488)	-	-
WEA	-	7,873	(7,873)	-	-
Works Better	-	301,688	(301,688)	-	-
	-	426,431	(426,431)	-	-

Groundwork UK

Funding to help engage with the long-term unemployed

Arts Council of England

Funds for theatre productions

The PACE Project

Funds to help young people access career opportunities in the creative sector

WEA

Funds to support adult learning

Works Better

Funds to offer support to get people into work

11. RELATED PARTY TRANSACTIONS

Proper Job Theatre Company and Proper Job Training Community Interest Company (Registered Company Number 1973065) work collaboratively.

Dr Chloe Whitehead and James Beale are directors of Proper Job Community Interest Company.

The company paid £27,812 (2022 £44,460) to Dr C Whitehead and £27,812 (2022 £58,820) to Mr J Beale for fees arising from the provision of professional artistic services including travel, contracting special artists, equipment hire and theatre design, production, writing, choreography, management, and directing to the Charitable Company. Mr J Beale is an employee and the spouse of Dr C Whitehead the Chief Executive Officer and both are key management personnel. Mr J Beale the spouse of Dr C Whitehead, the CEO, guarantees a loan with a balance of £11,355 (2022 £11,355) in creditors due in less than one year.

Proper Job Theatre Company

12. GENERAL INFORMATION

Proper Job Theatre Company, a company limited by guarantee and a registered charity is incorporated and domiciled in England and Wales, and has its registered office and principal place of business at 48a Byram Arcade, Westgate, Huddersfield, HD1 1ND.

The functional currency of the company is sterling.

13. CORPORATION TAX STATUS

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. The charity makes a theatre relief claim which is included in debtors to the accounts.

14. INCOMING RESOURCES

	2023	2022
	£	£
WEA	7,873	19,777
Arts Council of England Grants For The Arts	22,789	29,164
Other Performance Income	9,000	9,562
Project Delivery:LAB Huddersfield	78,874	93,830
Project Delivery:LAB Funding - Manchester	117,343	136,177
Miscellaneous Income	1,609	1,219
The Clothworkers Foundation	-	3,800
Arts Council England CRF	-	67,827
Kickstart	-	48,416
The PACE Project	74,488	55,298
General Project Grants	-	1,000
LAB Contract Delivery	40,823	37,535
Works Better Grant - Restricted	301,688	223,021
Groundworks	19,593	3,792
Theatre Relief Claims	48,505	35,468
Project Delivery: Work and Skills	11,500	-
Workshop Income	450	2,893
Multiply Programme	74,474	-
	809,009	768,779

Proper Job Theatre Company

15. CHARITABLE EXPENDITURE

All expenditure of the charity relates to the delivery of its objects and is therefore considered as direct charitable expenditure as detailed on the Statement of Financial Activities with the exception of governance costs shown separately (accountancy and statutory costs). Costs directly attributable to activities are shown below together with the costs incurred to support the activity, allocated based on time.

Administration costs include depreciation, telephone, insurance, printing postage and stationery, cleaning, travel computer and IT costs and office consumable costs.

	2023	2022
Direct Project costs	229,444	265,036
Premises Costs	27,277	11,483
Finance Costs	1,280	8,891
Staff Costs	475,696	449,468
Administration Costs	70,899	49,122
Charitable Activity	804,596	784,000
Governance Cost:Accountancy and Statutory	4,200	3,000

16. NET ASSETS BETWEEN FUNDS

	Unrestricted	Restricted	2023
	Funds	Funds	Total
			Funds
Tangible fixed assets	4	-	4
Net Current Assets	154,357	-	154,357
Creditors:More than 12 months	(64,497)	-	(64,497)
	89,864	-	89,864

17. NOTES TO THE CASHFLOW STATEMENT

Proper Job Theatre Company

17a. Reconciliation of operating profit to net cash flow from operating activities

	£
Operating profit	233
Profit on disposal of fixed assets	(6,097)
Decrease in debtors	18,452
Decrease in creditors	(50,370)
Net cash outflow from operating activities	<u>(37,782)</u>

17b. Analysis of changes in cash and cash equivalents during the year

	2023	2022
	£	£
Balance at 01/04/2022	50,752	246,178
Net cash outflow	<u>(31,702)</u>	<u>(195,426)</u>
Balance at 31/03/2023	<u>19,050</u>	<u>50,752</u>

17c. Analysis of changes in financing year

	Share Capital	Loans and finance lease obligations
	£	£
Balance at 01/04/2022	-	(114,289)
Cash inflow from financing	<u>-</u>	<u>(9,624)</u>
Balance at 31/03/2023	<u>-</u>	<u>(123,913)</u>

Proper Job Theatre Company

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

	2023	2022
	£	£
Incoming resources		
Incoming resources from generated funds		
Charitable Activity		
Arts Council of England	22,789	96,991
Other Income	125,906	52,200
Project Delivery:LAB Huddersfield	78,874	93,830
Project Delivery:LAB Funding - LAB Manchester	117,343	135,622
Project Delivery:One Off Projects/Payments	<u>11,500</u>	<u>2,893</u>
	356,412	381,536
Project Grants		
Theatre Relief Claims	48,505	36,023
Project Grants	403,642	350,312
Workshop Income	450	-
LAB Contract Delivery	<u>-</u>	<u>908</u>
	452,597	387,243
	<u>809,009</u>	<u>768,779</u>
	<u>809,009</u>	<u>768,779</u>

Proper Job Theatre Company

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

	2023	2022
	£	£
Expenses		
Costs of generating funds		
Charitable Activities		
Project Costs: Babel	8,708	154,251
Project Costs: Beowolf	81,813	13,885
Project Costs: LAB	97,354	51,867
Project Costs: Marketing	7,009	6,350
Project Costs: Other	14,281	19,134
Project Costs: Dorian	-	99
Project Costs: Groundworks	120	-
Project Costs: Medusa	-	130
Project Costs: Shape of Things to Come	1,160	-
Bad debts	-	(505)
Rates	2,192	3,673
Heat and light (electricity)	12,552	6,308
Rent	12,787	3,616
Cleaning	1,938	1,559
Salaries	406,979	389,573
NIC employer (wages and salaries)	32,646	28,384
Pension contributions	34,794	30,851
Canteen	1,277	660
Freelance Fees	26,658	1,400
Training	795	96
Computer costs	16,606	16,152
Professional fees	2,364	3,468
Insurance	11,243	10,831
Fundraising	12,840	8,900
Travel	4,030	4,335
Stationery & office supplies	7,489	8,214
Meeting costs	1,681	560
Telephone	8,071	6,841
Theatre Costs	201	-
Storage Space Hire	1,825	1,825
Interest on Loans Repayable within 5 Years	1,024	8,554
Bank charges	236	337
Bank interest	20	-
Sundry expenses	-	829
Depreciation of equipment	-	1,823
Profit on motor cars disposal	(6,097)	-
	<u>804,596</u>	<u>784,000</u>

Proper Job Theatre Company

Expenses
for the year ended 31/03/2023

	<u>2023</u>	<u>2022</u>
Governance Costs		
Professional Fees- Accountancy	4,200	3,000
	<u>4,200</u>	<u>3,000</u>
	<u>808,796</u>	<u>787,000</u>

PROPER JOB THEATRE COMPANY

England & Wales - Charity number 1109931

Accounts

Registered number: 04203130

Charity number: 1109931

Proper Job Theatre Company

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

Nigel Broadbent

John Freeman (appointed 07/10/2021)

Richard Mulhearn (resigned 11/06/2021)

Victoria Harper

Neil Crossley

Kimberley Sykes

Catherine McGrath (resigned 02/03/2022)

Sherelle Fairweather

SECRETARY

Dr Chloe Whitehead

REGISTERED OFFICE

48a Byram Arcade

Westgate

Huddersfield

West Yorkshire

HD1 1ND

COMPANY NUMBER

04203130

CHARITY NUMBER

1109931

BANKERS

Royal Bank of Scotland PLC

INDEPENDENT EXAMINER - Julie Guinan FCCA

Harvey Guinan LLP

Chartered Certified Accountants

Unit 17 Mersey House

Matchworks Estate, 140 Speke Road

Liverpool

Merseyside

L19 2PH

Proper Job Theatre Company

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

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Proper Job Theatre Company

FOR THE YEAR ENDED 31/03/2022

TRUSTEES' REPORT

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

The financial statements have been prepared in accordance with the charity's trust deed, the Charities Act 2011, the Companies Act 2006 and 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 2015).

The Trustees intend that this report also serves as the Statutory Directors' Report.

STRUCTURE GOVERNANCE AND MANAGEMENT

GOVERNING DOCUMENT

Proper Job Theatre Company is a company limited by guarantee governed by its Memorandum of Association dated 20 April 2001 on incorporation and as amended by special resolution dated 31 March 2005 and 5 February 2007 and revised Memorandum and Articles of Association dated 11 October 2016 and a resolution dated 2 November 2016. It became a registered charity on 9th June 2005. On the winding up of the charity each member will contribute £1.

COMPANY INFORMATION

Company Information details are provided in these accounts on page 1.

Proper Job Theatre Company has a Committee of Trustees, which plan to meet quarterly. The Board sets out and approves the policies to be adopted to achieve the Charity's objectives. In setting these policies the trustees give full consideration to guidance issued by the Charities Commission to ensure that the charity complies with the requirements regarding public benefit. The policies and the day to day management of the Charity are implemented by the Staff. The Charity has a Development Plan, which it is using to focus on immediate, medium and long-term aims. The work programme as detailed in the plan is developed and delivered by the staff team, Freelance Professional Support Workers and Contractors. Recruitment of Trustees is based upon diversity and equal opportunities. As a Board the Trustees represent the Legal, Business and Arts sectors. The Trustees are from wide ranging professional backgrounds including Legal, Human Resources and Theatre Technology and Business Management. Induction of new Trustees involves a detailed introductory programme whereby the new Trustee receives copies of Strategic and Business Planning documents, the financial statements and all other relevant policies and issues of the organisation and has time to discuss these with the Board and Executive Management. When training needs are identified an action plan is put in place and appropriate training delivered.

VOLUNTEERS

Proper Job has a vibrant and thriving community of volunteers that contribute hugely to the running of the organisation. Volunteers are crucial to all aspects of delivery in the LAB projects from recruitment, course admin to frontline delivery alongside trained staff volunteers help the projects deliver fantastic outcomes. The company also runs a volunteer training programme and helps in the progression of volunteers onto other opportunities for volunteering as well as employment. Proper Job engages with about 78 volunteers a year.

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.

Since the last AGM John Freeman has been appointed as a Trustee and in accordance with the provisions of the Charity's Articles of Association, at a forthcoming Annual General Meeting of the Charity, will require re election

Key Management Personnel:

Chief Executive: Dr Chloe Whitehead

Finance and Artistic Director : James Beale

Pay Policy for Senior Staff

The board of directors who are the Trustees consider the senior management team comprising the Chief Executive, Finance and Artistic Director and their team to be in charge of directing, controlling, running and operating the Charity 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.

Trustees' Responsibilities in relation to the Financial Statements

The Trustees (who are also directors of Proper Job Theatre Company for the purpose of company law) are responsible for preparing the Trustees' 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 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, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make 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; and

Proper Job Theatre Company

FOR THE YEAR ENDED 31/03/2022

TRUSTEES' REPORT

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

OUR PURPOSES AND ACTIVITIES

PRINCIPAL ACTIVITY

- To advance the education and thereby the aspirations and confidence of the public in the arts, particularly drama.
- To relieve the poverty of people with complex needs and/or living in deprived areas by increasing their wellbeing, confidence and employability by providing drama and psychotherapy-based projects.
- To encourage and promote involvement in drama and related artistic and creative activities by any member of the public and particularly young people.
- To advance such charitable purposes (according to the law of England and Wales) as the trustees see fit from time to time.

OBJECTIVES AND ACTIVITIES

The advancement of education is our contribution to the public benefit.

The objectives of the charity are;

- To advance the education of the public in the arts, particularly drama; and
- To encourage and promote involvement in drama and related artistic and creative activities by any member of the public and minority groups and those from difficult to reach backgrounds.

The primary area of benefit will be the North of England.

ACHIEVEMENTS AND PERFORMANCE

PROPER JOB THEATRE COMPANY has a history of profound engagement, creating projects that change lives, inspire the imagination and develop the creative skills of communities. The company's identity is based on our ground-breaking arts intervention, The LAB and our theatre is based on the stories that arise from this work reimagined against a backdrop of myths and fairy tales. We want to reimagine classic tales informed by our work, reflecting contemporary concerns but always with a grounding in the communities we work.

FOR THE YEAR ENDED 31/03/2022

TRUSTEES' REPORT

The financial year 2021-22 has been a year dominated by recovery from the pandemic, but this has not deterred the charity from delivering a huge range of activity including a regional tour, a ground breaking new project to involve young people in the creative industries and the return of face-to-face delivery of the LAB project and Works Better. Our social impact remains hugely important with the company delivering improvements in wellbeing across the community equivalent to £24 for every pound spent.

The charity also continues to deliver Life changing results and in this year 94% of individuals reported that our projects have positively changed their lives. We have also:

- Delivered a sold-out regional tour to 8 venues across the North
- Trained a young ensemble of performers that have continued working in the creative industries
- Delivered LAB activity across the north with 62% of participants coming from communities in the poorest 10%, as measured on the indices of multiple deprivation with:
 - o 50% long term unemployed- over a year unemployed
 - o 4% carers
 - o 15% single parents
 - o 25% have a learning disability
 - o 58% have a disability
 - o 38% have no qualifications above level 1
 - o 42% from ethnically minoritized communities

The company also continues to develop innovative digital art with the final version of the Trial being produced in 2022 and a premiere of this new creation being delivered to a local art house cinema in July 2022. The digital performance will also be re-released to audiences in September 2022.

FUTURE PLANS

FUTURE PLANS

In 2022/2023 the company will continue to help communities responding to the cost of living crisis using our innovative arts- based practice to help those from the most marginalised communities. Working with food banks local community-based organisations, the job centres and other referral agencies we will work to target individuals that most need support through our work.

We are hopeful to continue to secure investment through social enterprise support, the national lottery and Arts council to increase engagement and progression through our Arts Hub activity and we are beginning the process of raising finance to re-fit and develop our offices and rehearsal spaces in Byram Arcade.

RISK MANAGEMENT

The major risks to which the Charity is exposed concern business risk and operating risk and in particular raising adequate funds or generating sufficient income to cover costs. The Board confirms that the day to day reporting systems and controls operated and regularly monitored by the organisation are designed to mitigate those risks.

FINANCIAL REVIEW

Total incoming resources were £768,779 (2021 £823,296) and total resources expended were £787,000 (2021 £751,923) giving rise to net outgoing resources of £18,221 (2021 net incoming resources £71,373). The net movement on funds comprised net incoming resources of £403 (2021 £52,749) on the unrestricted fund and £18,624 net outgoing resources on the restricted funds (2021 £18,624 net incoming resources on the restricted fund) .

Proper Job Theatre Company

FOR THE YEAR ENDED 31/03/2022

TRUSTEES' REPORT

At 31 March 2022 the position on funds was £89,652 (2021 £89,249) unrestricted funds and £nil (2021 £18,624) restricted funds giving total funds £89,652 (2021 £107,873).

RESERVES POLICY

The organisation is run on a not for profit basis but for prudent management the Board plan to build a reserve of 30 - 50% of annual turnover. In accordance with the Statement of Recommended practice Accounting and Reporting by Charities the Board aims to maintain a level of free reserves (that is those funds not tied up in fixed assets, designated or restricted funds) to establish a sustainable entity, manage funding for eligible expenditure claimed in arrears and guard against contingencies. The actual free reserves at 31 March 2022 were £89,645 (2021 £87,399). The Charity is working towards diversification and aims to hold free reserves representing 30 - 50% of annual turnover which based upon the 2022 accounts would be £230,520 - £384,201. This is an ambition at the moment but the charity is developing its business planning to work towards building reserves for sustainability.

FIXED ASSETS

Details of the movement on fixed assets are shown in the notes to the accounts.

EMPLOYEES

Proper Job Theatre Company is committed to equal opportunities at every level.

RELATED PARTIES AND RELATIONSHIPS WITH OTHER ORGANISATIONS

Any connection between a trustee or senior manager of the charity with a production company, contractor, consultant, actor, performer or freelancer must be disclosed to the whole board of trustees in the same way as other contractual relationships with related parties.

Proper Job Theatre Company and Proper Job Training Community Interest Company (Registered Company Number 1973065) work collaboratively.

Details of related party transactions are stated in the notes to these financial statements.

INDEPENDENT EXAMINER

The Independent Examiner, Julie Guinan on behalf of Harvey Guinan, has indicated her willingness to remain in office and a resolution will be proposed for re-appointment at the forthcoming Annual General Meeting.

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 28/09/2022

Proper Job Theatre Company

FOR THE YEAR ENDED 31/03/2022

TRUSTEES' REPORT



Neil Crossley
Trustee

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

I report on the accounts of the company for the year ended 31/03/2022 which are set herewith.

RESPONSIBILITIES AND BASIS OF REPORT

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).

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

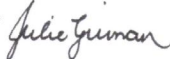
The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

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.

Harvey Guinan LLP - Julie Guinan FCCA Independent Examiner



Unit 17 Mersey House

Matchworks Estate, 140 Speke Road

Liverpool

Merseyside

L19 2PH

28/09/2022

Proper Job Theatre Company

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

	Unrestricted funds	Restricted funds	2022 Total	2021 Total
	£	£	£	£
Income				
Income from generated funds				
Income from charitable activities	321,476	447,303	768,779	823,296
Total Income	321,476	447,303	768,779	823,296
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	321,073	465,927	787,000	751,923
Total Expenses	321,073	465,927	787,000	751,923
Net Income	403	(18,624)	(18,221)	71,373
Net movement in funds:				
Net income for the year	403	(18,624)	(18,221)	71,373
Total funds brought forward	89,249	18,624	107,873	36,500
Net funds carried forward	89,652	-	89,652	107,873

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

Proper Job Theatre Company

BALANCE SHEET AT 31/03/2022

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	4	7	1,830
CURRENT ASSETS			
Debtors (amounts falling due within one year)	5	201,214	132,456
Cash at bank and in hand		<u>50,752</u>	<u>246,178</u>
		251,966	378,634
CREDITORS: Amounts falling due within one year	6	<u>117,049</u>	<u>148,431</u>
NET CURRENT ASSETS		134,917	230,203
TOTAL ASSETS LESS CURRENT LIABILITIES		134,924	232,033
CREDITORS: Amounts falling due after more than one year	7	<u>45,272</u>	<u>124,160</u>
NET ASSETS		<u>89,652</u>	<u>107,873</u>
RESERVES			
Unrestricted funds	9		
General fund		89,652	89,249
Restricted funds	10	<u>-</u>	<u>18,624</u>
		<u>89,652</u>	<u>107,873</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 28/09/2022 and signed on their behalf by



Neil Crossley
Trustee

Proper Job Theatre Company

CASH FLOW FOR THE YEAR ENDED 31/03/2022

	Notes	2022 £
NET CASH OUTFLOW FROM OPERATING ACTIVITIES	17a	(195,426)
CAPITAL EXPENDITURE AND FINANCIAL INVESTMENT		
NET CASH OUTFLOW BEFORE FINANCING		<u>(195,426)</u>
FINANCING		
DECREASE IN CASH		<u><u>(195,426)</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 cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities 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 the specific future purpose or projects.

1f. Depreciation

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

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Grants received to fund Fixed assets are credited to the restricted fund and depreciation charged against that fund over the expected useful lives of the assets.

Motor Cars

straight line 25 %

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. The charity is not registered for vat.

1i. Basis Of Preparing The Accounts

At the time of preparing the accounts, the trustees have reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The trustees therefore continue to operate the going concern basis of accounting in the preparation of the accounts

Covid -19 has had a profound effect on the Charity and the Community it serves. The safety of our staff and the individuals who access our services is of paramount importance so all of our learning moved to online delivery with outputs still being met during lockdown restrictions and post Covid we have offered remote and face to face learning and delivered live theatre once again. During Covid -19 the Charity has received covid financial support from its key Funders for which it is grateful. 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. In considering the going concern the Trustees have considered a period of at least 12 months from the date these financial statements are authorised.

1j. Debtors Policy

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

1k. Policy For Income Recognition

Items of income are recognised and included in the accounts when all the following are met: (1) The charity has entitlement to the funds; (2) Any performance conditions attached to the income have been met or are fully within the control of the charity; (3) There is sufficient certainty that receipt of the income is considered probable and (4) The amount can be measured reliably

1l. Cash At Bank And In Hand Policy

Cash at 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. Creditors And Provisions Policy

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. Financial Instruments Policy

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.

Proper Job Theatre Company

2. DIRECTORS AND EMPLOYEES

Particulars of employees (including directors) are shown below:

Employee costs during the year amounted to:	2022	<i>2021</i>
	£	£
Wages and salaries	392,573	312,010
Social security costs	28,384	23,864
Pension costs	30,851	90,232
	<u>451,808</u>	<u>426,106</u>

There were 19 employees on average employed during the year ; Managers;2 Admin and Finance:1 Delivery: 16 including some Part Time.

The aggregate remuneration of key management personnel (2) is £96,667.

There were no employees whose remuneration was £60,000 or more. No Trustee received remuneration.

3. PENSION CONTRIBUTIONS

	2022	<i>2021</i>
	£	£
Pension contributions	30,851	90,232
	<u>30,851</u>	<u>90,232</u>

Proper Job Theatre Company

4. TANGIBLE FIXED ASSETS

	Equipment	Motor Cars	Total
	£	£	£
Cost			
At 01/04/2021	75,106	7,295	82,401
At 31/03/2022	<u>75,106</u>	<u>7,295</u>	<u>82,401</u>
Depreciation			
At 01/04/2021	75,102	5,469	80,571
For the year	<u>-</u>	<u>1,823</u>	<u>1,823</u>
At 31/03/2022	<u>75,102</u>	<u>7,292</u>	<u>82,394</u>
Net Book Amounts			
At 31/03/2022	<u>4</u>	<u>3</u>	<u>7</u>
At 31/03/2021	<u>4</u>	<u>1,826</u>	<u>1,830</u>

5. DEBTORS

	2022	2021
	£	£
Amounts falling due within one year:		
Trade debtors	10,301	6,165
Other debtors	<u>190,908</u>	<u>126,291</u>
	<u>201,209</u>	<u>132,456</u>

Proper Job Theatre Company

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	<i>2021</i>
	£	£
Bank loans and overdrafts	69,017	45,506
Trade creditors	-	800
Taxation and social security	1,856	1,886
Other creditors	<u>46,176</u>	<u>100,239</u>
	<u><u>117,049</u></u>	<u><u>148,431</u></u>

Included in bank loans and overdraft due in less than one year is a loan of £11,355 (2021 £13,255) at 0% interest guaranteed by J Beale, spouse of the Chief Executive Officer Dr C Whitehead and a senior member of the management team.

7. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2022	<i>2021</i>
	£	£
Bank loans and overdrafts	<u>45,272</u>	<u>124,160</u>
	<u><u>45,272</u></u>	<u><u>124,160</u></u>

Included in other creditors are:

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 £1.00, to the company should it be wound up. At 31/03/2022 there were 6 members.

Proper Job Theatre Company

9. UNRESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	89,249	321,476	(321,073)	-	89,652
	<u>89,249</u>	<u>321,476</u>	<u>(321,073)</u>	<u>-</u>	<u>89,652</u>

10. RESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
The Clothworkers Foundation	-	3,800	(3,800)	-	-
Lottery Community Fund TNLCF CCSF	18,624	-	(18,624)	-	-
Kickstart	-	48,416	(48,416)	-	-
Arts Council of England	-	67,827	(67,827)	-	-
The PACE Project	-	55,298	(55,298)	-	-
WEA	-	19,777	(19,777)	-	-
Works Better	-	223,021	(223,021)	-	-
Arts Council England Grants for the Arts	-	29,164	(29,164)	-	-
	<u>18,624</u>	<u>447,303</u>	<u>(465,927)</u>	<u>-</u>	<u>-</u>

The Clothworkers Foundation

Funds for community projects

Lottery Community Fund TNLCF CCSF

Covid support grant

Kickstart

Funding to create new jobs for 16-24 year olds

Arts Council of England

Emergency Covid Funding

The PACE Project

Funds to help young people access career opportunities in the creative sector

WEA

Funds to support adult learning

Works Better

Funds to offer support to get people into work

Arts Council England Grants for the Arts

Funds for the Trial production

11. RELATED PARTY TRANSACTIONS

Proper Job Theatre Company and Proper Job Training Community Interest Company (Registered Company Number 1973065) work collaboratively.

Dr Chloe Whitehead and James Beale are directors of Proper Job Community Interest Company.

The company paid £44,460 (2021 £35,220) to Dr C Whitehead and £58,820 (2021 £46,767) to Mr J Beale for fees arising from the provision of professional artistic services including travel, contracting special artists, equipment hire and theatre design, production, writing, choreography, management, and directing to the Charitable Company. Additionally, £11,856 was paid to Dr C Whitehead and £11,856 to Mr J Beale for costs prepaid at the year end for work on projects delivered after the year end. £23,712 is included in prepayments within debtors on the balance sheet at 31 March 2022. Mr J Beale is an employee and the spouse of Dr C Whitehead the Chief Executive Officer and both are key management personnel. Mr J Beale the spouse of Dr C Whitehead, the CEO, guarantees a loan with a balance of £11,355 (2021 £13,255) in creditors due in less than one year.

12. GENERAL INFORMATION

Proper Job Theatre Company, a company limited by guarantee and a registered charity is incorporated and domiciled in England and Wales, and has its registered office and principal place of business at 48a Byram Arcade, Westgate, Huddersfield, HD1 1ND.

The functional currency of the company is sterling.

13. CORPORATION TAX STATUS

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. The charity makes a theatre relief claim which is included in debtors to the accounts.

Proper Job Theatre Company

14. INCOMING RESOURCES

	2022	2021
	£	£
WEA	19,777	11,969
Arts Council of England Grants For The Arts	29,164	32,423
Other Performance Income	9,562	-
Big Lottery - Restricted	-	31,000
Project Delivery: LAB Huddersfield	93,830	88,879
Project Delivery: LAB Funding - Manchester	136,177	67,679
Miscellaneous Income	1,219	10,248
Greater Manchester Combined Authority Remote Learning	-	15,000
The Clothworkers Foundation	3,800	-
Arts Council England CRF	67,827	64,401
Kickstart	48,416	-
Social Enterprise Support Fund	-	84,902
The PACE Project	55,298	-
General Project Grants	1,000	8,877
Here For You Grant - Restricted	-	11,091
LAB Contract Delivery	37,535	-
Works Better Grant - Restricted	223,021	225,005
Groundworks	3,792	-
Theatre Relief Claims	35,468	32,189
Project Delivery: Work and Skills	-	37,520
Workshop Income	2,893	3,365
Covid Grants - Lottery Community Fund 2021	-	98,748
	<u>768,779</u>	<u>823,296</u>
	=====	=====

Proper Job Theatre Company

15. CHARITABLE EXPENDITURE

All expenditure of the charity relates to the delivery of its objects and is therefore considered as direct charitable expenditure as detailed on the Statement of Financial Activities with the exception of governance costs shown separately (accountancy and statutory costs). Costs directly attributable to activities are shown below together with the costs incurred to support the activity, allocated based on time.

Administration costs include depreciation, telephone, insurance, printing postage and stationery, cleaning, travel computer and IT costs and office consumable costs.

	2022	2021
Direct Project costs	265,036	240,287
Premises Costs	11,483	17,313
Finance Costs	8,891	9,321
Staff Costs	449,468	423,106
Administration Costs	49,122	58,896
Charitable Activity	784,000	748,923
Governance Cost:Accountancy and Statutory	3,000	3,000

16. NET ASSETS BETWEEN FUNDS

	Unrestricted	Restricted	2022
	Funds	Funds	Total Funds
Tangible fixed assets	7	-	7
Net Current Assets	134,917	-	134,917
Creditors:More than 12 months	(45,272)	-	(45,272))
	89,652	-	89,652
	=====	=====	=====

17. NOTES TO THE CASHFLOW STATEMENT

17a. Reconciliation of operating profit to net cash flow from operating activities

	£
Operating profit	(18,221)
Depreciation of tangible assets	1,823
Increase in debtors	(68,753)
Decrease in creditors	(110,275)
Net cash outflow from operating activities	(195,426)

Proper Job Theatre Company

17b. Analysis of changes in cash and cash equivalents during the year

	2022	2021
	£	£
Balance at 01/04/2021	246,178	39,008
Net cash (outflow) / inflow	<u>(195,426)</u>	<u>207,170</u>
Balance at 31/03/2022	<u><u>50,752</u></u>	<u><u>246,178</u></u>

17c. Analysis of changes in financing year

	Share Capital	Loans and finance lease obligations
	£	£
Balance at 01/04/2021	-	(169,666)
Cash inflow from financing	<u>-</u>	<u>(55,377)</u>
Balance at 31/03/2022	<u><u>-</u></u>	<u><u>(225,043)</u></u>

Proper Job Theatre Company

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

	2022	2021
	£	£
Incoming resources		
Incoming resources from generated funds		
Charitable Activity		
Arts Council of England	96,991	32,423
Other Income	52,200	37,520
Big Lottery - Restricted	-	31,000
Project Delivery: LAB Huddersfield	93,830	88,879
Project Delivery: LAB Funding - LAB Manchester	135,622	67,679
Project Delivery: One Off Projects/Payments	<u>2,893</u>	<u>10,248</u>
	381,536	267,749
Project Grants		
Theatre Relief Claims	36,023	32,189
Project Grants	350,312	519,993
Workshop Income - CLW	-	3,365
LAB Contract Delivery	<u>908</u>	<u>-</u>
	387,243	555,547
	<u>768,779</u>	<u>823,296</u>
	<u>768,779</u>	<u>823,296</u>

Proper Job Theatre Company

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

	2022	2021
	£	£
Expenses		
Costs of generating funds		
Charitable Activities		
Project Costs: The Trial	154,251	116,701
Project Costs: Beowulf	13,885	-
Project Costs: LAB	51,867	82,944
Project Costs Marketing	6,350	4,460
Project Costs: Other	19,134	11,727
Project Costs: Dorian	99	-
Project Costs: Groundworks	-	5,749
Project Costs: Here for You	-	3,706
Project Costs: Medusa	130	-
Bad debts	(505)	(900)
Rates	3,673	-
Heat and light (electricity)	6,308	2,870
Rent	3,616	13,927
Cleaning	1,559	516
Salaries	389,573	309,010
NIC employer (wages and salaries)	28,384	23,864
Pension contributions	30,851	90,232
Canteen	660	419
Freelance Fees	1,400	770
Training	96	910
Computer costs	16,152	32,523
Professional fees	3,468	3,267
Insurance	10,831	8,473
Fundraising	8,900	8,420
Travel	4,335	7,675
Stationery & office supplies	8,214	3,822
Meeting costs	560	-
Telephone	6,841	3,487
Storage Space Hire	1,825	1,825
Interest on Loans Repayable within 5 Years	8,554	10,129
Bank charges	337	92
Sundry expenses	829	482
Depreciation of equipment	1,823	1,823
	<u>784,000</u>	<u>748,923</u>

Proper Job Theatre Company

Expenses
for the year ended 31/03/2022

	2022	2021
Governance Costs		
Accountancy Fees	3,000	3,000
	<u>3,000</u>	<u>3,000</u>
	<u>787,000</u>	<u>751,923</u>

PROPER JOB THEATRE COMPANY

England & Wales - Charity number 1109931

Accounts

Registered number: 04203130

Charity number: 1109931

Proper Job Theatre Company

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

Nigel Broadbent
Louise Miller (resigned 12 October 2020)
Richard Mulhearn (resigned 11 June 2021)
Victoria Harper
Neil Crossley
Kimberley Sykes
Catherine McGrath
Sherelle Fairweather (appointed 14 January 2021)

SECRETARY

Dr Chloe Whitehead

REGISTERED OFFICE

48a Byram Arcade
Westgate
Huddersfield
West Yorkshire
HD1 1ND

COMPANY NUMBER

04203130

CHARITY NUMBER

1109931

BANKERS

Royal Bank of Scotland PLC

INDEPENDENT EXAMINER - Julie Guinan FCCA

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

Proper Job Theatre Company

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

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Cash Flow Statement	12
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Detailed Statement of Financial Activities	25

FOR THE YEAR ENDED 31/03/2021

TRUSTEES' REPORT

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

The financial statements have been prepared in accordance with the charity's trust deed, the Charities Act 2011, the Companies Act 2006 and 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 2015).

The Trustees intend that this report also serves as the Statutory Directors' Report.

STRUCTURE GOVERNANCE AND MANAGEMENT

GOVERNING DOCUMENT

Proper Job Theatre Company is a company limited by guarantee governed by its Memorandum of Association dated 20 April 2001 on incorporation and as amended by special resolution dated 31 March 2005 and 5 February 2007 and revised Memorandum and Articles of Association dated 11 October 2016 and a resolution dated 2 November 2016. It became a registered charity on 9th June 2005. On the winding up of the charity each member will contribute £1.

COMPANY INFORMATION

Company Information details are provided in these accounts on page 1.

Proper Job Theatre Company has a Committee of Trustees, which plan to meet quarterly. The Board sets out and approves the policies to be adopted to achieve the Charity's objectives. In setting these policies the trustees give full consideration to guidance issued by the Charities Commission to ensure that the charity complies with the requirements regarding public benefit. The policies and the day to day management of the Charity are implemented by the Staff. The Charity has a Development Plan, which it is using to focus on immediate, medium and long-term aims. The work programme as detailed in the plan is developed and delivered by the staff team, Freelance Professional Support Workers and Contractors. Recruitment of Trustees is based upon diversity and equal opportunities. As a Board the Trustees represent the Legal, Business and Arts sectors. The Trustees are from wide ranging professional backgrounds including Legal, Human Resources and Theatre Technology and Business Management. Induction of new Trustees involves a detailed introductory programme whereby the new Trustee receives copies of Strategic and Business Planning documents, the financial statements and all other relevant policies and issues of the organisation and has time to discuss these with the Board and Executive Management. When training needs are identified an action plan is put in place and appropriate training delivered.

VOLUNTEERS

Proper Job has a vibrant and thriving community of volunteers that contribute hugely to the running of the organisation. Volunteers are crucial to all aspects of delivery in the LAB projects from recruitment, course admin to frontline delivery alongside trained staff volunteers help the projects deliver fantastic outcomes. The company also runs a volunteer training programme and helps in the progression of volunteers onto other opportunities for volunteering as well as employment. Proper Job engages with about 78 volunteers a year.

FOR THE YEAR ENDED 31/03/2021

TRUSTEES' REPORT

TRUSTEES

The names of the present trustees and all who held office during the year are shown on page 1.

Since the last AGM Sherelle Fairweather has been appointed as a Trustee and in accordance with the provisions of the Charity's Articles of Association, at a forthcoming Annual General Meeting of the Charity, will require re election

Key Management Personnel:

Chief Executive: Dr Chloe Whitehead

Finance and Artistic Director : James Beale

Pay Policy for Senior Staff

The directors consider the board of directors who are the trustees and the senior management team comprising the Chief Executive, Finance and Artistic Director and their team to be in charge of directing controlling running and operating the Charity 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.

Trustees' Responsibilities in relation to the Financial Statements

The Trustees (who are also directors of Proper Job Theatre Company for the purpose of company law) are responsible for preparing the Trustees' 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 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, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

Proper Job Theatre Company

FOR THE YEAR ENDED 31/03/2021

TRUSTEES' REPORT

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

OUR PURPOSES AND ACTIVITIES

PRINCIPAL ACTIVITY

- To advance the education and thereby the aspirations and confidence of the public in the arts, particularly drama.
- To relieve the poverty of people with complex needs and/or living in deprived areas by increasing their wellbeing, confidence and employability by providing drama and psychotherapy-based projects.
- To encourage and promote involvement in drama and related artistic and creative activities by any member of the public and particularly young people.
- To advance such charitable purposes (according to the law of England and Wales) as the trustees see fit from time to time.

OBJECTIVES AND ACTIVITIES

The advancement of education is our contribution to the public benefit.

The objectives of the charity are;

- To advance the education of the public in the arts, particularly drama; and
- To encourage and promote involvement in drama and related artistic and creative activities by any member of the public and minority groups and those from difficult to reach backgrounds.

The primary area of benefit will be the North of England.

ACHIEVEMENTS AND PERFORMANCE

PROPER JOB THEATRE COMPANY has a history of profound engagement, creating projects that change lives, inspire the imagination and develop the creative skills of communities. The company's identity is based on our ground-breaking arts intervention, The LAB and our theatre is based on the stories that arise from this work and other pressing contemporary issues.

The financial year 2020-21 has been a year dominated by the pandemic but has seen an expansion of our activity as individuals and communities have turned towards Proper Job's participatory activity as a way to help wellbeing, connect with other people and develop their creativity. All of the company's projects have been delivered online including digital performances, participatory workshops delivered by participants and arts based community engagement work.

FOR THE YEAR ENDED 31/03/2021

TRUSTEES' REPORT

The company continues to engage with the most difficult to reach in the poorest communities across the north of England, especially in Kirklees, Calderdale and Manchester and our activities show startlingly good achievements especially in the context of the pandemic; we want to work more closely with partners to tell this story.

The full results for our social impact report for 2021 are still to be correlated however the results for the year April 2020 to February 2021 have seen the company engage with 2,124 participants, deliver 890 group sessions with 1,983 individual interventions/ consultations and support sessions.

Over 63% of all participants are from the 10% most deprived wards in the country and almost 40% are from ethnically minoritised communities.

93 % of individuals have reported that our projects have positively changed their lives (the remaining 7% did not comment negatively) and the social impact of our work is calculated as being worth 29 times the value of investment. That is, every pound invested in our activity yields £29 of social impact through increased wellbeing, jobs found, volunteering undertaken or education accessed

The company continues to develop innovative theatre productions with a digital version of the Trial being produced in 2020 and a tour of the Theatre performance taking place in autumn 2021. The digital performance was seen by over 600 people in just 3 days and marked a new and exciting form for the company to develop going forward.

FUTURE PLANS

FUTURE PLANS

In 2021/2022 the company will continue to help communities rebuild following the impacts of COVID 19 using our innovative arts- based practice to help those from the most difficult to reach communities. Moving most of our work online has ensured that the company can remain flexible in the face of the many challenges that will arise due to the pandemic, especially in relation to the reluctance of many to return to face to face work.

We are hopeful to continue to secure investment through social enterprise support and the national lottery to increase engagement, progression and employment from our programmes including works better, the LAB and our Arts Hub activity.

RISK MANAGEMENT

The major risks to which the Charity is exposed concern business risk and operating risk and in particular raising adequate funds or generating sufficient income to cover costs. The Board confirms that the day to day reporting systems and controls operated and regularly monitored by the organisation are designed to mitigate those risks.

FINANCIAL REVIEW

Total incoming resources were £823,296 (2020 £624,677) and total resources expended were £751,923 (2020 £620,968) giving rise to net incoming resources of £71,373 (2020 £3,709). The net movement on funds comprised net incoming resources of £52,749 (2020 £4,859) on the unrestricted fund and £18,624 net incoming resources on the restricted funds (2020 £1,150 net outgoing resources on the restricted fund) .

Proper Job Theatre Company

FOR THE YEAR ENDED 31/03/2021

TRUSTEES' REPORT

At 31 March 2021 the position on funds was £89,249 (2020 £36,500) unrestricted funds and £18,624 (2020 £nil) restricted funds giving total funds £107,873 (2020 £36,500).

RESERVES POLICY

The organisation is run on a not for profit basis but for prudent management the Board plan to build a reserve of 50 -75% of annual turnover. In accordance with the Statement of Recommended practice Accounting and Reporting by Charities the Board aims to maintain a level of free reserves (that is those funds not tied up in fixed assets, designated or restricted funds) to establish a sustainable entity, manage funding for eligible expenditure claimed in arrears and guard against contingencies. The actual free reserves at 31 March 2021 were £87,419 (2020 £32,847). The Charity is working towards diversification and aims to hold free reserves representing 50-75% annual turnover which based upon the 2021 accounts would be £411,648 - £617,472. This is an ambition at the moment but the charity is developing its business planning to work towards building reserves for sustainability.

FIXED ASSETS

Details of the movement on fixed assets are shown in the notes to the accounts.

EMPLOYEES

Proper Job Theatre Company is committed to equal opportunities at every level.

RELATED PARTIES AND RELATIONSHIPS WITH OTHER ORGANISATIONS

Any connection between a trustee or senior manager of the charity with a production company, contractor, consultant, actor, performer or freelancer must be disclosed to the whole board of trustees in the same way as other contractual relationships with related parties.

Proper Job Theatre Company and Proper Job Training Community Interest Company (Registered Company Number 1973065) work collaboratively.

Details of related party transactions are stated in the notes to these financial statements.

INDEPENDENT EXAMINER

The Independent Examiner, Julie Guinan on behalf of Harvey Guinan, has indicated her willingness to remain in office and a resolution will be proposed for re-appointment at the forthcoming Annual General Meeting.

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 04/10/2021

FOR THE YEAR ENDED 31/03/2021

TRUSTEES' REPORT



Neil Crossley
Trustee

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

I report on the accounts of the company for the year ended 31/03/2021 which are set herewith.

RESPONSIBILITIES AND BASIS OF REPORT

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).

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.

Harvey Guinan LLP - Julie Guinan FCCA Independent Examiner

310/311 Vanilla Factory

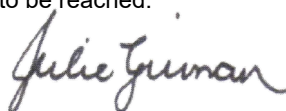
39 Fleet Street

Liverpool

Merseyside

L1 4AR

04/10/2021



Proper Job Theatre Company

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

			2021	<i>2020</i>
	Unrestricted funds	Restricted funds	Total	<i>Total</i>
	£	£	£	£
Income				
Income from generated funds				
Income from charitable activities	246,612	576,684	823,296	624,677
Total Income	246,612	576,684	823,296	624,677
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	193,863	558,060	751,923	620,968
Total Expenses	193,863	558,060	751,923	620,968
Net Income	52,749	18,624	71,373	3,709
Net movement in funds:				
Net income for the year	52,749	18,624	71,373	3,709
Total funds brought forward	36,500	-	36,500	32,791
Net funds carried forward	89,249	18,624	107,873	36,500

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

Proper Job Theatre Company

BALANCE SHEET AT 31/03/2021

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	4	1,830	3,653
CURRENT ASSETS			
Debtors (amounts falling due within one year)	5	132,456	181,680
Cash at bank and in hand		<u>246,178</u>	<u>39,008</u>
		378,634	220,688
CREDITORS: Amounts falling due within one year	6	<u>148,431</u>	<u>99,313</u>
NET CURRENT ASSETS		230,203	121,375
TOTAL ASSETS LESS CURRENT LIABILITIES		232,033	125,028
CREDITORS: Amounts falling due after more than one year	7	<u>124,160</u>	<u>88,528</u>
NET ASSETS		<u>107,873</u>	<u>36,500</u>
RESERVES			
Unrestricted funds	9		
General fund		89,249	36,500
Restricted funds	10	<u>18,624</u>	<u>-</u>
		<u>107,873</u>	<u>36,500</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 04/10/2021 and signed on their behalf by



Neil Crossley
Trustee

Proper Job Theatre Company

CASH FLOW FOR THE YEAR ENDED 31/03/2021

	Notes	2021 £
NET CASH INFLOW FROM OPERATING ACTIVITIES	17a	217,299
CAPITAL EXPENDITURE AND FINANCIAL INVESTMENT		
NET CASH INFLOW BEFORE FINANCING		<u>217,299</u>
FINANCING		
INCREASE IN CASH		<u><u>217,299</u></u>

**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 cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities 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 the specific future purpose or projects.

1f. Depreciation

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

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Grants received to fund Fixed assets are credited to the restricted fund and depreciation charged against that fund over the expected useful lives of the assets.

Equipment	straight line 25 %
Motor Cars	straight line 25 %

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. The charity is not registered for vat.

1i. Basis Of Preparing The Accounts

At the time of preparing the accounts, the trustees have reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The trustees therefore continue to operate the going concern basis of accounting in the preparation of the accounts

Covid -19 has had a profound effect on the Charity and the Community it serves. The safety of our staff and the individuals who access our services is of paramount importance so all of our learning moved to online delivery with outputs still being met during lockdown restrictions and currently we offer remote and face to face learning and look forward to delivering theatre once again. During Covid -19 the Charity has received covid financial support from its key Funders for which it is grateful. 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. In considering the going concern the Trustees have considered a period of at least 12 months from the date these financial statements are authorised.

1j. Debtors Policy

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

1k. Policy For Income Recognition

Items of income are recognised and included in the accounts when all the following are met: (1)The charity has entitlement to the funds; (2) Any performance conditions attached to the income have been met or are fully within the control of the charity; (3) There is sufficient certainty that receipt of the income is considered probable and (4) The amount can be measured reliably

1l. Cash At Bank And In Hand Policy

Cash at 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. Creditors And Provisions Policy

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. Financial Instruments Policy

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.

2. DIRECTORS AND EMPLOYEES

Particulars of employees (including directors) are shown below:

Employee costs during the year amounted to:	2021	2020
	£	£
Wages and salaries	312,010	201,905
Social security costs	23,864	14,824
Pension costs	90,232	12,926
	<u>426,106</u>	<u>229,655</u>

There were 13 employees on average employed during the year ; Managers;2 Admin and Finance:1 Delivery: 10 including some Part Time.

The aggregate remuneration of key management personnel (2) is £99,994.

There were no employees whose remuneration was £60,000 or more. No Trustee received remuneration.

Proper Job Theatre Company

3. PENSION CONTRIBUTIONS

	2021	<i>2020</i>
	£	£
Pension contributions	90,232	12,926
	<u>90,232</u>	<u>12,926</u>

4. TANGIBLE FIXED ASSETS

	Equipment	Motor Cars	Total
	£	£	£
Cost			
At 01/04/2020	75,106	7,295	82,401
At 31/03/2021	<u>75,106</u>	<u>7,295</u>	<u>82,401</u>
Depreciation			
At 01/04/2020	75,102	3,646	78,748
For the year	-	1,823	1,823
At 31/03/2021	<u>75,102</u>	<u>5,469</u>	<u>80,571</u>
Net Book Amounts			
At 31/03/2021	<u>4</u>	<u>1,826</u>	<u>1,830</u>
At 31/03/2020	<u>4</u>	<u>3,649</u>	<u>3,653</u>

Proper Job Theatre Company

5. DEBTORS

	2021	2020
	£	£
Amounts falling due within one year:		
Trade debtors	6,165	28,527
Other debtors	126,291	153,153
	<u>132,456</u>	<u>181,680</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Bank loans and overdrafts	45,506	50,166
Trade creditors	800	800
Taxation and social security	1,886	851
Other creditors	100,239	47,496
	<u>148,431</u>	<u>99,313</u>

Included in bank loans and overdraft due in less than one year is a loan of £13,255 (2020 £17,815) at 0% interest guaranteed by J Beale, spouse of the Chief Executive Officer C Beale and a senior member of the management team.

Proper Job Theatre Company

7. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2021	2020
	£	£
Bank loans and overdrafts	124,160	88,528
	<u>124,160</u>	<u>88,528</u>

Included in other creditors are:

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 £1.00, to the company should it be wound up. At 31/03/2021 there were 7 members.

9. UNRESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	36,500	246,612	(193,863)	-	89,249
	<u>36,500</u>	<u>246,612</u>	<u>(193,863)</u>	<u>-</u>	<u>89,249</u>

10. RESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
Small Community Fund grants	-	1,188	(1,188)	-	-
Lottery Community Fund TNLCF CCSF	-	98,748	(80,124)	-	18,624
Big Lottery	-	31,000	(31,000)	-	-
Arts Council of England	-	32,423	(32,423)	-	-
Good Things Foundation	-	1,250	(1,250)	-	-
Manchester City Council	-	5,000	(5,000)	-	-
Works Better	-	225,005	(225,005)	-	-
Greater Manchester Combined Authority	-	15,000	(15,000)	-	-
Arts Council England Coronavirus Recovery Fund	-	64,401	(64,401)	-	-
Social Enterprise Support Fund	-	84,902	(84,902)	-	-
Small project grants	-	5,798	(5,798)	-	-
WEA	-	11,969	(11,969)	-	-
	-	576,684	(558,060)	-	18,624

Small Community Fund grants

Covid-19 Community support funds

Lottery Community Fund TNLCF CCSF

Covid support grant

Big Lottery

Grant for LAB Project

Arts Council of England

Emergency Covid Funding

Good Things Foundation

Funds for Digital Inclusion

Manchester City Council

Covid support grant

Works Better

Funds to offer support to get people into work

Greater Manchester Combined Authority

Funds to support remote learning

Arts Council England Coronavirus Recovery Fund

ACE Coronavirus support

Social Enterprise Support Fund

Funds for supporting people into education and employment

Small project grants

Funds for activities

WEA

Funds for adult learning

11. RELATED PARTY TRANSACTIONS

Proper Job Theatre Company and Proper Job Training Community Interest Company (Registered Company Number 1973065) work collaboratively.

Dr Chloe Whitehead and James Beale are directors of Proper Job Community Interest Company.

The company paid £35,220 (2020 £39,853) to Dr C Whitehead and £46,767 (2020 £39,853) to Mr J Beale for Fees arising from the provision of professional artistic services including travel, contracting special artists, equipment hire and theatre design, production, writing, choreography, management, and directing to the Charitable Company. Mr J Beale is an employee and the spouse of Dr C Whitehead the Chief Executive Officer and both are key management personnel. Mr J Beale the spouse of Dr C Whitehead, the CEO, guarantees a loan with a balance of £13,255 (2020 £17,815) in creditors due in less than one year. The company paid £nil (2020 £8,570) Freelance Artistic Fees for Choreography to Dr C Whitehead.

12. GENERAL INFORMATION

Proper Job Theatre Company, a company limited by guarantee and a registered charity is incorporated and domiciled in England and Wales, and has its registered office and principal place of business at 48a Byram Arcade, Westgate, Huddersfield, HD1 1ND.

The functional currency of the company is sterling.

13. CORPORATION TAX STATUS

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. The charity makes a theatre relief claim which is included in debtors to the accounts.

Proper Job Theatre Company

14. INCOMING RESOURCES

	2021	2020
	£	£
WEA	11,969	-
Arts Council of England	32,423	-
Other Performance Income	-	6,658
Big Lottery - Restricted	31,000	69,000
Project Delivery:LAB Huddersfield	88,879	81,202
Project Delivery:LAB Funding - Manchester	67,679	140,822
Project Delivery:One Off Projects/Payments	10,248	(4,448)
Greater Manchester Combined Authority Remote Learning	15,000	-
Project Grant: Restricted: NOVA	-	9,425
Arts Council England CRF	64,401	-
Talent Match	-	(915)
Social Enterprise Support Fund	84,902	-
Project Grants Thrive - Restricted	-	19,000
General Project Grants	8,877	400
Here For You Grant - Restricted	11,091	13,536
The Trial Grant - Restricted	-	4,080
Works Better Grant - Restricted	225,005	118,305
Groundwork - Restricted	-	15,171
Theatre Relief Claims	32,189	31,662
Project Delivery: Work and Skills	37,520	94,956
Workshop Income	3,365	10,823
Covid Grants - Lottery Community Fund 2021	98,748	15,000
	<u>823,296</u>	<u>624,677</u>
	=====	=====

Proper Job Theatre Company

15. CHARITABLE EXPENDITURE

All expenditure of the charity relates to the delivery of its objects and is therefore considered as direct charitable expenditure as detailed on the Statement of Financial Activities with the exception of governance costs shown separately (accountancy and statutory costs). Costs directly attributable to activities are shown below together with the costs incurred to support the activity, allocated based on time.

Administration costs include depreciation, telephone, insurance, printing postage and stationery, cleaning, travel computer and IT costs and office consumable costs.

	2021	2020
Direct Project costs	240,287	307,691
Premises Costs	17,313	18,747
Finance Costs	9,321	8,588
Staff Costs	423,106	226,655
Administration Costs	58,896	56,287
Charitable Activity	748,923	617,968
Governance Cost:Accountancy and Statutory	3,000	3,000

16. NET ASSETS BETWEEN FUNDS

	Unrestricted	Restricted	2021
	Funds	Funds	Total Funds
Tangible fixed assets	1,830	-	1,830
Net Current Assets	211,579	18,624	230,203
Creditors:More than 12 months	(124,160)	-	(124,160)
	89,249	18,624	107,873
	=====	=====	=====

17. NOTES TO THE CASHFLOW STATEMENT

Proper Job Theatre Company

17a. Reconciliation of operating profit to net cash flow from operating activities

	£
Operating profit	81,502
Depreciation of tangible assets	1,823
Decrease in debtors	49,224
Increase in creditors	84,750
Net cash inflow from operating activities	<u>217,299</u>

17b. Analysis of changes in cash and cash equivalents during the year

	2021	2020
	£	£
Balance at 01/04/2020	39,008	12,783
Net cash inflow	<u>207,170</u>	<u>26,225</u>
Balance at 31/03/2021	<u>246,178</u>	<u>39,008</u>

17c. Analysis of changes in financing year

	Share Capital	Loans and finance lease obligations
	£	£
Balance at 01/04/2020	-	(138,694)
Cash outflow from financing	<u>-</u>	<u>30,972</u>
Balance at 31/03/2021	<u>-</u>	<u>(107,722)</u>

Proper Job Theatre Company

**Incoming Resources
for the year ended 31/03/2021**

	2021	2020
	£	£
Incoming resources		
Incoming resources from generated funds		
Charitable Activity		
Kirklees MBC	-	400
Arts Council of England	32,423	-
Other Performance Income	-	6,658
Other Income	37,520	-
Big Lottery - Restricted	31,000	69,000
Project Delivery:LAB Huddersfield	88,879	81,202
Project Delivery:LAB Funding - LAB Manchester	67,679	140,822
Project Delivery:One Off Projects/Payments	10,248	(4,448)
	267,749	293,634
Project Grants		
Project Delivery:Work and Skills	-	94,956
Talent Match	-	(915)
Theatre Relief Claims	32,189	31,662
Project Grants	519,993	179,517
Workshop Income - CLW	3,365	10,823
COVID19 Grants	-	15,000
	555,547	331,043
	<u>823,296</u>	<u>624,677</u>
	<u>823,296</u>	<u>624,677</u>

Proper Job Theatre Company

**Expenses
for the year ended 31/03/2021**

	2021	2020
	£	£
Expenses		
Costs of generating funds		
Charitable Activities		
Project Costs: The Trial	116,701	15,836
Project Costs:CLW Expenses	-	6,519
Project Costs:LAB	82,944	143,982
Project Costs Marketing	4,460	5,289
Project Costs: Other	11,727	2,070
Project Costs: Dorian	-	114,242
Project Costs: Groundworks	5,749	11,850
Project Costs: Here for You	3,706	8,406
Bad debts	(900)	-
Talent Match	-	(503)
Heat and light (electricity)	2,870	6,310
Rent	13,927	9,524
Cleaning	516	1,088
Salaries	309,010	198,905
NIC employer (wages and salaries)	23,864	14,824
Pension contributions	90,232	12,926
Canteen	419	2,453
Freelance Fees	770	-
Training	910	544
Computer costs	32,523	6,599
Professional fees	3,267	4,119
Insurance	8,473	8,901
Fundraising	8,420	10,216
Travel	7,675	4,674
Stationery & office supplies	3,822	8,716
Telephone	3,487	1,253
Core Advertising and Promotion	-	200
Storage Space Hire	1,825	1,825
Bank charges	92	617
Interest on loans repayable within 5 years	10,129	7,971
Sundry expenses	482	5,387
Depreciation of equipment	1,823	3,225
	<u>748,923</u>	<u>617,968</u>
 Governance Costs		
Accountancy Fees	<u>3,000</u>	<u>3,000</u>

<u>3,000</u>	<u>3,000</u>
751,923	620,968

Proper Job Theatre Company

**Expenses
for the year ended 31/03/2021**

2021

2020

