

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
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Proper Job Theatre Company

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

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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

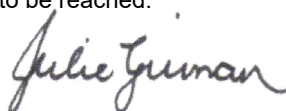
39 Fleet Street

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	<u>-</u>	<u>1,823</u>	<u>1,823</u>
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
	<hr/>	<hr/>
Charitable Activity	748,923	617,968
Governance Cost:Accountancy and Statutory	3,000	3,000

16. NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted Funds	2021 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)
	<hr/>	<hr/>	<hr/>
	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><u>217,299</u></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><u>246,178</u></u>	<u><u>39,008</u></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></u>	<u><u>(107,722)</u></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

