

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
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**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

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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

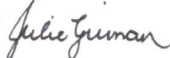
The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

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



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28/09/2022

Proper Job Theatre Company

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

	Unrestricted funds	Restricted funds	2022 Total	<i>2021 Total</i>
	£	£	£	£
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	2021
	£	£
Bank loans and overdrafts	69,017	45,506
Trade creditors	-	800
Taxation and social security	1,856	1,886
Other creditors	46,176	100,239
	<u>117,049</u>	<u>148,431</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	2021
	£	£
Bank loans and overdrafts	45,272	124,160
	<u>45,272</u>	<u>124,160</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
	<hr/>	<hr/>
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))
	<hr/>	<hr/>	<hr/>
	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	<hr/> <hr/> (195,426)

Proper Job Theatre Company

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

	2022	<i>2021</i>
	£	£
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>

