

Registered number: 04203130

Charity number: 1109931

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**Proper Job Theatre Company**

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**INDEPENDENTLY EXAMINED ACCOUNTS**

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

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**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

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**Proper Job Theatre Company**

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**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**

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**Proper Job Theatre Company**

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**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).

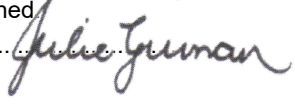
**INDEPENDENT EXAMINERS STATEMENT**

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

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**Proper Job Theatre Company**

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

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

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

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Proper Job Theatre Company

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**BALANCE SHEET AT 31/03/2024**

	Notes	2024 £	2023 £
<b>FIXED ASSETS</b>			
Tangible assets	4	4	4
<b>CURRENT ASSETS</b>			
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
<b>CREDITORS: Amounts falling due within one year</b>	6	<u>104,752</u>	<u>47,449</u>
<b>NET CURRENT ASSETS</b>		299,637	154,358
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		299,641	154,362
<b>CREDITORS: Amounts falling due after more than one year</b>	7	<u>187,679</u>	<u>64,497</u>
<b>NET ASSETS</b>		<u>111,962</u>	<u>89,865</u>
<b>RESERVES</b>			
<b>Unrestricted funds</b>	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

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Proper Job Theatre Company

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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.



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## Proper Job Theatre Company

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

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Proper Job Theatre Company

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**5. DEBTORS**

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

**6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
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><b>104,752</b></u>	<u><b>47,449</b></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**

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

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Proper Job Theatre Company

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## 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**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
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
	<hr/>	<hr/>
	989,110	809,009
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**Proper Job Theatre Company**

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## 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.

	<b>2024</b>	<b>2023</b>
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
	<hr/>	<hr/>
Charitable Activity	962,582	804,596
Governance Cost:Accountancy and Statutory	4,430	4,200

## 16. NET ASSETS BETWEEN FUNDS

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

## 17. NOTES TO THE CASHFLOW STATEMENT

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

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

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Proper Job Theatre Company

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

	<b>2024</b>	<b>2023</b>
	£	£
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**

	<b>Share Capital</b>	<b>Loans and finance lease obligations</b>
	£	£
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>