



2023 - 2024
ANNUAL REPORT &
FINANCIAL STATUS

WWW.THEHABBITFACTORY.ORG
CHARITY NUMBER - 1162418

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Chairman's Summary

The past year at The Habbitt Factory has been a whirlwind of remarkable achievements. We delivered stunning performances that captivated audiences, secured significant grants that fuel our mission, and even earned a coveted spot on the BBC, raising our profile to new heights.

These successes are a testament to the unwavering dedication of our staff, volunteers, and the incredible talent of our members.

However, we at The Habbitt Factory never rest on our laurels. As we look ahead, we're committed to further growth and impact.

This includes:

- Expanding our Board of Trustees: To support our ambitious goals, we're actively seeking talented individuals to join our Board. We're particularly interested in those with expertise in areas that will help us flourish, such as secretarial, theatre, legal, HR, fundraising and/or marketing.
- Enriching Education and Outreach: We recognize the transformative power of the arts for all. We're committed to expanding our education and outreach programme, bringing the joy of creative arts to a wider audience.
- Evolving the Adult Programme: We constantly strive to provide the best possible experience for everyone. This year, we'll be focusing on evolving the Adult programme, ensuring it continues to meet the needs and aspirations of our dedicated adult members.

I'm incredibly proud of what we've accomplished together. With your continued support we are poised for an even brighter future.

Happy 20th Anniversary The Habbitt Factory - here's to many more years of our wonderful charity!





LEGAL STRUCTURE

Board of Trustees
As of 31/03/2024

Robert Lithgow (Chair)
Tim Steel (Treasurer & Acting Secretary)
Cleonah Springer-Clarke
Georgina Hart
Guleraana Mir
Kieran O'Callaghan
Owen Smith

Executive Officer:

Lee Giles (Artistic Director and CEO)

Registered Office:

Queen's Theatre
Hornchurch
Essex
RM11 1QT

Registered Charity:

1162418

Bankers:

NatWest
120 - 122 High St,
Hornchurch
Essex
RM12 4UL

Accountants:

Fox Accountancy
144 Hall Ln,
Upminster
RM14 1AT



The Organisation

Who we are

We are an inclusive arts organisation in The London Borough of Havering. Welcoming all and working with some of the most excluded and disadvantaged children, young people and adults in the area. Through a targeted network of partners our work helps people who do not see themselves as artists or have access to any creative engagement or provision.

Legal Structure & Objects

The Habbit Factory is a registered charity. Members of the Board act as Trustees of the charity. The overall objects and powers of the Trust are set out in our written constitution. The object for which the charity is established is the advancement of education in the fields of the arts, principally to advance the education of children and young people in all aspects of the performing arts through the provision of workshops and opportunities to participate in artistic performances.

Governance

The Board of Trustees has responsibility for the governance of the The Habbit Factory. Directors/Trustees are required to act in accordance with the charity's constitution. Directors are appointed on the basis of specific skills and knowledge to enable them to make a contribution to the management of the charity. In order to understand their role and current issues facing the organisation, each new Director is provided with specific tailored information, including; copies of Governing Documents, Board Minutes, Annual Accounts. Opportunities are provided for new Directors to engage with the Chairman and Executive Director, as well as meeting with staff working within their own area of specialism. The Board meet quarterly and review cross-organisation performance and development. Finance is the responsibility of the Finance Committee, which consists of the Chair, Treasurer, and Executive Director. It oversees the development of business plans and recommends the Annual Budget to the Board. It reviews progress through the management account and re-forecasting process, tightly monitors overheads and exerts rigorous control over all outlays. Being responsible for monitoring income delivery is an essential part of the discussions of the Finance Committee.

Management

The operational running of the theatre company is delegated to the Artistic Director/CEO managing operations of the charity, assessing progress against artistic, education and business plans. Communication within the company, and to the wider Habbit Factory community, is facilitated through face-to-face briefings (including staff and volunteer meetings), complemented by communications via email. It is important to document that the Habbit Factory's boasts a strong voluntary team who are vital to our work.

The Organisation

Risk Assessment

Systems of internal control within the Trust are designed to provide reasonable reassurance against material mis-statement or loss. These include:

- Strategic and operational plans and an annual budget
- Consideration of financial and non-financial results on a regular basis
- Identification and management of risks

The Board has overall responsibility for ensuring that risk is managed in a constructive and considered manner and judge that the systems currently established mitigate the major risks identified and are appropriate for the present size of the charity. The most significant risks affecting the charity are liquidity and cash flow risk. The Finance Committee continues to monitor this aspect of the company's operations on behalf of the directors through review of management accounts and re-forecasting, particularly in relation to income.

Reserves Policy

The charity continues its commitment to build meaningful reserves. After diving into our reserves, due to the pandemic, we continue to look at ways to rebuild so that the charity can meet unexpected shortfalls or cash flow difficulties. Following three years of substantial growth we haven't been able to reach our reserves target however in the longer-term the Board would wish to establish reserves of six months cover at the earliest convenience.

Financial report

Please see page 10 for accounts and report from the Treasurer.





Chief Executive Report

Founded in 2004, The Habbit Factory's vision is for an inclusive world where everyone has equal access to the arts.

Working within the London Borough of Havering, our approach is built on the principles of inclusivity, which welcomes **everyone**. As the only organisation that supports disability arts in the borough and through a targeted network of partners; we are able to connect with individuals who often get overlooked within the community.

We believe **art has the power to effect change**. Evidence continues to suggest that the creative arts is one of the most powerful tools to bring people together, breaking down social and cultural barriers, whilst helping the most vulnerable to lead a fulfilling and dignified life.

Through programmes and activities facilitating education, theatre, participation, and professional training, The Habbit Factory breaks down barriers to inclusion and transforms wellbeing.

The Habbit Factory works with children and young people from ages three and above and adults of all ages. Our inclusive ethos means we welcome people from diverse backgrounds, and our community is made up of people from across all of society, including those experiencing social exclusion in mainstream environments for whom we provide additional support. These potential barriers to participation include: socio economic disadvantages, learning disabilities physical disabilities; illness and long-term medical conditions; sensory impairments; abuse and neglect; behavioural difficulties; mental health issues; being in the care system; and having caring responsibilities.



Chief Executive report (continued)

Reflecting on a Year of Forward Momentum

Overview

In the past year, our Board, who entered their third year of tenure, provided invaluable support as we navigated challenges and enhanced the organisation's growth. Despite transitions within the board, we are gearing up for new recruitments, seeking individuals with expertise in charity governance, law, HR, and Theatre.

Our Organisational Development saw significant strides, securing long-term core funding from the National Lottery's Reaching Communities fund, ensuring sustainability for our Membership Programme over the next five years. Leveraging partnerships with the Queens Theatre, Hornchurch, and BBC Children in Need, we expanded our reach and visibility, reaching millions and inspiring engagement.

The Core Team faced its share of challenges, but the transition of all staff to permanent contracts highlights our commitment to their welfare. With plans to expand the team, we're poised to strengthen our organisational sustainability.

Strategies for the coming year include evaluating the team's workload, seeking funding for expansion, and positioning The Habbit Factory for Arts Council NPO funding. With a solid foundation and strategic vision, we are ready to embark on the next phase of our journey, ensuring the continued success and impact of our initiatives.



The Board

Throughout this year, many members of our current board begun their third year within their initial term. Their support has been instrumental in supporting the growth of our organisation, whilst also not getting too carried away with the ever growing "to-do" list. Having adeptly navigated through immediate challenges, they are now harnessing their professional and personal expertise to enrich the endeavours of The Habbit Factory as we embark upon the second year of our three-year plan. Efforts to fortify governance practices continue to set the foundations of our growing charity.

Our secretary, Carron Beckwith, left the board around November 2023. Cleonah has elected to step down at the onset of the new financial year. Owen has signalled his intentions to step down. In light of these transitions, the recruitment process for new trustees has commenced, with a focus on individuals possessing experience in charity governance, law, HR, and Theatre.

Organisational development

We have continued to work with Adam Gallacher throughout the year with a particular focus towards fundraising. Our biggest achievement from the year was achieving long term core funding from the National Lottery - Reaching Communities fund. This funding will secure the sustainability of our Membership Programme's over the next 5 years

We have continued to develop our strategic partnership with the Queens Theatre, Hornchurch where we agreed to develop a partnership that both supports and increases opportunity for under-served and under-represented communities across Havering, specifically engaging with young people and D/deaf disabled and neuro-diverse individuals through creative activity.

We were able to leverage our funding from BBC Children in Need to gain a spot on BBC London and BBC London radio in November 2023. BBC crew brought filming equipment to one of our hubs to film our young people, staff, volunteers to showcase our work which was seen by over two million people. Following that, three of our young people were able to appear on the Graham Norton BBC Children in Need special. These features saw huge spikes in our website views, Membership requests and pantomime ticket sales.



Core team

This year has been quite a ride for our core team, especially around October-November 2023 when I was out after welcoming my second child. Despite the challenges, we've achieved a significant milestone by transitioning all team members to permanent contracts. This move underscores our dedication to them for their commitment to our cause.

Following our year end, our core team has now expanded to four as we seek to enhance the organisation's sustainability. The charity has long relied on the current team's dedication, often going above and beyond. Now, we feel it's time to strengthen our team's capacity, having identified areas where additional support is needed.

Strategies employed to achieve the charity's aims and objectives

In pursuit of our charitable aims we have continued to reach our beneficiaries through focusing our work in the key strategic areas of Membership Programme, Educational & Outreach Programme, Volunteer Programme, Artistic Programming & Governance and Operations. Key activities and achievements are detailed below:

Membership Programme

The Habbit Factory's Membership Programme provides opportunities for children, young people, and adult members to collaborate with our professional artistic staff and volunteer Blue Tees, fostering the development of essential transferable skills for the future.

This year, we looked at both our Children's Company and Adult Company, exploring their shared traits while acknowledging their difference. This effort culminated in the development of our Adult Company's Artistic Vision and Blueprint document, outlining the essential artistic elements for the group and its preferred operational approach. Notably, our Adult Company actively participated in crafting this document to ensure it accurately reflects their desires. In the upcoming year, we will produce a similar document tailored to our Children's Company. We view this as essential information for prospective team members to grasp and comprehend the essence of each group before working with them.

Throughout the 2023-2024 period, we maintained an average attendance of 156 members per week. Notably, 89 of these members identified as having additional support needs or were deemed at risk within their communities due to access needs.

On average, we are facilitating free access for 48% of our members each month, which means our regular donations are at least £13,000 less per year - with the cost of running the membership programme being much higher. We are committed to seeking out grants and funding opportunities to sustain this initiative moving forward.

In the previous year, we successfully secured funding from ACE to establish a new hub in Barking & Dagenham (B&D) starting September 2023. Despite efforts from our team to establish a presence in the borough through engagement with schools, councils, and colleges, we fell short of our projected participation numbers. Consequently, instead of extending the group beyond the funded period, we have decided to conclude activities after the Summer Production in June 2024. However, we remain committed to supporting individuals who attended the B&D hub by offering them placements at any of our other hubs, reaffirming our dedication to enhancing the lives of all participants.



Education and Outreach Programme

We took significant steps into developing our Education and Outreach programme. Our Educational Programme is a co-created drama model which supports pupils in educational establishments who are struggling to find their place in the world, giving them agency to effect change in their life. THF delivers targeted provision in some of the UK's most deprived schools. Many of the participants in this programme go on to our Membership programme where we offer a longer-term provision outside of their school.

We continued to have conversations with headteachers and teachers who are wanting an alternative way to teach pupils aiming at those who find it easier to work in a more practical way. This programme does not only benefit the individual, it benefits the educational establishments peer engagement, peer connectivity, inclusivity, acceptance, and equality.

The programme sustains ongoing involvement with three schools, offering after-school clubs and educational workshops tailored to each school's preferred subject matter. Notably, one of the schools enlisted our assistance in directing and choreographing their Year 6 end-of-school play, "Lion King" which was lovely as we had been working with those children since they were in year 1.

Additionally, we collaborated with "Tender Shoots," conducting three workshops throughout the year to provide support for children in schools who display "non-conforming" behaviour within the educational setting.

In June-July of 2023, we worked with Barking & Dagenham College's Horizons team, delivering a series of three workshops a week for six weeks to students within their SEND department. Throughout this initiative, we had the privilege of working with over 50 young people aged between 18-25. The culmination of this project was the collaborative creation of a co-created end-of-year performance, presented in front of their families and friends which was "space themed".

This is all without any effort to specifically reach out for new work with other establishments as the core teams capacity is stretched. This is why we are recruiting an "Arts Engagement Manager" who will be joining us at the end of May 2024. I am very excited to begin working with them on the following project:

We have been in conversation with Havering Inclusion team for many years. They have continued to ask us to collaborate on projects with them within schools tackling current subjects/issues. They have highlighted the poor attendance within some of Havering's schools and have commissioned us to deliver a 6 weeks "Attendance Project" in four schools. All of this administration/preparation work took place during 23-24 with the goal to directly deliver the workshops in schools during the 24-25 financial year. This project alone is a huge opportunity for The Habbit Factory to reach out to more young people with our work, tackle the mental health issues that come with going to school.

Volunteer Programme

In 2023/24, On average 25 volunteers (our Blue Tees) weekly gave an estimated total of 3220 hours to The Habbit Factory. (This excludes hours given voluntarily by Members of Staff, families, and members). When multiplied by the London Living Wage this would equate to around £42,000 in terms of value, not including tax, NI & Pensions. This excludes the value of our Trustee Board, who also all give their time and expertise freely.

During the pandemic, we hosted "Vollies" online, an awards ceremony to express gratitude to our volunteers for their support over the years. Thanks to a grant from the Jack Petchey Foundation, we were able to transform the ceremony into a live event with a "Black Tie" theme. We were delighted to welcome Members, Parents, Trustees, and our Patron, Lucy Benjamin, for an evening worthy of our Blue Tees. The event was a resounding success, with over 100 attendees, celebrating their invaluable contributions and hopefully inspiring their continued support for our charity.



In addition, we organised three team-building days, one of which featured a "Traitors Day," inspired by the popular TV game show. This proved to be a tremendous success and has now become an annual fixture in our calendar.

Having never looked into the success and risks of our volunteer programme we decided to seek some funding into researching and developing it. We secured a £2,500 investment from Fidelity International to further develop our volunteer programme. We gathered insights from our current volunteers, aiming to understand their perspectives and experiences better. This collaborative effort will create a more inclusive foundation for the volunteer programme, grounded in the voices and experiences of our valued volunteers.

The contribution of our volunteers is immeasurable beyond the hours they give, their energy, enthusiasm, dedication and goodwill are vital to The Habbit Factory. Our volunteers are a precious resource and enable us to deliver our programmes and activities. We are truly indebted to them.

Artistic Programming

The focus of 2023-2024 was on securing the sustainability of the high-quality productions established in previous years. We successfully premiered "The Toy Factory," a production originally set for 2020 but postponed due to the pandemic. Additionally, our Pantomime, "Rapunzel," added a night due to popular demand from the previous years and sold-out, while the Adult Company's production of "Billie Gene" surpassed all expectations, marking it as their most well-rounded performance to date.

Below are some additional details about each production:





The Toy Factory - Children's Company.

In 2019, our infant, junior, and senior company, supported by our Blue Tees, began crafting "The Toy Factory" for its original performance date set for May 2020. However, the onset of the pandemic meant we had to cancel the show just weeks before its scheduled date. Upon our return from the pandemic, our young people were eager to revive the production. However, due to staffing constraints, we made the decision to delay it by an additional year.

To infuse the performance with new energy and ensure that all our new Members and Blue Tees felt a sense of ownership over the story, we decided to rework certain sections. Finally, in June 2023, we staged the production at the Queen's Theatre, Hornchurch.

"The Toy Factory" involved 163 children and young people, with over 35% of them stepping onto the stage for the very first time. The performance highlighted the negative impact technology has on our imagination set in an old toy shop. It was an emotional journey, heightened by the inclusion of the song "You Will Be Found" at the end of act 1, a piece we had recorded and shared online during the pandemic. While ticket sales reached around 80%, slightly below our annual target of 85%, they included funding to provide free tickets for Members to attend the alternate showing they were not part of.

Our young people played a crucial role in designing the set for this production, which I believe surpassed anything we had done before. Led by Luis and his team, we constructed a full-size toy shop that cleverly opened like a book to reveal a to-scale toy set behind it. Moreover, the design was crafted with environmental sustainability in mind, after collecting the materials from Queen's Theatre as they finished one of their performance, Luis ensured that the flats could be utilised for future productions as well.





Rapunzel Pantomime - Full Company

The pantomime project began in 2017 following discussions with our community, members, families, and volunteers. These conversations highlighted the need for staff and Blue Tees to take on lead roles and perform themselves. In previous years, only the Blue Tees performed in these roles, but our goal was to provide more opportunities for children and young people. As a result, we opened up participation to our Junior and Senior company, resulting in a larger and more diverse cast and a truly inclusive pantomime.

Last year, our Pantomime "Jack and the Beanstalk" achieved its greatest artistic success yet. This year, we aimed to match it, and I believe we did! Building on last year's four sold-out performances, we set out for five runs, once again selling out each show.

The set for this year's production was HUGE. Luis and his team created a 6 metre high tower all supported by scaffolding to ensure the safety of the cast and audience. They were also able to build multiple flats that were reusable from 'The Toy Factory'. We were also generously given a high tech theatre projector which enabled us to set the backdrops. Unfortunately due to other commitments, Luis is unable to continue to produce sets moving forward. I want to thank him for his time with us.

"Rapunzel" showcased the power of our community coming together to create an amazing, low-cost experience for everyone. The cast included 26 Blue Tees, 56 children and young people, supported by 6 tech and backstage crew, while our front of house team of 7 welcomed 1014 members of the community. Here are some highlights:

- 92% of our audience would highly recommend the pantomime to a friend.
- Every attendee (100%) believed the pantomime offered excellent value for money.
- 77% of attendees felt the pantomime exceeded their expectations, with 23% feeling it met them.
- 44% of our audience were first-time attendees, totalling over 400 people.
- 29% of our audience are repeat visitors, having seen four or more of our previous pantomimes.
- **41% of our audience had no personal connections with any cast members.**

Following the show, we once again inspired many members of the community to join our regular activities at The Habbit Factory, whether as part of our Membership or Volunteer Programme.



Billie Gene

Originally scheduled for October 2023, 'Billie Gene' was delayed due to staffing constraints. The group agreed that it would be best to reschedule the jukebox musical to March 2024.

Following reviews from our Adult Company's previous production, 'Hallows Eve', the group along with our team decided it would be best to reduce the length of its production to a one act musical. Several weeks were dedicated to deliberating the concept, which revolved around the idea of a jukebox musical featuring music from the 1980s.

We tried a bold artistic venture, with most performers portraying characters who remained on stage throughout the production. Rehearsing at the Myplace Centre facilitated seamless scene transitions, enhancing the overall performance experience.

While the production sold only 52% of tickets, resulting in a significant financial loss, it served as an experiment that transformed the "Blueprint" for future Adult Company productions.

I recently announced to the group that this would be my final production directing and writing for the Adult Company. The Habbit Factory is now seeking a new Associate Artistic Director to lead the creative direction of the Adult Company. I am excited to witness the group's future endeavours!

Future plans

The initial phase of our three-year business plan proved to be a resounding success, as we expanded the organisation's capacity to sustain its long-term objectives.

Moving forward, our focus for the upcoming year will be on evaluating the workload of our core team and actively seeking funding opportunities to expand it. This will relieve pressures and ensure smoother operations. Additionally, we aim to build upon our recent achievements and meet increasing demand while strategically positioning The Habbit Factory for an application to the Arts Council for NPO (National Portfolio Organisation) funding in the next funding round.



Financial report

Below are our draft accounts for last year, which are subject to review but are not expected to materially change.

Financially, our charity had a solid performance over the last financial year (12 months ending March 2024). Income was the highest ever – at just over £150,000; fundraising (grant) income was our best ever (including accrued income from 2022/3 around £30k).

Overall, our income increased around 50% versus last year - double what it was two years ago. However, costs also increased – mainly driven by staff costs and consultancy. All our employees are now on permanent contracts (PAYE), an important step to ensure that we have a core leadership team to take the charity forward. Consultancy costs continue to support our essential grant applications.

Of course, the finances don't do justice to the vast amount of value that the charity receives from its volunteers, including Blue Tees, staff, families, members, trustees and others (for example, including the accountancy firm that kindly support us with payroll and the annual accounts). This value, no doubt, would exceed the numbers you see below. Thank you!

It is worth noting that our charity primarily relies on this continued volunteer support and, especially, grant support to pay for our employees and operation costs. The team did a great job last year of securing Lottery funding for the next 5 years, as well as continued support from Children In Need and Arts Council England amongst other grant giving organisations.

Continued grant support is vital for the continued success of the charity, as well as other fundraising, if we are to continue to sustain our current programmes and continue to build our charity for the future. Whilst we again had a surplus last year, increasing our reserves by just over £1,000, to almost £31,000, our ratio of reserves to average monthly expenditure reduced from just over 3.6 to 2.5. To put this simply, without ongoing fundraising, our charity has enough reserves to pay its average costs for just 2.5 months.

In summary, the charity has a great year with its productions – and the finances are stable for now, so I have no immediate concerns. But fundraising remains a key priority for the year(s) ahead to ensure our continued success; this remains an important and key focus for the Trust Board.

I continue to feel privileged to continue to support our great charity and to be associated with the fantastic people that work and volunteer within it.

Tim Steel FCMA, CGMA
Treasurer.

End of year accounts (draft)

Summary Profit and Loss – year ended 31 March 2024 (draft)

Subject to external review

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
<u>Income</u>					
Trusts and Foundation grants	£ 73,737	£ 28,400	£ 40,977		
Member programme donations	£ 17,508	£ 23,436	£ 15,659	£ 9,567	£ 24,295
Educational programme fees	£ 19,480	£ 18,372	£ 8,310		£ 6,876
Panto & Summer Show	£ 24,392	£ 17,079			
Corporate & Individual giving	£ 10,091	£ 9,548	£ 3,921		
Summer workshops	£ -	£ 1,260	£ 1,700		£ 1,100
Tickets, events and challenges	£ 5,366	£ 3,113	£ 1,882		£ 1,147
Bank interest	£ 637	£ 35	£ 1	£ 4	£ 34
Total income	£ 151,211	£ 101,243	£ 72,450	£ 9,571	£ 33,452
<u>Expenditure</u>					
Staffing and consultancy	£ 105,199	£ 65,958	£ 47,259	£ 14,600	£ 27,748
Panto & Summer Show	£ 25,466	£ 14,606			
Venue hire & expenses	£ 8,140	£ 9,941	£ 5,653	£ 155	£ 11,034
Equipment, insurance & overheads	£ 8,946	£ 5,123	£ 3,705	£ 1,791	£ 6,455
Other performance costs	£ 2,243	£ 2,066	£ 1,447		£ 2,476
Total expenditure	£ 149,993	£ 97,694	£ 58,064	£ 16,546	£ 47,713
Profit / (loss) on activities	£ 1,218	£ 3,549	£ 14,386	£ (6,975)	£ (14,261)

Balance Sheet as at 31 March 2024 (draft)

Registered Charity Number: 1162418

Subject to audit

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
<u>Assets</u>					
Trade debtors	£ 2,800	£ 2,730	£ -	£ -	£ 2,400
Bank/building society balances	£ 31,711	£ 59,100	£ 26,152	£ 11,746	£ 19,588
Cash in hand (Petty Cash)	£ -	£ -	£ -	£ 20	£ 20
	£ 34,511	£ 61,830	£ 26,152	£ 11,766	£ 22,008
<u>Liabilities</u>					
Grants received in advance	£ -	£ 29,450			
Trade Creditors	£ 3,593	£ 2,678	£ -	£ -	£ 3,268
	£ 3,593	£ 32,128	£ -	£ -	£ 3,268
Net assets	£ 30,918	£ 29,701	£ 26,152	£ 11,766	£ 18,740
<u>Net charity assets represented by:</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
Capital account:					
Balance at start of period	£ 29,701	£ 26,152	£ 11,766	£ 18,741	£ 33,002
Net surplus (deficit)	£ 1,218	£ 3,549	£ 14,386	£ (6,975)	£ (14,261)
	£ 30,918	£ 29,701	£ 26,152	£ 11,766	£ 18,741
<u>Surplus funds</u>					
Restricted expenditure		£ -	£ 12,500	£ 1,762	£ 18,741
Unrestricted expenditure	£ 30,918	£ 29,701	£ 13,652	£ 10,004	£ -
	£ 30,918	£ 29,701	£ 26,152	£ 11,766	£ 18,741



Section A

Independent Examiner's Report

Report to the trustees/
members of

The Habbit Factory

On accounts for the year
ended

31 March 2024

Charity no
(if any)

1162418

Set out on pages

As per the attached accounts

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2024.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

Date: 6th Dec 2024

Name:

Kaan Fehmi

Relevant professional
qualification(s) or body
(if any):

ACMA, CGMA

Address:

Cryalls House, Auckland Drive, Sittingbourne, Kent. ME10 1HN

The Habbit Factory

Registered Charity Number 1162418

**Accounts for the period:
1st April 2023 – 31st March 2024**

Business Information

Trustees

Robert Lithgow (Chair)
Kieran O'Callaghan (Acting Treasurer)
Guleraana Mir (Acting Secretary)
Georgina Hart
Neera Dhir
Dimple Pau
Makola Mayambika

Other

Lee Giles (CEO)
Tim Steel (Non-executive advisor)

Bankers

NatWest (Hornchurch)
120-122 High Street
Hornchurch
Essex RM12 4UL

Registered Charity Address

The Habbit Factory
c/o Queen's Theatre
Billet Lane
Hornchurch
Essex RM11 1QT

Approval statement:

The undersigned approve the accounts which comprise of the Profit and Loss Account and the Balance Sheet. The accounts have been prepared on an accrual basis in accordance with accounting standards, including the provisions of FRS102.



Tim Steel
(FCMA, CGMA)



Kieran O'Callaghan
(Act. Treasurer)



Robert Lithgow
(Chair)

6th December 2024

Summary Profit and Loss - year ended 31 March 2024

	<u>2024</u>	<u>2023</u>
<u>Income</u>		
Trusts and Foundation grants	£ 73,737	£ 28,400
Member programme donations	£ 17,508	£ 23,436
Educational programme fees	£ 19,480	£ 18,372
Panto & Summer Show	£ 24,392	£ 17,079
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Bank interest	£ 637	£ 35
Total income	£ 151,211	£ 101,243
<u>Expenditure</u>		
Staffing and consultancy	£ 105,199	£ 65,958
Panto & Summer Show	£ 25,466	£ 14,606
Venue hire & expenses	£ 8,140	£ 9,941
Equipment, insurance & overheads	£ 8,946	£ 5,123
Other performance costs	£ 2,243	£ 2,066
Total expenditure	£ 149,993	£ 97,694
Profit / (loss) on activities	£ 1,218	£ 3,549

Balance Sheet as at 31 March 2024

	<u>2024</u>	<u>2023</u>
<u>Assets</u>		
Trade debtors	£ 2,800	£ 2,730
Bank/building society balances	£ 31,711	£ 59,100
Cash in hand (Petty Cash)	£ -	£ -
	£ 34,511	£ 61,830
<u>Liabilities</u>		
Grants received in advance	£ -	£ 29,450
Trade Creditors	£ 3,593	£ 2,678
	£ 3,593	£ 32,128
Net assets	£ 30,918	£ 29,701
<u>Net charity assets represented by:</u>	<u>2024</u>	<u>2023</u>
Capital account:		
Balance at start of period	£ 29,701	£ 26,152
Net surplus (deficit)	£ 1,218	£ 3,549
	£ 30,918	£ 29,701
<u>Surplus funds</u>		
Restricted expenditure		£ -
Unrestricted expenditure	£ 30,918	£ 29,701
	£ 30,918	£ 29,701



Section A

Independent Examiner's Report

Report to the trustees/
members of

The Habbit Factory

On accounts for the year
ended

31 March 2024

Charity no
(if any)

1162418

Set out on pages

As per the attached accounts

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2024.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

Date: 6th Dec 2024

Name:

Kaan Fehmi

Relevant professional
qualification(s) or body
(if any):

ACMA, CGMA

Address:

Cryalls House, Auckland Drive, Sittingbourne, Kent. ME10 1HN

The Habbit Factory

Registered Charity Number 1162418

**Accounts for the period:
1st April 2023 – 31st March 2024**

Business Information

Trustees

Robert Lithgow (Chair)
Kieran O'Callaghan (Acting Treasurer)
Guleraana Mir (Acting Secretary)
Georgina Hart
Neera Dhir
Dimple Pau
Makola Mayambika

Other

Lee Giles (CEO)
Tim Steel (Non-executive advisor)

Bankers

NatWest (Hornchurch)
120-122 High Street
Hornchurch
Essex RM12 4UL

Registered Charity Address

The Habbit Factory
c/o Queen's Theatre
Billet Lane
Hornchurch
Essex RM11 1QT

Approval statement:

The undersigned approve the accounts which comprise of the Profit and Loss Account and the Balance Sheet. The accounts have been prepared on an accrual basis in accordance with accounting standards, including the provisions of FRS102.



Tim Steel
(FCMA, CGMA)



Kieran O'Callaghan
(Act. Treasurer)



Robert Lithgow
(Chair)

6th December 2024

Summary Profit and Loss - year ended 31 March 2024

	<u>2024</u>	<u>2023</u>
<u>Income</u>		
Trusts and Foundation grants	£ 73,737	£ 28,400
Member programme donations	£ 17,508	£ 23,436
Educational programme fees	£ 19,480	£ 18,372
Panto & Summer Show	£ 24,392	£ 17,079
Corporate & Individual giving	£ 10,091	£ 9,548
Summer workshops	£ -	£ 1,260
Tickets, events and challenges	£ 5,366	£ 3,113
Bank interest	£ 637	£ 35
Total income	£ 151,211	£ 101,243
<u>Expenditure</u>		
Staffing and consultancy	£ 105,199	£ 65,958
Panto & Summer Show	£ 25,466	£ 14,606
Venue hire & expenses	£ 8,140	£ 9,941
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Restricted expenditure		£ -
Unrestricted expenditure	£ 30,918	£ 29,701
	£ 30,918	£ 29,701