

Registered Number: 03623974  
Registered Charity Number: 1188725

**HEADS TOGETHER PRODUCTIONS LIMITED**  
A company limited by guarantee

**DIRECTORS' REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**Heads Together Productions Limited**  
**Directors' Report and Unaudited Financial Statements**  
**For the Year Ended 31 March 2021**

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**Heads Together Productions Limited**  
**Company Information**  
**For the Year Ended 31 March 2021**

**Directors and Trustees**

Mr S Cameron	
Mr G Pope	
Ms K Dye	
Ms E Cameron	
Mr J Richardson	Resigned 03/06/2021
Ms F Evans	Appointed 07/10/2020
Mr L Judd	Appointed 07/10/2020
Ms N Kweyama	Appointed 07/10/2020
Ms L Sage	Appointed 06/01/2021
Mr J Toolan	Appointed 06/01/2021
Mr B Williams	Appointed 06/01/2021

**Secretary**

Mr A Sinclair

**Company Number**

03623974

**Registered Charity Number**

1188725

**Registered Office**

Chapel FM Arts Centre Old Seacroft Chapel  
1081 York Road  
Leeds  
West Yorkshire  
LS14 6JB

**Independent Examiner**

Burrow & Crowe Accountants & Business Advisers Ltd  
Top Floor West, Wharfebank House, Wharfebank Mills  
Ilkley Road  
Otley  
West Yorkshire  
LS21 3JP

**Heads Together Productions Limited**  
**Report of the Board of Trustees**  
**For the Year Ended 31 March 2021**

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" in preparing the annual report and financial statements of the charity.

**Trustees of the Charity**

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end are as detailed on page 1 of the accounts.

**Objectives and Activities**

The Objects of the Charity are stated in full in its Articles of Association from 28th August 1998 and last amended by special resolution on 16th March 2020. The four key Objects can be summarised as follows:

- For the public benefit advancing the education in the arts
- The promotion of social inclusion through the arts
- To help young people to develop their capabilities
- Providing or assisting in the provision of facilities for the benefit of the inhabitants of East Leeds

An annual business plan identifies the work that the Charity will undertake. Progress is monitored and reported to trustee meetings throughout the year. During the year 2020/2021 there were two main areas of activity for the Charity: Chapel FM Arts Centre in East Leeds; and UNION: The Northern School of Creativity and Activism. The Company was also able to complete the second phase of capital development at Chapel FM.

**Public Benefit Statement**

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The Trustees consider that all the activities of Heads Together Productions Limited are carried out for the public benefit.

**Strategic Report**

**Achievements and performance** (including principal risks and uncertainties, development and performance and key performance indicators)

**Chapel FM Arts Centre**

Despite the twin challenges of the Covid-19 pandemic and the renovation and expansion of our venue there were a broad range of activities at Chapel FM

- The **Next Generation Youth Courses** in Broadcasting, Music, Foundation and Writing carried on meeting weekly and engaged 47 young people in long-term skill development and mentoring. When the initial Covid lockdown arrived, worked shifted to online delivery and more than 80% of the youth participants continued to attend. The organisation conducted a total of 86 Next Generation course sessions during the year.

- **Red Kite**, Chapel FM's new flagship radio programme launched in August 2020 and was formed to showcase the creative work of the young broadcasters, musicians, theatre-makers and writers. The programmes were planned and hosted by the youth participants and the 29 episodes covered a wide variety of themes ranging from exploring the wild spaces in East Leeds, education during lockdown, Black Lives Matter, the U.S. Presidential Election, the Climate Emergency, finding your quirk, Bonfire Night/Halloween and Christmas specials and much more.
- In response to the Covid-19 pandemic and lockdown Chapel FM launched a new daily FM radio broadcast **Keeping a Distance, Staying Close** which was broadcast daily for 3 hours between March and July. This project drew on the resourcefulness and skills of our entire staff and dozens of community volunteers, as produced the shows by linking up remote studio in all of our homes during lockdown. All 65 episodes of *Keeping a Distance* was designed in particular to provide useful information about the pandemic and community resources with a particular focus on reaching older residents and those without digital access.
- Chapel FM's **Summer Youth Arts Project** ran for five weeks in July and August 2020. This initiative used radio, creative writing, music and theatre to prompt young people to explore the wild spaces of East Leeds. The project was also showcased on ITV.
- Chapel FM expanded the **Find Your Frequency** training programme for adults in East Leeds who were struggling with finding employment or educational pathways, providing 40 hours of one-on-one training and mentoring in using radio and other arts to develop confidence and new projects. Staff conducted 72 sessions with 18 participants.
- Chapel FM expanded **intergenerational community arts** work through a number of partnerships, most notably a deepening collaboration with Seacroft Friends and Neighbours (which serves vulnerable older residents) and the Performance Ensemble, an oral history and theatre storytelling company developing long-term projects with older residents.
- Chapel FM annual 24-hour **Musicathon**, featuring more than 100 mostly local musicians took place despite lockdown in a largely digital format and provided many artists with a platform to perform in front of live audiences in a professional context for the first time in months.
- **East Leeds FM**, Chapel FM's community radio station, continued to produce more than two dozen original broadcasts each month throughout the pandemic, featuring regular shows hosted by members of our community on topics ranging from self-care & wellbeing, local creative writers, northern brass bands, remote education during lockdown, Leeds West Indian carnival, urban planning & design and more.
- Chapel FM entered into a formal partnership with seven other third sector peer organisations in East Leeds through the **Seacroft & Killingbeck Community Cares Hub** (anchored by the LS14 Trust) and meeting daily throughout lockdown to coordinate actions in response to wide variety immediate community needs such as food deliveries, essential information sharing, cultural prescribing offers and educational resources.

#### **UNION: The Northern School for Creativity and Activism**

UNION was set up by Heads Together Productions in 2019 with support from the Paul Hamlyn Foundation and Arts Council of England. The aim was to improve the support provided for people wanting to develop careers in participatory arts and activism, particularly people from disadvantaged backgrounds.

A cohort of twenty-one early-career artists and activists from across the north were recruited at the beginning of 2019 for a year-long training and coaching programme that ended just before the pandemic hit.

Covid-19 had a big effect on the UNION '19 graduates. Many of them were freelance and lost both work and opportunities because of the lockdown. Some were in the clinically vulnerable category and others weren't eligible for any government support. Heads Together took the decision to extend the programme and continue supporting the UNION '19 graduates with a combination of on-line meetings and individual coaching. The Paul Hamlyn Foundation provided additional resources and, during 2020-21, UNION was able to offer paid commissions to support graduates to try out new ways of delivering participatory work in the context of Covid-19. Nineteen of the original twenty-one UNION '19 participants were supported in this way and continue their ongoing links to the programme through into 2021.

However, Covid-19 did mean that plans to apply for further funding to recruit a new cohort during the year were put on hold. Also, a linked initiative to develop a city-based training initiative in Leeds was delayed as we agreed with the Esmée Fairbairn Foundation to pause our application for funds to them (now agreed and the programme is going ahead).

Despite the pandemic and Brexit, one area where we were able to make considerable progress was our European partnership work. In the summer of 2020, we were invited to take part in a European Culture Lab in Rijeka, Croatia. With lockdown restrictions across Europe continuing, the event ended up being conducted remotely. However, we were still able to develop a brand new project; the Fellowship of Questions. The UNION project has teamed up with organisations in Romania, Serbia, Portugal, and Germany to develop and deliver a range of local and transnational projects (online and offline) based on the idea of asking questions across borders. With funding from the European Cultural Foundation in the Netherlands and the Allianz Kulturstiftung in Germany, the Fellowship also began to develop a brand new online platform to assist the work and to invite other organisations and individuals to participate in the initiative.

### **Chapel FM Arts Centre—Phase 2 development**

In 2014 we completed the first phase of capital development to rescue the deteriorating Old Seacroft Chapel and convert it into a state-of-the-art community arts centre. In 2020 we completed the second phase of development, purchasing the freehold from the Methodist Church and converting the adjacent 1980s-built Church Hall and linking it back to the Chapel.

We originally planned to be on site in April 2020. There was a delay of a month because of the first lockdown, but we managed to liaise with the design team and contractors and practical completion was agreed for the building in December 2020, only a month behind our original schedule.

This second phase has vastly improved the offer at Chapel FM, giving us a large workshop and performance space, a dedicated kitchen and cafe area, more storage, an external seating area, more bike parking, and improved toilets.

This work would not be possible without the support of the following funders: The Tudor Trust, Leeds City Council, Arts Council England, Power to Change, Veolia Trust, The Clothworkers' Foundation, Biffa Award together with pro-bono support from Mills and Reeve Solicitors.

Both phases of the development were designed by Matt Strong Architect and built by contractors, Roebuck & Holmes.

### **Financial Review**

Compared to the previous financial year, total income in 2020/21 increased by £18,892 to £266,879. Expenditure remained stable with some changes due to staffing fluctuations and changes in contracted service provision. At the end of the financial year there was increase in free reserves of £13,367 to £123,924, in the middle of the optimum range identified by the Board.

## Reserves Policy

The Board has agreed to maintain reserve funds at sufficient levels in order to allow the smooth continuation of all activities and mitigate risk. Its policy is to hold free reserves (ie unrestricted funds not committed or invested in tangible fixed assets) of between 6 and 9 months of core running costs (which equates to £100,000 to 150,000).

The Trustees are committed to maintaining a broad range of sources of income for the Charity from both restricted and unrestricted sources and that contributes to the stability of the organisation going forward. Full details of income in Notes 2 and 3 of the accounts.

During this year, the Charity undertook a major second phase of capital development on Chapel FM Arts Centre with Practical Completion being agreed on 2nd December 2020 beginning a 12-month defects period. The full cost of the development is over £630,000 and detailed accounts will be available after Final Completion. The cost is covered by grant income: Note 11 details the capital grants received and Note 6 the capitalisation of the expenditure.

## Plans for future periods

### Effects of Covid 19

There has been no significant financial impact of COVID-19 on the charity. The main impact has been on working practices with staff working from home and continuing their work and participation activities online. Despite the lockdown restrictions, construction of the Phase 2 development at Chapel FM was able to continue with only minor delays. Both revenue and capital funders have been kept informed and, in all cases, have allowed flexibility for us to change the method of our delivery as needed. The Charity also benefited from additional local authority business support in both revenue (£10,000) and capital (£2,938.34). The Arts Council of England has also awarded an additional capital grant to cover COVID-related expenditure on Phase 2 which will be drawn upon in the coming Financial Year. The Charity has not used the furlough scheme.

At the time of writing (October 2021) face-to-face activity on the UNION programme has re-commenced and Chapel FM Arts Centre has re-opened to the public. However, there is still a great deal of uncertainty and the Charity is planning for possible contingencies.

We believe that the power of local, community-based creativity has been shown to be even more important as a result of the pandemic and it is important that we continue to develop and expand our services in East Leeds as well as training across the north of England and beyond to promote social inclusion.

Our approach remains to use the inclusive and developmental power of creativity in a range of situations. Heads Together has prioritised the following areas of impact in the business plan for 2021-22:

1. Provide **young people** from our community with sustained opportunities to **connect**, often for the first time, with **arts and media** that are not otherwise easily available.
2. Provide **emerging artists and media makers** with platforms and mentoring to help further their **personal and professional development**.
3. Provide **adults and seniors**, who may have lacked opportunities earlier in life, to explore **creative new chapters**.
4. Provide **residents and organisations in Seacroft and East Leeds** with shared tools to create a more **cultural community** and to define their own visions for the places where they live.
5. Provide **Leeds and our wider region** with resources and connections with residents in order to communicate a more **inclusive artistic vision**.
6. Provide established **artists from across England** with deeply rooted community arts context in which to **develop and test dynamic new artistic ideas and work**.

Partnership work remains of key importance to the Charity, whether on a local level as with the development of the Seacroft Hub of organisations during the pandemic; or on a broader strategic level our alliances with the Donut group of community-based venues in Leeds; our involvement with the Participatory Arts Yorkshire grouping of organisations; or developing training opportunities alongside the national Artworks Alliance.

### **Structure, governance and management**

Heads Together Productions was incorporated as a Company Limited by Guarantee on the 28th August 1988. The Company was entered onto the Register of Charities on 24th March 2020.

The trustees of the charity also act as directors for the purposes of company law. There are currently 10 trustees who meet 4 times a year as a full group and to hear reports from their constituted sub-groups which look at specific issues such as finance and funding; participation activities; venue and communications; and staffing.

On a day-to-day basis, management of the organisation is delegated to the two co-directors, Tony Macaluso who takes the lead on operational activities at Chapel FM Arts Centre, and Adrian Sinclair who is responsible for the Phase 2 Development, finance, and the UNION training programme. There is a staff team of seven.

Trustees are appointed on a rolling basis and the Charity performs a skills audit to identify need. The posts are advertised, and applicants asked to submit a cv and letter of interest outlining their skills and reasons for wanting to join the Board. They are then interviewed and subsequently invited to attend an initial session as an observer. If approved by a quorate majority, they are invited to join the Board and undergo a Trustee induction process.

### **Risk Management**

The trustees identify and assess the key risks facing the charity and maintain a risk register. The register is reviewed regularly (at least on an annual basis) and the systems, policies and procedures are put in place in order to manage the identified risks.

### **Trustees' responsibilities**

The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the Trustees' Annual Report (including the Strategic 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 2015 (FRS 102);
- 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;
- 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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.



### Disclosure of information to Independent Examiners

In so far as the trustees are aware:

- there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the Independent Examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the company's Independent Examiner is aware of that information.

On behalf of the board



Ms K Dye (Dec 1, 2021, 1:35pm)

Director

01 Dec 2021

Date.....

**Heads Together Productions Limited**  
**Independent Examiners Report**  
**For the Year Ended 31 March 2021**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 9 to 16.

**Responsibilities and basis of report**

As the charity trustees of the company (and also its directors 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 under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company'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 examiner's statement**

I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities, applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (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.



David Pollitt FCCA, 10:05am)

Burrow & Crowe Accountants & Business Advisers Ltd  
Top Floor West, Wharfebank House, Wharfebank Mills  
Ilkley Road  
Otley  
West Yorkshire  
LS21 3JP

09 Dec 2021

Date.....

**Heads Together Productions Limited**  
**Statement of Financial Activities (including Income & Expenditure Account)**  
**For the Year Ended 31 March 2021**

		Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
	Notes				
<b>Incoming Resources from</b>					
<b>Charitable Activities</b>					
Grant income	2	68,963	184,418	253,381	211,230
Earned income	3	11,918	-	11,918	36,338
Donations		1,471	-	1,471	230
<b>Investment Income</b>					
Interest income		109	-	109	189
<b>TOTAL INCOMING RESOURCES</b>		<b>82,461</b>	<b>184,418</b>	<b>266,879</b>	<b>247,987</b>
<b>Resources Expended</b>					
Charitable expenditure:					
Projects & allocated support services	4	93,004	150,671	243,675	274,983
Governance costs	5	5,012	-	5,012	4,962
Phase 2 Consultancy fees		-	14,130	14,130	-
<b>TOTAL RESOURCES EXPENDED</b>		<b>98,016</b>	<b>164,801</b>	<b>262,817</b>	<b>279,945</b>
NET INCOMING/(OUTGOING) RESOURCES BEFORE OTHER RECOGNISED GAINS/(LOSSES)		<b>(15,555)</b>	<b>19,617</b>	<b>4,062</b>	<b>(31,958)</b>
<b>OTHER RECOGNISED GAINS/(LOSSES)</b>					
Capital grants released	9	32,045	-	32,045	32,381
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS		<b>16,490</b>	<b>19,617</b>	<b>36,107</b>	<b>423</b>
<b>Transfers between funds</b>		<b>(3,123)</b>	<b>3,123</b>	<b>-</b>	<b>-</b>
Total funds brought forward		<b>110,557</b>	<b>-</b>	<b>110,557</b>	<b>110,134</b>
<b>Total funds carried forward</b>		<b>123,924</b>	<b>22,740</b>	<b>146,664</b>	<b>110,557</b>

**Heads Together Productions Limited**  
**Balance Sheet**  
**As at 31 March 2021**

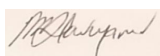
		<b>2021</b>		<b>2020</b>	
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>FIXED ASSETS</b>					
Tangible Assets	6		1,006,089		602,265
<b>CURRENT ASSETS</b>					
Debtors	7	9,374		13,364	
Cash at bank and in hand		<u>132,470</u>		<u>278,126</u>	
		141,844		291,490	
<b>Creditors: Amounts due within one year</b>	8	<u>(7,003)</u>		<u>(13,395)</u>	
<b>NET CURRENT ASSETS</b>			<u>134,841</u>		<u>278,095</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>1,140,930</u>		<u>880,360</u>
<b>Creditors: Amounts due after one year</b>	9		(994,266)		(769,803)
<b>NET ASSETS</b>			<u>146,664</u>		<u>110,557</u>
<b>FUNDS</b>					
Unrestricted funds			123,924		110,557
Restricted funds	10		<u>22,740</u>		<u>-</u>
<b>TOTAL FUNDS</b>			<u>146,664</u>		<u>110,557</u>

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

**Directors' (Trustees) responsibilities:**

- i) The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- iii) These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

On behalf of the board



Nobuhle Kweyama (Dec 4, 2021, 9:01pm)

Ms N Kweyama

Director

04 Dec 2021

Date.....

**Registered Company Number: 03623974**

**Heads Together Productions Limited**  
**Notes to the Financial Statements**  
**For the Year Ended 31 March 2021**

**1. Accounting Policies**

**Basis of accounting**

The principal accounting policies which are adopted consistently in the preparation of the financial statements are set out below.

**a) Accounting convention and charitable status**

The accounts have been prepared under the historical cost convention and are in accordance with SORP FRS102 and applicable Accounting Standards and include the results of the company's operations described in the report of the board of management and all of which are continuing. The Company is a Registered Charity, No. 1188725. Exemption has been taken from preparing a cash flow statement as the company qualifies as a small company.

**b) Incoming resources: Revenue grants**

Grants are recognised in the income and expenditure account in an appropriate manner that matches them with the expenditure towards which they are intended to contribute. Grants for immediate financial support or to cover costs already incurred are recognised immediately in the income and expenditure account. Grants towards general activities of the entity over a specific period are recognised in the income and expenditure account over that period. Grants towards fixed assets are recognised over the expected useful lives of the related assets and are treated as deferred income and released to the income and expenditure account over the useful life of the asset concerned. All grants in the income and expenditure account are recognised when all conditions for receipt have been complied with.

**C) Unrestricted funds and Support costs**

Unrestricted funds are grants, donations, and other income received or generated for the charity's main activities. Unrestricted funds are designated at the discretion of the board of management. Support costs relating to the administration of the charity have been allocated to unrestricted funds. Those relating to artistic project delivery have been allocated to restricted funds.

**D) Tangible Fixed Assets**

Depreciation is provided at the following annual rates in order to write-off each asset over its estimated useful life:

Freehold	5% Straight line
Fixture & Fittings	20% and 25% Straight line

**Members**

The company has no share capital and is limited by guarantee. In the event of the winding up of the company, the liability of the members is limited to a maximum of £1 each.

**Trustees' Remuneration**

The trustees neither received nor waived any remuneration during the year. The trustees did not have any expenses reimbursed during the year.

**Pensions**

The company operates a defined pension contribution scheme. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the

**Average Number of Employees**

Average number of employees, including directors, during the year was as follows: 7 (2020: 7)

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2021**

**2. Grant income**

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Arts Council of England – National Portfolio Organisation	47,463	-	47,463	46,605
Arts Council of England – Other	-	-	-	25,000
Leeds City Council – Arts@Leeds	10,500	-	10,500	10,500
Leeds City Council – Housing Advisory Panel	-	4,153	4,153	-
Leeds City Council – Leeds Inspired	-	6,840	6,840	-
Leeds City Council – Small Business Support Grant	10,000	-	10,000	-
Leeds City Council – Other	1,000	-	1,000	1,188
Youth Music	-	28,853	28,853	28,853
Paul Hamlyn Foundation	-	18,600	18,600	35,043
IGEN Trust	-	23,800	23,800	1,348
Leeds Community Foundation	-	6,500	6,500	-
National Lottery Community Fund	-	81,348	81,348	40,858
European Social Fund	-	-	-	10,815
Pears Youth Fund	-	-	-	10,000
	68,963	170,094	239,057	210,210
Chapel Development Phase 2 grant released against revenue costs	-	14,324	14,324	1,020
<b>Total Grant income</b>	<b>68,963</b>	<b>184,418</b>	<b>253,381</b>	<b>211,230</b>

From the residue balance of income provided for Phase 2 of the Chapel Development, £14,324 has been used this year against the revenue costs attributable to the Chapel Development, charged as expenses in the statement of financial activities.

**3. Earned income**

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Sales	-	-	-	3,886
Fee income	10,544	-	10,544	22,888
Dry hire and training	1,374	-	1,374	9,564
<b>Total Earned income</b>	<b>11,918</b>	<b>-</b>	<b>11,918</b>	<b>36,338</b>

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2021**

**4. Charitable expenditure**

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
<b>Projects:</b>				
Staff wages & salaries (inc NI & pension costs)	33,315	109,329	142,644	147,290
Artists fees	3,612	27,955	31,567	49,248
Venue costs	740	32	772	9,584
<b>Allocated support services:</b>				
Design materials	33	-	33	417
Hire of plant & equipment	81	-	81	216
Print & production	1,763	10,004	11,767	3,611
Staff training	516	19	535	1,135
Travel & subsistence expenses	51	162	213	2,251
Use of home allowances	1,950	-	1,950	-
Light & heat	2,431	-	2,431	3,380
Water rates	504	-	504	663
Cleaning	663	120	783	1,804
Vehicle fuel costs	30	-	30	214
Computer software, consumables & maintenance	5,614	-	5,614	5,404
Repairs, renewals & maintenance	685	214	899	3,502
Insurance	5,724	-	5,724	4,922
Printing, postage & stationery	23	-	23	394
Advertising & marketing costs	528	2,275	2,803	4,790
Telecommunications & data costs	1,886	451	2,337	2,549
Website costs	-	-	-	215
Subscriptions	244	110	354	448
Depreciation of fixtures & fittings	1,234	-	1,234	1,569
Depreciation of freehold land & property	31,377	-	31,377	31,377
<b>Total Charitable expenditure</b>	<b>93,004</b>	<b>150,671</b>	<b>243,675</b>	<b>274,983</b>

**5. Governance costs**

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Independent examiners fees	3,572	-	3,572	3,257
Legal fees	1,113	-	1,113	853
Bank charges & interest	327	-	327	385
Corporation tax	-	-	-	467
	<b>5,012</b>	<b>-</b>	<b>5,012</b>	<b>4,962</b>



**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2021**

**6. Tangible Assets**

	Freehold Land & Property £	Fixtures, fittings & equipment £	Motor Vehicles £	Total £
<b>Cost</b>				
As at 25 March 2020	757,353	130,711	-	888,064
Additions	403,852	32,583	-	436,435
Disposals				-
As at 31 March 2021	1,161,205	163,294	-	1,324,499
<b>Depreciation</b>				
As at 25 March 2020	156,889	128,910	-	285,799
Charge for the year	31,377	1,234	-	32,611
On disposals				-
As at 31 March 2021	188,266	130,144	-	318,410
<b>Net Book Value</b>				
As at 31 March 2021	972,939	33,150	-	1,006,089
As at 24 March 2020	600,464	1,801	-	602,265

**7. Debtors**

	2021 £	2020 £
Trade debtors	4,800	13,214
Other debtors	1,170	150
Other taxes and social security	462	-
VAT	2,942	-
	9,374	13,364

**8. Creditors: Amounts due within one year**

	2021 £	2020 £
Trade creditors	235	6,713
Corporation tax	-	467
Other taxes and social security	-	2,811
VAT	-	738
Other creditors	518	516
Accruals	2,250	2,150
Deferred income – Leeds Music Education Partnership	4,000	-
	7,003	13,395

**9. Creditors: Amounts due after one year**

	2021 £	2020 £
Capital grants (See Note 11)	994,266	769,803

	Balance B/fwd	Capital grants received	Capital grants expensed	Capital grants released	Balance C/fwd
Summary of Capital grants	769,803	270,832	(14,324)	(32,045)	994,266

**Heads Together Productions Limited**  
**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 March 2021**

**10. Movement on Restricted funds**

	Balance B/fwd £	Incoming funds £	Outgoing funds £	Transfers £	Balance C/fwd £
Youth Music	-	28,853	(28,434)	(419)	-
National Lottery Community Fund	-	81,348	(83,393)	2,045	-
Paul Hamlyn Foundation	-	18,600	(15,094)	494	4,000
IGEN Trust	-	23,800	(12,467)	567	11,900
Leeds City Council – Housing Advisory Panel	-	4,153	(4,362)	209	-
Leeds City Council – On the road	-	6,840	-	-	6,840
Leeds Community Foundation	-	6,500	(6,727)	227	-
Grant income released against revenue costs	-	14,324	(14,324)	-	-
<b>Total Restricted funds</b>	-	184,418	(164,801)	3,123	22,740

**11. Capital Grants**

		2021 £	2020 £
Chapel Development Phase 1	Arts Council of England	197,695	212,072
Chapel Development Phase 1	Jimbo's Fund	30,197	32,392
Chapel Development Phase 1	Leeds City Council	21,138	22,675
Chapel Development Phase 1	The Tudor Trust	45,293	48,587
Chapel Development Phase 1	Monument Trust	60,392	64,784
Chapel Development Phase 1	Wren	30,196	32,392
Chapel Development Phase 1	Caird Bardon	50,934	54,638
Chapel Development Phase 1	Clothworkers	4,832	5,183
	Sub-Total Chapel Development Phase 1	440,677	472,723
Chapel Development Phase 2	Arts Council of England	225,000	89,250
Chapel Development Phase 2	The Tudor Trust	100,000	100,000
Chapel Development Phase 2	Power to Change	101,506	107,830
Chapel Development Phase 2	Veolia Trust	41,627	-
Chapel Development Phase 2	Leeds City Council	43,695	-
Chapel Development Phase 2	Biffa Award	30,923	-
Chapel Development Phase 2	Clothworkers Foundation	7,900	-
Chapel Development Phase 2	WY Covid Recovery Fund	2,938	-
	Sub-Total Chapel Development Phase 2	553,589	297,080
	<b>Total Capital Grants</b>	994,266	769,803

There are two phases of the Chapel Development. Phase 1 was completed in 2014 and Phase 2 was completed in 2021.

From the Chapel Development grants provided, part of these grants have been used to purchase chapel equipment and is being released to the income and expenditure account over the useful life of the assets. The expenditure on the building has been capitalised and shown in note 6 in the accounts. The income raised to fund these works has been matched against this and has been deferred (see above). The building costs are being depreciated over their useful life and this depreciation charge is being matched against a release of the deferred income to the income and expenditure account.



**Issuer** Burrow & Crowe Accountants & Business Advisers Ltd

**Document generated** Wed, 1st Dec 2021 12:48:12 UTC

**Document fingerprint** 8e3a1fa2b4cd8cde82a2c940aaa4bcb8

### Parties involved with this document

Document processed	Party + Fingerprint
Wed, 1st Dec 2021 13:35:06 UTC	Katie Dye - Signer (e700bfc355776ffacc0494d31f52d0e4)
Sat, 4th Dec 2021 21:01:00 UTC	Nobuhle Kweyama - Signer (a9312a5c44037907b9526a261a4e69ae)

### Audit history log

Date	Action
Sat, 4th Dec 2021 21:01:00 UTC	The envelope has been signed by all parties. (2.221.192.88)
Sat, 4th Dec 2021 21:01:00 UTC	Nobuhle Kweyama signed the envelope. (2.221.192.88)
Sat, 4th Dec 2021 20:48:50 UTC	Nobuhle Kweyama viewed the envelope. (2.221.192.88)
Sat, 4th Dec 2021 20:48:36 UTC	Nobuhle Kweyama opened the document email. (66.249.93.215)
Sat, 4th Dec 2021 17:20:39 UTC	Nobuhle Kweyama opened the document email. (66.249.93.207)
Sat, 4th Dec 2021 12:54:12 UTC	Document emailed to buhlek12@gmail.com (13.40.107.5)
Sat, 4th Dec 2021 12:54:02 UTC	Sent Nobuhle Kweyama a reminder to sign the envelope. (3.8.173.210)
Sat, 4th Dec 2021 12:54:02 UTC	The active signer will be automatically reminded. (3.8.173.210)
Sat, 4th Dec 2021 10:50:37 UTC	Nobuhle Kweyama opened the document email. (66.249.93.207)
Fri, 3rd Dec 2021 12:55:16 UTC	Document emailed to buhlek12@gmail.com (13.40.31.110)
Fri, 3rd Dec 2021 12:55:01 UTC	Sent Nobuhle Kweyama a reminder to sign the envelope. (3.8.173.210)
Fri, 3rd Dec 2021 12:55:01 UTC	The active signer will be automatically reminded. (3.8.173.210)
Thu, 2nd Dec 2021 18:09:03 UTC	Nobuhle Kweyama opened the document email. (66.249.93.212)
Thu, 2nd Dec 2021 18:08:47 UTC	Nobuhle Kweyama opened the document email. (66.249.93.208)
Thu, 2nd Dec 2021 12:56:04 UTC	Document emailed to buhlek12@gmail.com (13.40.94.66)
Thu, 2nd Dec 2021 12:56:01 UTC	Sent Nobuhle Kweyama a reminder to sign the envelope. (3.8.173.210)
Thu, 2nd Dec 2021 12:56:01 UTC	The active signer will be automatically reminded. (3.8.173.210)
Thu, 2nd Dec 2021 1:35:57 UTC	Nobuhle Kweyama opened the document email. (66.249.93.212)
Wed, 1st Dec 2021 14:03:10 UTC	Katie Dye opened the document email. (104.28.86.52)
Wed, 1st Dec 2021 13:48:33 UTC	Katie Dye opened the document email. (66.249.93.212)
Wed, 1st Dec 2021 13:48:12 UTC	Katie Dye opened the document email. (66.249.93.212)

Wed, 1st Dec 2021 13:46:11 UTC	Katie Dye opened the document email. (109.152.45.199)
Wed, 1st Dec 2021 13:46:01 UTC	Nobuhle Kweyama opened the document email. (66.249.93.206)
Wed, 1st Dec 2021 13:45:34 UTC	Nobuhle Kweyama opened the document email. (66.249.93.207)
Wed, 1st Dec 2021 13:45:14 UTC	Nobuhle Kweyama opened the document email. (66.249.93.210)
Wed, 1st Dec 2021 13:35:41 UTC	Katie Dye opened the document email. (109.152.45.199)
Wed, 1st Dec 2021 13:35:41 UTC	Katie Dye opened the document email. (109.152.45.199)
Wed, 1st Dec 2021 13:35:31 UTC	Katie Dye opened the document email. (109.152.45.199)
Wed, 1st Dec 2021 13:35:31 UTC	Katie Dye opened the document email. (109.152.45.199)
Wed, 1st Dec 2021 13:35:13 UTC	Nobuhle Kweyama opened the document email. (72.14.199.76)
Wed, 1st Dec 2021 13:35:07 UTC	Document emailed to buhlek12@gmail.com (13.40.11.212)
Wed, 1st Dec 2021 13:35:06 UTC	Sent the envelope to Nobuhle Kweyama (buhlek12@gmail.com) for signing. (109.152.45.199)
Wed, 1st Dec 2021 13:35:06 UTC	Katie Dye signed the envelope. (109.152.45.199)
Wed, 1st Dec 2021 13:33:37 UTC	Katie Dye viewed the envelope. (109.152.45.199)
Wed, 1st Dec 2021 13:33:28 UTC	Katie Dye opened the document email. (109.152.45.199)
Wed, 1st Dec 2021 12:57:21 UTC	Document emailed to katiejdye@me.com (13.40.6.52)
Wed, 1st Dec 2021 12:57:21 UTC	Sent the envelope to Katie Dye (katiejdye@me.com) for signing. (109.73.121.116)
Wed, 1st Dec 2021 12:56:33 UTC	Automatic reminders for this envelope have been set to occur every 1 days (109.73.121.116)
Wed, 1st Dec 2021 12:50:54 UTC	Nobuhle Kweyama has been assigned to this envelope (109.73.121.153)
Wed, 1st Dec 2021 12:50:54 UTC	Katie Dye has been assigned to this envelope (109.73.121.153)
Wed, 1st Dec 2021 12:48:24 UTC	Document generated with fingerprint 8e3a1fa2b4cd8cde82a2c940aaa4bcb8 (109.73.121.116)
Wed, 1st Dec 2021 12:48:13 UTC	Envelope generated by Colin Parker (109.73.121.116)



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**Document generated** Thu, 9th Dec 2021 9:49:51 UTC

**Document fingerprint** f1455be90a67084885f056d54cc4da54

#### Parties involved with this document

Document processed	Party + Fingerprint
Thu, 9th Dec 2021 10:05:51 UTC	David Pollitt - Signer (c5e2389ded335e994511827ce90dc064)

#### Audit history log

Date	Action
Thu, 9th Dec 2021 10:05:51 UTC	The envelope has been signed by all parties. (86.11.218.37)
Thu, 9th Dec 2021 10:05:51 UTC	David Pollitt signed the envelope. (86.11.218.37)
Thu, 9th Dec 2021 10:04:16 UTC	David Pollitt viewed the envelope. (86.11.218.37)
Thu, 9th Dec 2021 10:04:05 UTC	David Pollitt opened the document email. (86.11.218.37)
Thu, 9th Dec 2021 10:04:04 UTC	David Pollitt opened the document email. (86.11.218.37)
Thu, 9th Dec 2021 10:02:48 UTC	David Pollitt viewed the envelope. (86.11.218.37)
Thu, 9th Dec 2021 10:00:07 UTC	David Pollitt opened the document email. (104.28.89.46)
Thu, 9th Dec 2021 9:58:37 UTC	Document emailed to david.pollitt@burrow-crowe.co.uk (18.133.75.60)
Thu, 9th Dec 2021 9:58:36 UTC	Sent the envelope to David Pollitt (david.pollitt@burrow-crowe.co.uk) for signing. (109.73.121.94)
Thu, 9th Dec 2021 9:57:37 UTC	David Pollitt has been assigned to this envelope (109.73.121.94)
Thu, 9th Dec 2021 9:49:59 UTC	Document generated with fingerprint f1455be90a67084885f056d54cc4da54 (109.73.121.102)
Thu, 9th Dec 2021 9:49:51 UTC	Envelope generated by Colin Parker (109.73.121.102)