

# FALL INTO PLACE THEATRE

England & Wales · Charity number 1189448

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2020-05-12

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Hearts And Enterprise Centre  
Bennett Road  
Headingley  
Leeds  
LF6 3HN

**Phone** 07341254967

**Email** [info@fallintoplace.co.uk](mailto:info@fallintoplace.co.uk)

**Website** [www.fallintoplace.co.uk](http://www.fallintoplace.co.uk)

## Activities

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**Objects:** The charity's objects are FOR THE PUBLIC BENEFIT: 1. Advance the art of drama in such ways as the trustees decide 2. Promote social inclusion through the provision of creative activities 3. Relieve the needs of people who are isolated and/or socially excluded, and assist them to integrate into society through the provision of creative activities (For the purpose of this clause, 'socially excluded' means being disconnected from community and/or excluded from society, or part of society, as a result of being a member of a community that is socially, culturally, economically or in other ways under-resourced or deprived)

**Activities:** 1. The advancement of the art of drama in such ways as the trustees may from time to time decide. 2. To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society through the provision of creative activities.

## Classification

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- **How:** Provides Services
- **What:** Education/training, Arts/culture/heritage/science, Economic/community Development/employment, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

## Geography

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- Throughout England

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-10-31	£56,986	£39,257	-	-
2024-10-31	£58,981	£104,185	-	-
2023-10-31	£83,158	£97,169	-	-
2022-10-31	£113,922	£128,982	-	-
2021-10-31	£282,045	£186,051	-	-

## Trustees

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Name	Role	Appointed
<b>VANESSA BROWN</b>	Chair	2020-05-12
Aisha Ali		2022-12-06
Andrew Parkin		2026-01-13
Ellen Stevens		2024-08-20
Monica Olsson		2025-06-10

**FALL INTO PLACE THEATRE**

England & Wales - Charity number 1189448

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# Accounts

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# Fall Into Place Theatre

Charity number 1189448

## Annual Report and Financial Statements for the year ended 31 October 2025



FALL  
INTO  
PLACE



# **Fall Into Place Theatre**

## **Annual Report and Financial Statements for the year ended 31 October 2025**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# Fall Into Place Theatre

## Trustees' report for the year ended 31 October 2025

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Vanessa Brown	Chair	
Aisha Ali		
Ciaran Campbell		Resigned 3 February 2025
Ellen Stevens		
Monica Olsson		Appointed 10 June 2025
Andrew Parkin		Appointed 13 January 2026
<b>Charity number</b>	1189448	Registered in England and Wales

### Registered and principal address

Heart and Enterprise Centre  
Bennett Road  
Leeds  
LS6 3HN

### Bankers

CAF Bank  
25 Kings Hill  
West Malling  
ME19 4JQ

### Independent examiner

Rhys North ACA

### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 12 May 2020 and is governed by a constitution as amended 5 February 2025.

### Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution passed at a properly convened meeting of the charity trustees.

# Fall Into Place Theatre

## Trustees' report (continued) for the year ended 31 October 2025

### The charity's objects

#### The charity's objects

The charity's objects are for the public benefit:

1. Advance the art of drama in such ways as the trustees decide.
2. Promote social inclusion through the provision of creative activities.
3. Relieve the needs of people who are isolated and/or socially excluded, and assist them to integrate into society through the provision of creative activities.

For the purpose of this clause 'socially excluded' means being disconnected from community and/or excluded from society, or part of society, as a result of being a member of a community that is socially, culturally, economically or in any other ways under-resourced or deprived.

#### The charity's main activities

Fall into Place Community runs a range of activities and creative workshops for people of all ages, including dance, drama and mindfulness techniques.

A key focus is supporting adults who may be at greater risk of isolation and disadvantage, as unpaid carers, people who are seeking asylum or have refugee status, older people and people experiencing mental or physical health conditions.

Fall Into Place Training and Events offers community groups and third sector workers training opportunities to build communication and wellbeing skills, through creative exercises and a performing background perspective.

Fall Into Place Training and Events also run community theatre events that focus on local stories, sharing local issues and aims to spark debate and influence change on issues that matter to our local communities.

#### Our Mission

Changing lives through creativity and connection.

#### Our Vision

To be the known charity in Yorkshire for building confidence and joy through creativity.

#### Our areas of strategic focus

We are delivering our vision through developing our services across three areas:

Arts for Empowerment

Community Projects

Training and Events

#### Our Values

Everything we do is underpinned by our strong values and we will only work with others who respect our core beliefs:

**Compassionate** (a safe, friendly, inclusive space for creativity, listening to and responding to people's needs, empowering them to live the best lives they can.)

**Joyful** (Fun, laughter and play are crucial for a joyful life at any age. We encourage opportunities to relish humour, joy and fun.)

**Learning** (We love new ideas and value curiosity. We encourage feedback and are open and accountable. We never stop learning throughout life.)

**Connection** (We value and create space to connect together and believe shared connections can lead to a happier individual, community and wider society.)

**Honesty** (We genuinely want to make a difference. We are transparent and open. We encourage open conversation during times of conflict or difficult conversations.)

# **Fall Into Place Theatre**

## **Trustees' report (continued) for the year ended 31 October 2025**

### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

### **Achievements and performance**

#### **Joyful Drama**

We are moving into our second year of funding from National Lottery Community Fund to sustain our Joyful Drama group. This group continues to support unpaid and bereaved carers, but is open to all to broaden the group and enrich the experience for members. The group consists of gentle, friendly activities to encourage playfulness, wellbeing and fun, with several performance opportunities throughout the year. This group continues to run with partnership and support from Carers Leeds.

#### **Solace Drama and Wellbeing**

We have sustained our Solace Drama group thanks to Brelms Trust and Wharfedale Foundation. We have built a strong membership with 15 attending on a regular basis. The group has developed to include dance, improvisation and storytelling, as well as opportunities for members to share practical needs where we will signpost to relevant agencies. We also provide free arts opportunities through our membership with Opera North.

#### **Intergenerational projects and older people**

We have continued to support a wide range of intergenerational opportunities for connection and wellbeing, as well as breaking down barriers between ages. We have:

- Co-ordinated intergenerational events and penpal letter sharing between Keighley older people and inner city Bradford children aged 7 - 16 in partnership with Bradford Youth Players and Silver Links at Action Point charity in Keighley.
- Established 'Generation Squad', connecting local older people with local students at the University of Leeds, coming together to share and create stories, culminating in an improvised performance at our bi-annual community event. This was run in partnership with OWLS (Older Wiser Local Seniors) in Headingley and funded by Creative Healthy Ageing.
- Supported new creative opportunities for the development of Creative Voices, a group for older LGBTQ+ people to learn new creative skills in a safe space, and explore theatre and a space to share their stories and experiences. This group was led by Minoti Parikh, a local community facilitator and trainer, who was chosen by the group to facilitate.

#### **Consultation and facilitation work with University of Leeds and Opera North Creative Careers**

We developed from our consultation group with lecturers leading on a Masters in Facilitation for Social Change. Working alongside Mafwa Theatre, Mind the Gap and Utopia charities, we explored a range of topics and ran an open event for facilitators at all stages of their careers to discuss their needs, challenges and networking preferences in future. We have run a series of workshops to support early stage career community arts facilitators, giving them space for support, guidance, reflection and networking

#### **Other achievements and developments**

We are nearing the end of the 'Trading for Good' programme, which has helped us to develop unrestricted income and sales income.

We have run public speaking skills and facilitated mission/strategy days for local charities.

We have set up a weekly after school drama club in Roundhay as part of building our sales and unrestricted income strategy.

We have run a series of 24 movement masterclasses funded by Sport England's Movement for Good, allowing our members and new participants to explore a range of dance and movement including yoga, Classical Indian Dance, Persian Dance, Tango and Salsa and Musicals Choreography. We are now looking for funding and signposting for our members to continue to enjoy dance opportunities locally.

# **Fall Into Place Theatre**

## **Trustees' report (continued) for the year ended 31 October 2025**

### **Achievements and performance continued**

We have recruited 8 volunteers and supported them to develop through training opportunities, 3 of our volunteers also moved into some paid freelance work with us and 2 more progressed into other local arts work / study.

We ran a very successful trip to Scarborough for our Solace members as well as piloting a local walk with our Solace members to Roundhay Park. We hope to continue to run occasional walking trips and another annual summer trip, funding dependent, in 2026.

### **Financial review**

The net income for the year was £17,729, including net expenditure of £1,593 on unrestricted funds and net income of £19,322 on restricted funds after transfers.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £4,409.

Our aim is to maintain reserves at the equivalent of 3 months core costs plus 2% to reflect possible inflationary rises - based on 2024/2025 expenditure this equates to a target level of reserves of £9,950 - and an amount to top up pay to staff's full salary during 9 months maternity/paternity leave, or which could be used as redundancy pay. We have developed a five year plan to build our reserves up to this level alongside building our unrestricted income.

Much of our operational spend is secured from grants which make up our restricted funds (for example the majority of staff salaries and project costs). The trustees recognise that any shortfall in funding for salaries and activities funded by restricted funds could mean that activities and expenditure are reduced or stopped should such circumstances arise.

Approved by the board of trustees on 25/3/2026

Vanessa Brown (Trustee)

# **Fall Into Place Theatre**

## **Independent examiner's report to the trustees of Fall Into Place Theatre**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 October 2025, which are set out on pages 7 to 13.

### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do 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.

Rhys North ACA

30/3/2026

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Fall Into Place Theatre**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 October 2025**

	Notes	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	2,144	51,923	54,067	43,514
Services and fees		2,857	-	2,857	15,377
Bank interest		62	-	62	90
<b>Total income</b>		<b>5,063</b>	<b>51,923</b>	<b>56,986</b>	<b>58,981</b>
<b>Expenditure on:</b>					
Salaries, NI and pensions	(3)	1,703	11,757	13,460	18,990
Freelancer fees		798	10,595	11,393	8,509
Payments to partner organisations		-	-	-	16,121
Resources and equipment		31	26	57	2,063
Activity costs		704	9,963	10,667	19,680
Rent and rates		1,117	-	1,117	644
Insurance		283	-	283	371
Administrative costs		178	-	178	4,282
Printing and stationery		-	36	36	42
Phone, software and subscriptions		25	-	25	204
Refreshments		23	224	247	178
Staff expenses		14	-	14	308
Training		194	-	194	239
Volunteer expenses		-	-	-	34
Website costs		278	-	278	178
Travel expenses		-	-	-	465
Consultancy		-	-	-	7,800
Independent examination		1,308	-	1,308	1,188
Grant payments		-	-	-	22,889
<b>Total expenditure</b>		<b>6,656</b>	<b>32,601</b>	<b>39,257</b>	<b>104,185</b>
<b>Net income / (expenditure)</b>		<b>(1,593)</b>	<b>19,322</b>	<b>17,729</b>	<b>(45,204)</b>
<b>Fund balances brought forward</b>		<b>6,002</b>	<b>15,717</b>	<b>21,719</b>	<b>66,923</b>
<b>Fund balances carried forward</b>	(4)	<b>4,409</b>	<b>35,039</b>	<b>39,448</b>	<b>21,719</b>

All incoming resources and resources expended derive from continuing activities.

**Fall Into Place Theatre**  
**Balance sheet**  
**as at 31 October 2025**

	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	(6) 1,126	-	1,126	86
Cash at bank and in hand	(7) 4,903	35,039	39,942	22,821
<b>Total current assets</b>	<u>6,029</u>	<u>35,039</u>	<u>41,068</u>	<u>22,907</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(8) 1,620	-	1,620	1,188
<b>Total current liabilities</b>	<u>1,620</u>	<u>-</u>	<u>1,620</u>	<u>1,188</u>
<b>Net current assets / (liabilities)</b>	<u>4,409</u>	<u>35,039</u>	<u>39,448</u>	<u>21,719</u>
<b>Net assets</b>	<u>4,409</u>	<u>35,039</u>	<u>39,448</u>	<u>21,719</u>
<b>Funds</b>				
Unrestricted funds	4,409	-	4,409	6,002
Restricted funds	-	35,039	35,039	15,717
<b>Total funds</b>	<u>4,409</u>	<u>35,039</u>	<u>39,448</u>	<u>21,719</u>

The financial statements were approved by the board of trustees on 25/3/2026

Vanessa Brown (Trustee)

# **Fall Into Place Theatre**

## **Notes to the accounts**

### **for the year ended 31 October 2025**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Office equipment: over 3 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**Fall Into Place Theatre**  
**Notes to the accounts continued**  
**for the year ended 31 October 2025**

<b>2 Grants and donations</b>	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Barchester's Charitable Foundation	-	2,500	2,500	-
Leeds City Council (LCC)	-	1,700	1,700	4,412
Leeds Older People's Forum (LOPF)	-	9,500	9,500	-
National Lottery Heritage Fund (NLHF)	-	12,049	12,049	-
School for Social Entrepreneurs	929	-	929	-
Sport England	-	12,420	12,420	-
The Brelms Trust	-	5,620	5,620	-
The Wharfedale Foundation	-	8,134	8,134	-
Leeds Community Foundation	-	-	-	10,000
National Lottery Community Fund (NLCF)	-	-	-	19,710
Power to Change	-	-	-	-
Touchstone	-	-	-	1,000
Wades Charity	-	-	-	-
Foyle Foundation	-	-	-	7,500
Other donations	1,215	-	1,215	892
	<u>2,144</u>	<u>51,923</u>	<u>54,067</u>	<u>43,514</u>

<b>3 Staff costs and numbers</b>	2025 £	2024 £
Gross salaries	12,759	18,142
Social security costs	406	833
Employment allowance	(406)	(833)
Pensions	383	533
Payroll fees	318	315
	<u>13,460</u>	<u>18,990</u>

The average number of employees during the year was 1.6, being an average of 0.4 full time equivalent (2024: 1, 0.2 FTE). There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2025 £	2024 £
Costs of the scheme to the charity for the year	383	533

**Fall Into Place Theatre**  
**Notes to the accounts continued**  
**for the year ended 31 October 2025**

<b>4 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Foyle Foundation	97	-	97	-	-
NLCF Joyful Drama	15,237	-	6,195	-	9,042
LCC - Our Stories Night Project	-	1,500	1,500	-	-
LOPF - Creative Healthy Ageing	-	9,500	5,323	-	4,177
Solace Donations	383	-	383	-	-
The Wharfedale Foundation	-	8,134	7,857	-	277
The Brelms Trust	-	5,620	4,434	-	1,186
Sport England	-	12,420	6,612	-	5,808
LCC - MICE	-	200	200	-	-
Barchester Foundation	-	2,500	-	-	2,500
NLHF - Unheard Leeds	-	12,049	-	-	12,049
	<u>15,717</u>	<u>51,923</u>	<u>32,601</u>	<u>-</u>	<u>35,039</u>

<b>Fund name</b>	<b>Purpose of restriction</b>
Foyle Foundation	Drama community projects: Intergenerational arts project to support younger and older people, unpaid carers and people from marginalised communities.
NLCF Joyful Drama	Joyful Drama sessions for unpaid carers, younger and older people and people from marginalised communities.
LCC - Our Stories Night Project	To support the running of a community arts event.
LOPF - Creative Healthy Ageing	To test, learn and develop creative approaches in delivering public health messages to support healthy ageing via the Generation Squad drama
Solace Donations	Donations to support activities of the Solace group.
The Wharfedale Foundation	To enable creative wellbeing and support for Asylum Seekers and Refugees.
The Brelms Trust	Cover costs for 12 disadvantaged people (asylum seekers, unpaid carers, older people, particularly those in isolation) to attend classes and performances.
Sport England	To cover 24 movement masterclasses for people from culturally diverse communities.
LCC - MICE	To support the Generation Squad drama project.
Barchester Foundation	To support the Generation Squad drama project.
NLHF - Unheard Leeds	To enable archiving, recording and printing of oral histories and the running of creative history workshops as well as a live theatre performance.

**Fall Into Place Theatre**  
**Notes to the accounts continued**  
**for the year ended 31 October 2025**

**5 Tangible assets**

	Office equipment	Total
	£	£
<b>Cost</b>		
At 1 November 2024	1,004	1,004
Additions	-	-
At 31 October 2025	<u>1,004</u>	<u>1,004</u>
<b>Depreciation</b>		
At 1 November 2024	1,004	1,004
Charge for year	-	-
At 31 October 2025	<u>1,004</u>	<u>1,004</u>
<b>Net book value</b>		
At 31 October 2025	<u>-</u>	<u>-</u>
At 31 October 2024	<u>-</u>	<u>-</u>

**6 Debtors and prepayments**

	2025	2024
	£	£
Prepayments	66	86
	<u>1,126</u>	<u>86</u>

**7 Cash at bank and in hand**

	2025	2024
	£	£
Cash at bank	39,869	22,821
Cash in hand	73	-
	<u>39,942</u>	<u>22,821</u>

**8 Creditors and accruals**

	2025	2024
	£	£
Accruals	1,440	1,188
Other creditors	180	-
	<u>1,620</u>	<u>1,188</u>

**9 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Fall Into Place Theatre**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 October 2025**

	2025 Unrestricted funds £	2024 Unrestricted funds £	2025 Restricted funds £	2024 Restricted funds £	2025 Total funds £	2024 Total funds £
<b>Income</b>						
Grants and donations	2,144	424	51,923	43,090	54,067	43,514
Services and fees	2,857	10,427	-	4,950	2,857	15,377
Bank interest	62	90	-	-	62	90
<b>Total income</b>	<b>5,063</b>	<b>10,941</b>	<b>51,923</b>	<b>48,040</b>	<b>56,986</b>	<b>58,981</b>
<b>Expenditure</b>						
Salaries, NI and pensions	1,703	5,717	11,757	13,273	13,460	18,990
Freelancer fees	798	1,475	10,595	7,034	11,393	8,509
Payments to partner organisations	-	2,617	-	13,504	-	16,121
Resources and equipment	31	1,488	26	575	57	2,063
Activity costs	704	5,742	9,963	13,938	10,667	19,680
Rent and rates	1,117	504	-	140	1,117	644
Insurance	283	371	-	-	283	371
Administrative costs	178	1,076	-	3,206	178	4,282
Printing and stationery	-	5	36	37	36	42
Phone, software and subscriptions	25	204	-	-	25	204
Refreshments	23	40	224	138	247	178
Staff expenses	14	211	-	97	14	308
Training	194	144	-	95	194	239
Volunteer expenses	-	34	-	-	-	34
Website costs	278	178	-	-	278	178
Travel expenses	-	-	-	465	-	465
Consultancy	-	-	-	7,800	-	7,800
Independent examination	1,308	1,188	-	-	1,308	1,188
Grant payments	-	22,889	-	-	-	22,889
<b>Total expenditure</b>	<b>6,656</b>	<b>43,883</b>	<b>32,601</b>	<b>60,302</b>	<b>39,257</b>	<b>104,185</b>
<b>Net income / (expenditure)</b>	<b>(1,593)</b>	<b>(32,942)</b>	<b>19,322</b>	<b>(12,262)</b>	<b>17,729</b>	<b>(45,204)</b>
<b>Fund balances brought forward</b>	<b>6,002</b>	<b>38,944</b>	<b>15,717</b>	<b>27,979</b>	<b>21,719</b>	<b>66,923</b>
<b>Fund balances carried forward</b>	<b>4,409</b>	<b>6,002</b>	<b>35,039</b>	<b>15,717</b>	<b>39,448</b>	<b>21,719</b>

# Fall Into Place Theatre

## Independent examiner's report to the trustees of Fall Into Place Theatre

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 October 2025, which are set out on pages 7 to 13.

### Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do 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:  .....

Name: Rhys North ACA

30/3/2026

### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# Fall Into Place Theatre

## Independent examiner's report to the trustees of Fall Into Place Theatre

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 October 2025, which are set out on pages 7 to 13.

### Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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.

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Name: Rhys North ACA

30/3/2026

### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**FALL INTO PLACE THEATRE**

England & Wales - Charity number 1189448

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# Accounts

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# Fall Into Place Theatre

Charity number 1189448

## Annual Report and Financial Statements for the year ended 31 October 2024



FALL  
INTO  
PLACE

WYCAS  
COMMUNITY ACCOUNTING  
WEST YORKSHIRE

**Fall Into Place Theatre**

**Annual Report and Financial Statements  
for the year ended 31 October 2024**

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 6
Examiner's report	7
Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10 to 13

**Prepared by West Yorkshire Community Accountancy Service CIO**

# Fall Into Place Theatre

## Trustees' report for the year ended 31 October 2024

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Vanessa Brown	Chair	
Aisha Ali		
Nikki Biram		Resigned 19 December 2023
Ciaran Campbell		Resigned 3 February 2025
Jemma Cassar		Resigned 19 December 2023
Felicity Dunk		Resigned 7 January 2024
Ellen Stevens		Appointed 20 August 2024

  

<b>Charity number</b>	1189448	Registered in England and Wales
-----------------------	---------	---------------------------------

### Registered and principal address

Heart and Enterprise Centre  
Bennett Road  
Leeds  
LS6 3HN

### Bankers

CAF Bank  
25 Kings Hill  
West Malling  
ME19 4JQ

### Independent examiner

Rhys North ACA

### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 12 May 2020 and is governed by a constitution as amended 5 February 2025.

### Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution passed at a properly convened meeting of the charity trustees.

# Fall into Place Theatre

## Trustees' report (continued) for the year ended 31 October 2024

### The charity's objects

#### The charity's objects

The charity's objects are for the public benefit:

1. Advance the art of drama in such ways as the trustees may from time to time decide.
2. Promote social inclusion through the provision of creative activities.
3. Relieve the needs of people who are isolated and/or socially excluded, and assist them to integrate into society through the provision of creative activities.

For the purpose of this clause 'socially excluded' means being disconnected from community and/or excluded from society, or part of society, as a result of being a member of a community that is socially, culturally, economically or in any other ways under-resourced or deprived.

#### The charity's main activities

Fall into Place Theatre ("FiP") is a charitable organisation that wants theatre to be enjoyed by all, providing the opportunity for creativity, togetherness and fun through drama sessions, workshops and community-led projects.

It continues to be led by Director Darah Shaw and a Board of trustees, who combine their different backgrounds, skills, experience and qualities to drive forward the mission.

#### Our Mission

Changing lives through creativity and connection

#### Our Vision

To be the known charity in Yorkshire for building confidence and joy through creativity

#### Our areas of strategic focus

We are delivering our vision through developing our services across three areas:

- Arts for Empowerment
- Community Projects
- Training and Events

#### Our Values

Everything we do is underpinned by our strong values and we will only work with others who respect our core beliefs:

**Compassionate** (a safe, friendly, inclusive space for creativity, listening to and responding to people's needs, empowering them to live the best lives they can.)

**Joyful** (Fun, laughter, and play are crucial for a joyful life at any age. We encourage opportunities to relish humour, joy and fun.)

**Learning** (We love new ideas and value curiosity. We encourage feedback and are open and accountable. We never stop learning throughout life.)

**Connection** (We value and create space to connect together and believe shared connections can lead to a happier individual, community, and wider society.)

**Honesty** (We genuinely want to make a difference. We are transparent and open. We encourage open conversation during times of conflict or difficult conversations.)

#### Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

# **Fall into Place Theatre**

## **Trustees' report (continued) for the year ended 31 October 2024**

### **Achievements and performance**

#### **Fall Into Place - We are Seacroft**

We are Seacroft engages young people through outreach, detached and centre-based youth activities, working compassionately and in ways that ensure the best interests of the community are at the forefront of their decisions. A key focus is building resilience in young people, and their parents/carers, who face adverse childhood trauma, challenges and inequalities.

In partnership with other local trusted organisations and services we have set up a programme for young people at Kentmere Community Centre for children to experience a wide range of creative activities.

#### **Girls group**

The younger group for yr5-yr8 is for supporting girls who are becoming teenagers, helping them to navigate what the change in themselves means with positive role models who can support them and answer questions they have. We focus on looking at inspiring women and creative activities centred around what it means to be female.

The older group for yr9+ is for supporting teenagers who are becoming women, helping them through decisions they have to make and understanding what they want to achieve from this next stage of life. We cook and eat dinner together and initiate conversation around subjects such as mental health, relationships, higher education and work.

#### **Sibs Group**

A group for children whose siblings have complex needs and/or disabilities. The group seeks to understand more about the barriers their siblings face but also provides a space for participants to enjoy being themselves and having time away from any responsibilities they have at home.

We offer creative activities that are used as a way to engage the children in conversations around understanding their emotions, thoughts and frustrations.

#### **Hang Out**

An inclusive space for young people to socialise, be creative and explore their identity. It is run by a facilitator in the LGBTQ+ community and it is led by what the young people want. There have been trips and visits from guest facilitators.

#### **Play Agenda**

We have been heavily involved in both play streets and play sufficiency with Leeds City Council to look at ways we can improve play opportunities for children locally and across the city.

#### **Departure of our co-director – change in our provision in Seacroft**

Much of our work in Seacroft was developed in collaboration with an organisation called LS14 Trust. In Autumn 2023, the Fall into Place director who led on the 'We are Seacroft' work informed us of her plan to take up full employment with this organisation. As trustees, we looked at various options as to how we could continue to fulfil our obligations to funders and beneficiaries of Seacroft based work and came to a decision to make a grant to LS14 Trust. The monies transferred were those that had been raised for work in the Seacroft area and our grant agreement with LS14 Trust ensures that the money will be used to continue provision for the duration of the grant.

#### **Fall into Place Mission - Post Grant**

From Spring 2024 and beyond, we are looking to broaden our work more widely across the Yorkshire region with marginalised and/or isolated communities. Although there has always been provision for this in our constitutional objects and in our practice, we are currently seeking approval of a change to those objects to remove the emphasis on Seacroft altogether. The request for constitutional amendments have now been approved by the Charity Commission.

# **Fall into Place Theatre**

## **Trustees' report (continued) for the year ended 31 October 2024**

### **Achievements and performance continued**

#### **Community Project and Arts Empowerment**

Fall Into Place Community runs a range of activities and creative workshops for people of all ages, including dance, drama and mindfulness techniques.

A key focus is supporting adults who may be at greater risk of isolation and disadvantage, unpaid carers, people who are seeking asylum or have refugee status, older people and people experiencing mental or physical health conditions.

Fall Into Place Training and Events offers community groups and third sector workers training opportunities to build communication and wellbeing skills, through creative exercises and a performing background perspective.

Fall Into Place Training and Events also run community theatre events that focus on local stories, sharing local issues and aims to spark debate and influence change on issues that matter to our local communities.

#### **Joyful Drama**

We have received two years funding from National Lottery Community Fund to sustain our Joyful Drama group. This group continues to support unpaid and bereaved carers, but is open to all to broaden the group and enrich the experience for members. The group consists of gentle, friendly activities to encourage playfulness, wellbeing and fun, with several performance opportunities throughout the year. This group continues to run with partnership and support from Carers Leeds.

#### **Solace Drama and Wellbeing**

We have sustained our Solace Drama group with thanks to Leeds Inspired and Foyle Foundation. We have built a strong membership with 15 attending on a regular basis. The group has developed to include dance, improvisation and story telling, as well as opportunities for members to share practical needs where we will signpost to relevant agencies. We also provide free arts opportunities through our membership with Opera North.

#### **Intergenerational projects and older people**

We have continued to support a wide range of intergenerational opportunities for connection and wellbeing, as well as breaking down barriers between ages. We have:

Connected pre-school children and care home residents of two council run Leeds based care homes

Co-ordinated intergenerational events and digital letter sharing between Keighley older people and inner city Bradford children aged 7-16 in partnership with Bradford Youth Players and Silver Links at Action Point charity in Keighley.

Run a 6-session pilot of 'Generation Squad, connecting local older people with local students at the University of Leeds, coming together to share and create stories, culminating in a murder mystery comedy performance at our summer community event. This was run in partnership with OWLS (Older Wiser Local Seniors) in Headingley.

Supported the development of Creative Voices, a group for older LGBTQ+ people to learn new creative skills in a safe space, and explore theatre and a space to share their stories and experiences. This group was led by Minoti Parikh, a local community facilitator and trainer, who was chosen by the group to facilitate.

#### **Consultation work with University of Leeds**

We joined a consultation group with lecturers leading on a Masters in Facilitation for Social Change. Working alongside Mafwa Theatre, Mind the Gap and Utopia charities, we explored a range of topics and ran an open event for facilitators at all stages of their careers to discuss their needs, challenges and networking preferences in future. We have applied for funding in the hope of further developing this work in 2025.

# **Fall Into Place Theatre**

## **Trustees' report (continued) for the year ended 31 October 2024**

### **Achievements and performance continued**

#### **Other achievements and developments**

We gained a place on the 'Trading for Good' programme, to help us to develop unrestricted income and sales income.

We have trained several new/fledgling nonprofit social entrepreneurs in project management and public speaking skills and facilitated mission/strategy days for local charities.

We have moved office premises and are now based at Heart Arts and Enterprise Centre in Headingley, where several of our groups run.

We are now registered for Gift Aid.

### **Financial review**

The net expenditure for the year was £45,204, including net expenditure of £32,942 on unrestricted funds and net expenditure of £12,262 on restricted funds.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £6,002.

Our aim is to ensure that the reserves should be maintained at the equivalent of 3 months core costs plus 2% to reflect possible inflationary rises and an amount that would be paid as statutory redundancy pay at the end of the financial year and an amount to top up pay to staff's full salary during 9 months maternity/paternity leave. The trustees believe this equates to a target level of reserves totalling £10,000.

The trustees recognise that actual reserves are below their target level of reserves and are seeking to address this by increasing income from sales for services and donations in the coming year. Additionally trustees are confident that their cost base can be managed flexibly, given the charity's low level of core costs, in response to any fluctuations in income.

Approved by the board of trustees on 18/7/2025

Vanessa Brown (Trustee)

# **Fall Into Place Theatre**

## **Independent examiner's report to the trustees of Fall Into Place Theatre**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 October 2024, which are set out on pages 8 to 13.

### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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**

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- 2 the accounts do not accord with those records; or
- 3 the accounts do 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.

Rhys North ACA

1/8/2025

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Fall Into Place Theatre**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 October 2024**

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Income from:</b>					
Grants and donations	(2)	424	43,090	43,514	64,188
Services delivered		10,427	4,950	15,377	18,817
Bank interest		90	-	90	153
<b>Total income</b>		<b>10,941</b>	<b>48,040</b>	<b>58,981</b>	<b>83,158</b>
<b>Expenditure on:</b>					
Salaries, NI and pensions	(3)	5,717	13,273	18,990	36,747
Freelancer payments		1,475	7,034	8,509	22,017
Payments to partner organisations		2,617	13,504	16,121	-
Resources and Equipment		1,488	575	2,063	1,940
Activity costs		5,742	13,938	19,680	21,571
Rent and rates		504	140	644	200
Insurance		371	-	371	229
Administrative costs		1,056	3,206	4,262	4,224
Digital Marketing		20	-	20	3,140
Printing and stationery		5	37	42	21
Phone, software and subscriptions		204	-	204	348
Refreshments and other hosting costs		40	138	178	92
Staff meetings and other expenses		205	77	282	194
Staff travel expenses		6	20	26	669
Staff training		144	95	239	3,616
Volunteer expenses		34	-	34	345
Website costs		178	-	178	315
Vehicle costs		-	465	465	43
Consultancy		-	7,800	7,800	450
Independent examination		1,188	-	1,188	1,008
Grant payments		22,889	-	22,889	-
<b>Total expenditure</b>		<b>43,883</b>	<b>60,302</b>	<b>104,185</b>	<b>97,169</b>
<b>Net income / (expenditure)</b>		<b>(32,942)</b>	<b>(12,262)</b>	<b>(45,204)</b>	<b>(14,011)</b>
<b>Fund balances brought forward</b>		<b>38,944</b>	<b>27,979</b>	<b>66,923</b>	<b>80,934</b>
<b>Fund balances carried forward</b>	(4)	<b>6,002</b>	<b>15,717</b>	<b>21,719</b>	<b>66,923</b>

All incoming resources and resources expended derive from continuing activities.

**Fall Into Place Theatre**  
**Balance sheet**  
**as at 31 October 2024**

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	(5) 86	-	86	9,416
Cash at bank and in hand	(6) 7,104	15,717	22,821	58,515
<b>Total current assets</b>	<u>7,190</u>	<u>15,717</u>	<u>22,907</u>	<u>67,931</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(7) 1,188	-	1,188	1,008
<b>Total current liabilities</b>	<u>1,188</u>	<u>-</u>	<u>1,188</u>	<u>1,008</u>
<b>Net current assets / (liabilities)</b>	<u>6,002</u>	<u>15,717</u>	<u>21,719</u>	<u>66,923</u>
<b>Net assets</b>	<u>6,002</u>	<u>15,717</u>	<u>21,719</u>	<u>66,923</u>
<b>Funds</b>				
Unrestricted funds	6,002	-	6,002	38,944
Restricted funds	-	15,717	15,717	27,979
<b>Total funds</b>	<u>6,002</u>	<u>15,717</u>	<u>21,719</u>	<u>66,923</u>

The financial statements were approved by the board of trustees on 18/7/2025

Vanessa Brown (Trustee)

# **Fall Into Place Theatre**

## **Notes to the accounts**

### **for the year ended 31 October 2024**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Office equipment: over 3 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**Fall Into Place Theatre**  
**Notes to the accounts continued**  
**for the year ended 31 October 2024**

2 Grants and donations	2024	2024	2024	2023
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Foyle Foundation	-	7,500	7,500	-
Leeds City Council (LCC)	-	4,412	4,412	12,383
Leeds Community Foundation (LCF)	-	10,000	10,000	30,500
National Lottery Community Fund (NLCF)	-	19,710	19,710	11,210
Touchstone	-	1,000	1,000	-
Wades Charity	-	-	-	2,000
Power to Change	-	-	-	8,000
Donations	892	-	892	95
	<u>892</u>	<u>42,622</u>	<u>43,514</u>	<u>64,188</u>
	-468	468		

3 Staff costs and numbers	2024	2023
	£	£
Gross salaries	18,142	35,259
Social security costs	833	2,387
Employment allowance	(833)	(2,387)
Pensions	533	976
Payroll fees	315	512
	<u>18,990</u>	<u>36,747</u>

The average number of employees during the year was 1.4, being an average of 0.5 full time equivalent (2023: 2.8, 1.2 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2024	2023
	£	£
Costs of the scheme to the charity for the year	533	976

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Healthy Holidays Equipment	1,179	-	1,179	-	-
LS14 Wellbeing	2,885	4,600	7,485	-	-
Mini Playbox	3,466	-	3,466	-	-
LCF Trauma Informed Work	4,515	10,000	14,515	-	-
NLCF Refugees & Asylum Seekers	3,694	-	3,694	-	-
Leeds Inspired 2023	3,172	987	4,159	-	-
Healthy Holidays	1,080	3,425	4,505	-	-
Power to Change	7,874	350	8,224	-	-
Touchstone Being You	-	1,000	1,000	-	-
Foyle Foundation	-	7,500	7,403	-	97
NLCF Joyful Drama	-	19,710	4,473	-	15,237
Solace Donations	-	468	85	-	383
LCF Resilience Grant	114	-	114	-	-
	<u>27,979</u>	<u>48,040</u>	<u>60,302</u>	<u>-</u>	<u>15,717</u>

For fund descriptions see next page.

# Fall Into Place Theatre

## Notes to the accounts continued

### for the year ended 31 October 2024

#### 4 Restricted funds continued

<b>Fund name</b>	<b>Purpose of restriction</b>
Healthy Holidays Equipment	Funding for Healthy Holiday activities and equipment.
LS14 Wellbeing	Funding towards wellbeing activities and support due to Covid19.
Mini Playbox	Funding for mini playboxes.
LCF Trauma Informed Work	For supporting young women in a trauma informed way.
NLCF Refugees & Asylum Seekers	To support refugees and asylum seekers through drama and creativity.
Leeds Inspired 2023	For creative workshops for the community.
Healthy Holidays	Funding for Healthy Holiday activities.
Power to Change	For support with leadership related activities.
Touchstone Being You	Funding for running creative sessions for older LGBTQ+ people.
Foyle Foundation	Drama community projects: Intergenerational arts project to support younger and older people, unpaid carers and people from marginalised communities.
NLCF Joyful Drama	Joyful Drama sessions for unpaid carers, younger and older people and people from marginalised communities.
Solace Donations	Donations to support activities of the Solace group.
LCF Resilience Grant	Funding to support the strategic development and ongoing work of Fall into Place Theatre

#### 5 Debtors and prepayments

	2024	2023
	£	£
Prepayments	86	114
Accrued income	-	9,302
	<u>86</u>	<u>9,416</u>

#### 6 Cash at bank and in hand

	2024	2023
	£	£
Cash at bank	22,821	58,511
Cash in hand	-	4
	<u>22,821</u>	<u>58,515</u>

#### 7 Creditors and accruals

	2024	2023
	£	£
Accruals	1,188	1,008
	<u>1,188</u>	<u>1,008</u>

#### 8 Related party transactions

##### Trustee expenses

No trustee received any expenses during this year or the previous year.

##### Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

**Fall Into Place Theatre**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 October 2024**

	2024	2023	2024	2023	2024	2023
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
<b>Income</b>						
Grants and donations	424	95	43,090	64,093	43,514	64,188
Services delivered	10,427	18,817	4,950	-	15,377	18,817
Bank interest	90	153	-	-	90	153
<b>Total income</b>	<b>10,941</b>	<b>19,065</b>	<b>48,040</b>	<b>64,093</b>	<b>58,981</b>	<b>83,158</b>
<b>Expenditure</b>						
Salaries, NI and pensions	5,717	9,074	13,273	27,673	18,990	36,747
Freelancer payments	1,475	282	7,034	21,735	8,509	22,017
Payments to partner organisations	2,617	-	13,504	-	16,121	-
Resources and Equipment	1,488	258	575	1,682	2,063	1,940
Activity costs	5,742	3,922	13,938	17,649	19,680	21,571
Rent and rates	504	-	140	200	644	200
Insurance	371	-	-	229	371	229
Administrative costs	1,056	581	3,206	3,643	4,262	4,224
Digital Marketing	20	60	-	3,080	20	3,140
Printing and stationery	5	9	37	12	42	21
Phone, software and subscriptions	204	29	-	319	204	348
Refreshments and other hosting costs	40	-	138	92	178	92
Staff meetings and other expenses	205	-	77	194	282	194
Staff travel expenses	6	611	20	58	26	669
Staff training	144	3,271	95	345	239	3,616
Volunteer expenses	34	-	-	345	34	345
Website costs	178	194	-	121	178	315
Vehicle costs	-	4	465	39	465	43
Consultancy	-	-	7,800	450	7,800	450
Independent examination	1,188	1,008	-	-	1,188	1,008
Grant payments	22,889	-	-	-	22,889	-
<b>Total expenditure</b>	<b>43,883</b>	<b>19,303</b>	<b>60,302</b>	<b>77,866</b>	<b>104,185</b>	<b>97,169</b>
<b>Net income / (expenditure)</b>	<b>(32,942)</b>	<b>(238)</b>	<b>(12,262)</b>	<b>(13,773)</b>	<b>(45,204)</b>	<b>(14,011)</b>
<b>Fund balances brought forward</b>	<b>38,944</b>	<b>39,182</b>	<b>27,969</b>	<b>41,752</b>	<b>66,923</b>	<b>80,934</b>
<b>Fund balances carried forward</b>	<b>6,002</b>	<b>38,944</b>	<b>15,707</b>	<b>27,979</b>	<b>21,719</b>	<b>66,923</b>

**FALL INTO PLACE THEATRE**

England & Wales - Charity number 1189448

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# Accounts

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# Fall into Place Theatre

Charity number 1189448

## Annual Report and Financial Statements for the year ended 31 October 2023



FALL  
INTO  
PLACE



# **Fall into Place Theatre**

## **Annual Report and Financial Statements for the year ended 31 October 2023**

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Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10 to 14

**Prepared by West Yorkshire Community Accountancy Service CIO**

# Fall into Place Theatre

## Trustees' report for the year ended 31 October 2023

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Vanessa Brown	Chair	
Nikki Biram		Resigned January 2024
Felicity Dunk		Resigned January 2024
Jemma Cassar		Resigned December 2023
Ciaran Campbell		Appointed 6 December 2022
Aisha Ali		Appointed 6 December 2022

**Charity number** 1189448 Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>
Kentmere Community Centre	CAF Bank
Kentmere Avenue	25 Kings Hill
Leeds	West Malling
LS14 1BW	ME19 4JQ

### Independent examiner

E J Beverley FCCA

### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 12 May 2020 and is governed by a constitution.

### Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution passed at a properly convened meeting of the charity trustees.

# **Fall into Place Theatre**

## **Trustees' report (continued) for the year ended 31 October 2023**

### **The charity's objects**

#### **The charity's objects**

The charity's objects are, for the benefit of people in particular but not exclusively in the Seacroft area of Leeds:

1. the advancement of the art of drama in such ways as the trustees may from time to time decide.
2. to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society through the provision of creative activities.

For the purpose of this clause 'socially excluded' means being excluded from society, or part of society, as a result of being a member of a socially and/or economically deprived community.

#### **The charity's main activities**

Fall into Place Theatre ("FiP") is a charitable organisation that wants theatre to be enjoyed by all, providing the opportunity for creativity, togetherness and fun through drama sessions, workshops and community-led projects.

It is led by the two founders, Sarah and Naomi, who combine their different backgrounds, skills, experience and qualities to drive forward the mission.

#### **OUR MISSION**

Changing lives through creativity and connection

#### **OUR VISION**

To be the known charity in Yorkshire for building confidence and joy through creativity

#### **OUR AREAS OF STRATEGIC FOCUS**

We deliver our vision through developing our services across three areas:

- Fall into Place - WE ARE SEACROFT
- Fall into Place - COMMUNITY PROJECTS
- Fall into Place - TRAINING AND EVENTS

#### **OUR VALUES**

Everything we do is underpinned by our strong values and we will only work with others who respect our core beliefs

#### **COMPASSION**

We want to allow others to live the best lives they can in a safe, friendly and inclusive space

#### **JOY**

We believe fun, laughter and play are crucial for a joyful life at any age

#### **INTEGRITY**

We strive to be open and honest and be transparent about our aims, needs and decisions.

Fall Into Place - We are Seacroft empowers children, young people and their families to make positive changes in their lives and area. We do this by listening to what the community wants and adopt a co-designed approach to developing innovative ideas, opportunities and experiences. Collaboration is at the heart of our work.

Fall into Place - We are Seacroft engages young people through outreach, detached and centre-based youth activities, working compassionately and in ways that ensure the best interests of the community are at the forefront of their decisions. A key focus is building resilience in young people, and their parents/carers, who face adverse childhood trauma, challenges and inequalities.

# **Fall into Place Theatre**

## **Trustees' report (continued) for the year ended 31 October 2023**

### **The charity's main activities continued**

Fall Into Place Community runs a range of activities and creative workshops for people of all ages, including singing, dance, drama and mindfulness techniques.

A key focus is supporting adults who may have barriers accessing other art groups such as unpaid carers, people who are seeking asylum or have refugee status, people experiencing isolation or anxiety.

Fall Into Place Training and Events offers community groups and third sector workers training opportunities to build communication and wellbeing skills, through creative exercises and a performing background perspective.

FIP Training and Events also run exciting theatre events that focus on local issues and sparks debate on issues that matter to our local communities.

We regularly run a range of activities, workshops and events including:

Drama / creative workshops for people of all ages, including singing, dance, drama and creative writing.

Youth club and after school drama and creative clubs.

Drama based workshops to build skills in confidence, communication and wellbeing across all ages.

Community events and live performances.

### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

### **Achievements and performance**

Secured funding to enhance the strengths and vision of the Directors.

Collaborated with Yolk Marketing to create and implement a comprehensive marketing strategy.

Reviewed and updated core policies, initiating actions and discussions around environmental policies.

Refreshed the website and introduced a quarterly newsletter, providing valuable resources for creativity and connection.

Joined the 'Give as You Live' platform to streamline and facilitate donations.

### **WE ARE SEACROFT: Provision and Community Activities:**

#### **Girls group**

Supports girls transitioning into teenagers, offering positive role models and exploring inspiring women and creative activities centred around female identity.

The older group for teenagers focuses on decision-making, mental health, relationships, higher education, and work.

#### **Sibs group**

Creates a safe space for children with siblings having complex needs.

Engages in creative activities, providing an outlet for understanding emotions and fostering a sense of self.

#### **Hang out**

An inclusive space for young people to socialise, be creative, and explore their identities.

Led by an LGBTQIA+ community facilitator, incorporating trips and visits from guest facilitators.

## **Fall into Place Theatre**

### **Trustees' report (continued) for the year ended 31 October 2023**

#### **Achievements and performance (continued)**

##### **Play Agenda**

Actively involved in play streets and play sufficiency initiatives with Leeds City Council, aiming to enhance play opportunities for children locally and citywide.

##### **WE ARE SEACROFT: Community Projects, Training and Events**

##### **Joyful Drama**

A weekly drama group with a 'drop-in' style, offering a space for carers to play, learn drama skills, and relax.

##### **Drama for Solace**

A weekly drama and creative group for asylum seekers and refugees in partnership with Solace - Surviving Persecution and Exile.

Formed partnerships with local hotels and councils to extend creative workshops to a wider audience.

##### **Monthly Masterclasses**

Creative masterclasses open to all communities, exploring dance, improvisation, and comedy skills in a safe and friendly setting.

An opportunity for individuals to discover new creative passions and learn about other regular groups and events.

##### **Intergenerational Drama Sessions**

Collaborated closely with the council, local nurseries, and schools to run intergenerational creative workshops within residential care settings.

Sessions aimed at accessibility for individuals living with dementia.

##### **Training**

Conducted three training sessions with East Street Arts, focusing on team building and dealing with conflict using drama techniques to enhance communication and learning for their staff teams.

##### **Events**

Played a key role in coordinating Seacroft's first We Art Seacroft festival, attracting approximately 300 families.

Collaborated with Leeds 2023, Chapel FM, and the local We Art Seacroft collective to offer a festival full of creativity, food, and fun activities, including drumming, dance, art, crafts, story reading, henna, circus skills, and cycling to power electricity.

## **Fall into Place Theatre**

### **Trustees' report (continued) for the year ended 31 October 2023**

#### **Financial review**

The net expenditure for the year was £14,011, including net expenditure of £238 on unrestricted funds and net expenditure of £13,773 on restricted funds.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £38,944.

Our aim is to ensure we maintain designated reserves at the equivalent of 3 months non-salary core costs plus 1 month salary costs, plus 2% on the total of these to reflect possible inflationary rises; an amount that would be paid as statutory redundancy pay at the end of the financial year; and an amount to top up pay to staff's full salary should they take 9 months maternity leave, or paternity leave. Much of our operational spend is secured from grants which make up our restricted funds (for example the majority of staff salaries and project costs). The trustees recognise that any shortfall in funding for salaries and activities funded by restricted funds could mean that activities and expenditure are reduced or stopped should such circumstances arise.

Approved by the board of trustees on 21/05/2024

Ciaran Campbell (Trustee)

# **Fall into Place Theatre**

## **Independent examiner's report to the trustees of Fall into Place Theatre**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 October 2023, which are set out on pages 8 to 14.

### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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**

WYCAS conduct the bookkeeping and complete the independent examination for the charity.

The following criteria are met:

- 1) the independent examiner is a member of an approved body that has applied the FRC's Revised Ethical Standard;
- 2) there is documentary evidence in respect of the bookkeeping arrangements that the trustees were "informed management" and have made such judgements and decisions that are needed in relation to the presentation and disclosure of information in the financial statements;
- 3) the independent examiner was not the book-keeper nor does the examiner report directly to the book-keeper.

I have completed my examination. I confirm that no material 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 charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do 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.

E J Beverley FCCA

28/05/2024

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Fall into Place Theatre**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 October 2023**

	Notes	2023	2023	2023	2022
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Income from:</b>					
Grants and donations	(2)	95	64,093	64,188	105,234
Services delivered		18,817	-	18,817	8,658
Bank interest		153	-	153	30
<b>Total income</b>		<u>19,065</u>	<u>64,093</u>	<u>83,158</u>	<u>113,922</u>
<b>Expenditure on:</b>					
Salaries, NI and pensions	(3)	9,074	27,673	36,747	34,321
Freelancer payments		282	21,735	22,017	20,077
Resources and Equipment		258	1,682	1,940	7,587
Activity costs		3,922	17,649	21,571	48,653
Rent and rates		-	200	200	5,233
Insurance		-	229	229	116
Administrative costs		581	3,643	4,224	4,094
Digital Marketing		60	3,080	3,140	1,831
Printing and stationery		9	12	21	362
Phone and internet		29	319	348	282
Refreshments and other hosting costs		-	92	92	979
Staff meetings and other expenses		-	194	194	342
Staff travel expenses		611	58	669	304
Staff training		3,271	345	3,616	535
Volunteer expenses		-	345	345	83
Website costs		194	121	315	318
Refunds		-	-	-	500
Vehicle costs		4	39	43	1,425
Memberships		-	-	-	60
Consultancy		-	450	450	920
Independent examination		1,008	-	1,008	960
<b>Total expenditure</b>		<u>19,303</u>	<u>77,866</u>	<u>97,169</u>	<u>128,982</u>
<b>Net income / (expenditure)</b>		<u>(238)</u>	<u>(13,773)</u>	<u>(14,011)</u>	<u>(15,060)</u>
<b>Fund balances brought forward</b>		<u>39,182</u>	<u>41,752</u>	<u>80,934</u>	<u>95,994</u>
<b>Fund balances carried forward</b>	(4)	<u>38,944</u>	<u>27,979</u>	<u>66,923</u>	<u>80,934</u>

All incoming resources and resources expended derive from continuing activities.

**Fall into Place Theatre**  
**Balance sheet**  
**as at 31 October 2023**

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	(5) 5,802	3,614	9,416	26,168
Cash at bank and in hand	(6) 34,150	24,365	58,515	55,726
<b>Total current assets</b>	<u>39,952</u>	<u>27,979</u>	<u>67,931</u>	<u>81,894</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(7) 1,008	-	1,008	960
<b>Total current liabilities</b>	<u>1,008</u>	<u>-</u>	<u>1,008</u>	<u>960</u>
<b>Net current assets / (liabilities)</b>	<u>38,944</u>	<u>27,979</u>	<u>66,923</u>	<u>80,934</u>
<b>Net assets</b>	<u>38,944</u>	<u>27,979</u>	<u>66,923</u>	<u>80,934</u>
<b>Funds</b>				
Unrestricted funds	38,944	-	38,944	39,182
Restricted funds	-	27,979	27,979	41,752
<b>Total funds</b>	<u>38,944</u>	<u>27,979</u>	<u>66,923</u>	<u>80,934</u>

The financial statements were approved by the board of trustees on 21/05/2024

Ciaran Campbell (Trustee)

# **Fall into Place Theatre**

## **Notes to the accounts**

### **for the year ended 31 October 2023**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £1000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives.

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**Fall into Place Theatre**  
**Notes to the accounts continued**  
**for the year ended 31 October 2023**

2 Grants and donations	2023	2023	2023	2022
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Leeds City Council (LCC)	-	12,383	12,383	41,066
Leeds Community Foundation (LCF)	-	30,500	30,500	53,067
LS14 Trust	-	-	-	2,500
Lush Wellness	-	-	-	3,500
Wates Family Enterprise	-	-	-	5,000
National Lottery Community Fund	-	11,210	11,210	-
Yorkshire Sport Foundation	-	-	-	-
Wades Charity	-	2,000	2,000	-
Power to Change	-	8,000	8,000	-
Donations	95	-	95	101
	<u>95</u>	<u>64,093</u>	<u>64,188</u>	<u>105,234</u>

3 Staff costs and numbers	2023 £	2022 £
Gross salaries	35,259	32,447
Social security costs	2,387	3,975
Employment allowance	(2,387)	(3,763)
Pensions	976	1,351
Payroll fees	512	311
	<u>36,747</u>	<u>34,321</u>

The average number of employees during the year was 3.3, being an average of 1.3 full time equivalent (2022: 2.9, 1.4 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2023 £	2022 £
Costs of the scheme to the charity for the year	976	1,351

**Fall into Place Theatre**  
**Notes to the accounts continued**  
**for the year ended 31 October 2023**

<b>4 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Healthy Holidays	-	4,000	4,000	-	-
Healthy Holidays Equipment	3,262	-	2,083	-	1,179
LS14 wellbeing	4,209	-	1,324	-	2,885
Time to Shine	395	-	395	-	-
Lush	975	-	975	-	-
Leeds City Council	-	-	-	-	-
Mini Playbox	4,867	-	1,401	-	3,466
Play Streets LCC 2022	14,446	-	14,446	-	-
Play Streets Harehills	-	3,500	3,500	-	-
Tesco Bags for Life	1,000	-	1,000	-	-
Resilience grant LCF Yr2	8,060	-	7,946	-	114
Wates	4,538	-	4,538	-	-
LCF Trauma Informed Work	-	10,000	5,485	-	4,515
National Lottery Community Fund	-	9,710	6,016	-	3,694
Healthy Holidays Easter 2023	-	3,637	3,637	-	-
Leeds Inspired 2023	-	8,883	5,711	-	3,172
NLCF - Playing Out	-	1,500	1,500	-	-
Wade's charity	-	2,000	2,000	-	-
Healthy Holidays Summer 2023	-	12,863	11,783	-	1,080
Power to Change	-	8,000	126	-	7,874
	<b>41,752</b>	<b>64,093</b>	<b>77,866</b>	<b>-</b>	<b>27,979</b>

<b>Fund name</b>	<b>Purpose of restriction</b>
Healthy Holidays	Funding for Healthy Holiday activities.
Healthy Holidays Equipment	Funding for Healthy Holiday activities and equipment.
LS14 wellbeing	Funding towards wellbeing activities and support due to Covid19.
Time to Shine	Funding towards the PenPal project.
Lush	Creative Workshops for the Community.
Leeds City Council	For Halloween and Bonfire night activities and events.
Mini Playbox	Funding for mini playboxes.
Play Streets LCC 2022	To facilitate and enable play development in street activities and events.
Play Streets Harehills	Funding to promote and facilitate play.
Tesco Bags for Life	Towards freelance worker costs.
Resilience grant LCF Yr2	Funding to support the strategic development and ongoing work of Fall into Place Theatre
Wates	To support youth work initiatives.
LCF Trauma Informed Work	Leeds Community Foundation for supporting young women in a trauma informed way.
National Lottery Community Fund	National Lottery, to support refugees and asylum seekers through drama and creativity.
Healthy Holidays Easter 2023	Funding for Healthy Holiday activities.
Leeds Inspired 2023	For creative workshops for the community.
NLCF - Playing Out	Playing Out, to support with play activities.
Wade's charity	Wades, Hang out LGBTQA+ group.
Healthy Holidays Summer 2023	Funding for Healthy Holiday activities.
Power to Change	Power to Change, support with leadership related activities.

**Fall into Place Theatre**  
**Notes to the accounts continued**  
**for the year ended 31 October 2023**

<b>5 Debtors and prepayments</b>	2023	2022
	£	£
Prepayments	114	-
Accrued income	9,302	26,168
	<u>9,416</u>	<u>26,168</u>

<b>6 Cash at bank and in hand</b>	2023	2022
	£	£
Cash at bank	58,511	55,722
Cash in hand	4	4
	<u>58,515</u>	<u>55,726</u>

<b>7 Creditors and accruals</b>	2023	2022
	£	£
Accruals	1,008	960
	<u>1,008</u>	<u>960</u>

**8 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Fall into Place Theatre**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 October 2023**

	2023	2022	2023	2022	2023	2022
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
<b>Income</b>						
Grants and donations	95	101	64,093	105,133	64,188	105,234
Services delivered	18,817	8,658	-	-	18,817	8,658
Bank interest	153	30	-	-	153	30
<b>Total income</b>	<b>19,065</b>	<b>8,789</b>	<b>64,093</b>	<b>105,133</b>	<b>83,158</b>	<b>113,922</b>
<b>Expenditure</b>						
Salaries, NI and pensions	9,074	279	27,673	34,042	36,747	34,321
Freelancer payments	282	3,154	21,735	16,923	22,017	20,077
Resources and Equipment	258	202	1,682	7,385	1,940	7,587
Activity costs	3,922	2,420	17,649	46,233	21,571	48,653
Rent and rates	-	801	200	4,432	200	5,233
Insurance	-	-	229	116	229	116
Administrative costs	581	629	3,643	3,465	4,224	4,094
Digital Marketing	60	-	3,080	1,831	3,140	1,831
Printing and stationery	9	-	12	362	21	362
Phone and internet	29	-	319	282	348	282
Refreshments and other hosting costs	-	27	92	952	92	979
Staff meetings and other expenses	-	43	194	299	194	342
Staff travel expenses	611	118	58	186	669	304
Staff training	3,271	-	345	535	3,616	535
Volunteer expenses	-	7	345	76	345	83
Website costs	194	115	121	203	315	318
Refunds	-	-	-	500	-	500
Vehicle costs	4	1,392	39	33	43	1,425
Memberships	-	-	-	60	-	60
Consultancy	-	-	450	920	450	920
Independent examination	1,008	960	-	-	1,008	960
<b>Total expenditure</b>	<b>19,303</b>	<b>10,147</b>	<b>77,866</b>	<b>118,835</b>	<b>97,169</b>	<b>128,982</b>
<b>Net income / (expenditure)</b>	<b>(238)</b>	<b>(1,358)</b>	<b>(13,773)</b>	<b>(13,702)</b>	<b>(14,011)</b>	<b>(15,060)</b>
<b>Fund balances brought forward</b>	<b>39,182</b>	<b>40,540</b>	<b>41,752</b>	<b>55,454</b>	<b>80,934</b>	<b>95,994</b>
<b>Fund balances carried forward</b>	<b>38,944</b>	<b>39,182</b>	<b>27,979</b>	<b>41,752</b>	<b>66,923</b>	<b>80,934</b>

**FALL INTO PLACE THEATRE**

England & Wales - Charity number 1189448

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# Accounts

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# Fall into Place Theatre

Charity number 1189448

## Annual Report and Financial Statements for the year ended 31 October 2022



FALL  
INTO  
PLACE



West Yorkshire Community Accounting Service

# **Fall into Place Theatre**

## **Annual Report and Financial Statements for the year ended 31 October 2022**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# Fall into Place Theatre

## Trustees' report for the year ended 31 October 2022

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Vanessa Brown	Chair	
Nikki Biram		
Felicity Dunk		
Jemma Cassar		
Ciaran Campbell		Appointed 6 December 2022
Aisha Ali		Appointed 6 December 2022
<b>Charity number</b>	1189448	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
Kentmere Community Centre	CAF Bank	
Kentmere Avenue	25 Kings Hill	
Leeds	West Malling	
LS14 1BW	ME19 4JQ	

### Independent examiner

Simon Bostrom FCIE

### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 12 May 2020 and is governed by a constitution.

### Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution passed at a properly convened meeting of the charity trustees.

# **Fall into Place Theatre**

## **Trustees' report (continued) for the year ended 31 October 2022**

### **The charity's objects**

#### **The charity's objects**

The charity's objects are, for the benefit of people in particular but not exclusively in the Seacroft area of Leeds:

1. the advancement of the art of drama in such ways as the trustees may from time to time decide.
2. to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society through the provision of creative activities.

For the purpose of this clause 'socially excluded' means being excluded from society, or part of society, as a result of being a member of a socially and/or economically deprived community.

#### **The charity's main activities**

Fall into Place Theatre ("FiP") is a charitable organisation that wants theatre to be enjoyed by all, providing the opportunity for creativity, togetherness and fun through drama sessions, workshops and community-led projects.

It is led by the two founders, Sarah and Naomi, who combine their different backgrounds, skills, experience and qualities to drive forward the mission.

#### **OUR MISSION**

Changing lives through creativity and connection

#### **OUR VISION**

To be the known charity in Yorkshire for building confidence and joy through creativity

#### **OUR AREAS OF STRATEGIC FOCUS**

We deliver our vision through developing our services across three areas:

- Fall into Place - WE ARE SEACROFT
- Fall into Place - COMMUNITY PROJECTS
- Fall into Place - TRAINING AND EVENTS

#### **OUR VALUES**

Everything we do is underpinned by our strong values and we will only work with others who respect our core beliefs

#### **COMPASSION**

We want to allow others to live the best lives they can in a safe, friendly and inclusive space

#### **JOY**

We believe fun, laughter and play are crucial for a joyful life at any age

#### **INTEGRITY**

We strive to be open and honest and be transparent about our aims, needs and decisions

Fall Into Place - We are Seacroft empowers children, young people and their families to make positive changes in their lives and area. We do this by listening to what the community wants and adopt a co-designed approach to developing innovative ideas, opportunities and experiences. Collaboration is at the heart of our work.

Fall into Place - We are Seacroft engages young people through outreach, detached and centre-based youth activities, working compassionately and in ways that ensure the best interests of the community are at the forefront of their decisions. A key focus is building resilience in young people, and their parents/carers, who face adverse childhood trauma, challenges and inequalities.

# **Fall into Place Theatre**

## **Trustees' report (continued) for the year ended 31 October 2022**

### **The charity's main activities continued**

Fall Into Place Community runs a range of activities and creative workshops for people of all ages, including singing, dance, drama and mindfulness techniques.

A key focus is supporting adults who may have barriers accessing other art groups such as unpaid carers, people who are seeking asylum or have refugee status, people experiencing isolation or anxiety.

Fall Into Place Training and Events offers community groups and third sector workers training opportunities to build communication and wellbeing skills, through creative exercises and a performing background perspective.

FIP Training and Events also run exciting theatre events that focus on local issues and sparks debate on issues that matter to our local communities.

We regularly run a range of activities, workshops and events including:

Drama / creative workshops for people of all ages, including singing, dance, drama and creative writing.

Youth club and after school drama and creative clubs.

Drama based workshops to build skills in confidence, communication and wellbeing across all ages.

Community events and live performances.

### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

### **Achievements and performance**

We secured some funding to work on the strategic direction of Fall Into Place.

We have strengthened our mission and goals, and have a clearer picture of our impact.

We have a clearer understanding of where our finances are, the year ahead and the grants we need to apply for due to hiring our finance manager.

We are able to signpost to other local activities better, we have improved our activities and offerings based on understanding our impact better.

There is now 'levels' of engagement for people we work with, so people can come along to one off workshops, a six week project or be part of/see an event each year, meaning we can reach people 'where they are' and have a constant offer, whilst also providing opportunities to commit to more and build towards a performance. Projects will be less 'stop start' and will be more likely to flow regularly each year, due to having a cycle plan in place and space to apply for grants ahead of time.

As we transitioned out of being a Covid response organisation we saw the benefit in continuing to work in close partnership across Seacroft.

### **Fall into Place - WE ARE SEACROFT**

This network grew out of wanting to be a well-connected community that recognises its power to create social change and sustain a safer environment for everyone. In responding to local, and global, challenges, we saw the power of collaboration and a community who were able to look out for each other and look after each other. We saw that we had the skills and resources to make real change between us and we are committed to working closely together, long term. Many of the people involved have lived and worked in Seacroft for a long time, but came together in new ways. The lead organisations that helped to initiate this conversation include LS14 Trust, Fall Into Place Theatre, Seacroft Community on Top, Kentmere Community Centre, Seacroft Churches, Chapel FM Arts Centre, Seacroft Friends and Neighbours, Seacroft and Manston Cluster and Climate Action Seacroft.

In partnership with other local trusted organisations and services we have set up a successful programme for young people at Kentmere Community Centre for children to experience a wide range of creative activities.

# **Fall into Place Theatre**

## **Trustees' report (continued) for the year ended 31 October 2022**

### **Achievements and performance continued**

#### **Girls group**

The younger group for yr5-yr8 is for supporting girls who are becoming teenagers, helping them to navigate what the change in themselves means with positive role models who can support them and answer questions they have. We focus on looking at inspiring women and creative activities centred around what it means to be female.

The older group for yr9 + is for supporting teenagers who are becoming women, helping them through decisions they have to make and understanding what they want to achieve from this next stage of life. We cook and eat dinner together and initiate conversation around subjects such as mental health, relationships, higher education and work.

#### **Sibs Group**

A group for children whose siblings have complex needs and/or disabilities. The group seeks to understand more about the barriers their siblings face but also provides a space for participants to enjoy being themselves and having time away from any responsibilities they have at home. We offer creative activities that are used as a way to engage the children in conversations around understanding their emotions, thoughts and frustrations.

#### **Hang Out**

An inclusive space for young people to socialise, be creative and explore their identity. It is run by a facilitator in the LGBTQA+ community and it is led by what the young people want. There have been trips and visits from guest facilitators.

#### **Play Agenda**

We have been heavily involved in both play streets and play sufficiency with Leeds City Council to look at ways we can improve play opportunities for children locally and across the city.

#### **Fall into Place - Community Projects, Training and Events**

The Fall into Place Community Projects and Fall into Place Training and Events were scaled down due to a Director being on maternity leave for the majority of this year, but the following core activities took place:

#### **Creative Carers**

Creative Carers group for unpaid carers to be creative and have respite in a friendly, safe space, culminating in a short performance to local councillors, friends and family.

#### **Creative wellbeing workshops for people who are asylum seekers**

Creative wellbeing workshops for people across Leeds (primarily women) who are asylum seekers and refugees to experience gentle drama, bonding games, mindful movement, form friendships and build communication.

These activities will continue and scaled down activities are expected to resume again next year.

# **Fall into Place Theatre**

## **Trustees' report (continued) for the year ended 31 October 2022**

### **Financial review**

The net expenditure for the year was £15,060, including net expenditure of £1,358 on unrestricted funds and net expenditure of £13,702 on restricted funds after transfers.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £39,182.

Our aim is to ensure we maintain designated reserves at the equivalent of 3 months non-salary core costs plus 1 month salary costs, plus 2% on the total of these to reflect possible inflationary rises; an amount that would be paid as statutory redundancy pay at the end of the financial year; and an amount to top up pay to staff's full salary should they take 9 months maternity leave, or paternity leave. Much of our operational spend is secured from grants which make up our restricted funds (for example the majority of staff salaries and project costs).

The trustees recognise that any shortfall in funding for salaries and activities funded by restricted funds could mean that activities and expenditure are reduced or stopped should such circumstances arise.

Approved by the board of trustees on 21 March 2023

Vanessa Brown (Trustee)

# **Fall into Place Theatre**

## **Independent examiner's report to the trustees of Fall into Place Theatre**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 October 2022, which are set out on pages 8 to 14.

### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do 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.

Simon Bostrom FCIE

6 April 2023

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# Fall into Place Theatre

## Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 October 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	101	105,133	105,234	210,457
Services delivered		8,658	-	8,658	28,141
Memberships and subscriptions		-	-	-	287
Bank interest		30	-	30	3
Transfer on formation		-	-	-	43,157
<b>Total income</b>		<b>8,789</b>	<b>105,133</b>	<b>113,922</b>	<b>282,045</b>
<b>Expenditure on:</b>					
Salaries, NI and pensions	(3)	279	34,042	34,321	46,191
Freelancer payments		3,154	16,923	20,077	45,148
Grants to partner organisations		-	-	-	36,500
Resources and Equipment		202	7,385	7,587	31,450
Activity costs		2,420	46,233	48,653	8,005
Rent and rates		801	4,432	5,233	5,961
Insurance		-	116	116	435
Administrative costs		629	3,465	4,094	280
Digital Marketing		-	1,831	1,831	2,123
Printing and stationery		-	362	362	3,713
Phone and internet		-	282	282	1,118
Refreshments and other hosting costs		27	952	979	400
Staff meetings and other expenses		43	299	342	774
Staff travel expenses		118	186	304	14
Staff training		-	535	535	783
Volunteer expenses		7	76	83	66
Website costs		115	203	318	646
Refunds		-	500	500	-
Vehicle costs		1,392	33	1,425	14
Memberships		-	60	60	60
Consultancy		-	920	920	1,075
Independent examination		960	-	960	960
Depreciation		-	-	-	335
<b>Total expenditure</b>		<b>10,147</b>	<b>118,835</b>	<b>128,982</b>	<b>186,051</b>
<b>Net income / (expenditure)</b>		<b>(1,358)</b>	<b>(13,702)</b>	<b>(15,060)</b>	<b>95,994</b>
<b>Fund balances brought forward</b>		<b>40,540</b>	<b>55,454</b>	<b>95,994</b>	<b>-</b>
<b>Fund balances carried forward</b>	(4)	<b>39,182</b>	<b>41,752</b>	<b>80,934</b>	<b>95,994</b>

All incoming resources and resources expended derive from continuing activities.

# Fall into Place Theatre

## Balance sheet

as at 31 October 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	(5) -	26,168	26,168	13,368
Cash at bank and in hand	(6) 40,142	15,584	55,726	86,651
<b>Total current assets</b>	<u>40,142</u>	<u>41,752</u>	<u>81,894</u>	<u>100,019</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(7) 960	-	960	4,025
<b>Total current liabilities</b>	<u>960</u>	<u>-</u>	<u>960</u>	<u>4,025</u>
<b>Net current assets / (liabilities)</b>	<u>39,182</u>	<u>41,752</u>	<u>80,934</u>	<u>95,994</u>
<b>Net assets</b>	<u>39,182</u>	<u>41,752</u>	<u>80,934</u>	<u>95,994</u>
<b>Funds</b>				
Unrestricted funds	39,182	-	39,182	40,540
Restricted funds	-	41,752	41,752	55,454
<b>Total funds</b>	<u>39,182</u>	<u>41,752</u>	<u>80,934</u>	<u>95,994</u>

The financial statements were approved by the board of trustees on 21 March 2023

Vanessa Brown (Trustee)

# **Fall into Place Theatre**

## **Notes to the accounts**

### **for the year ended 31 October 2022**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Grants payable with performance conditions**

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:  
Project and office equipment: over 3 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

# Fall into Place Theatre

## Notes to the accounts continued

### for the year ended 31 October 2022

#### 1 Accounting policies (continued)

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

#### 2 Grants and donations

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Leeds City Council (LCC)	-	41,066	41,066	68,932
Leeds Community Foundation (LCF)	-	53,067	53,067	60,980
LS14 Trust	-	2,500	2,500	6,850
Lush Wellness	-	3,500	3,500	-
Wates Family Enterprise	-	5,000	5,000	-
Arts Council England (ACE)	-	-	-	4,218
European Social Fund	-	-	-	11,363
Hull City Council	-	-	-	1,666
Jimbo's fund	-	-	-	19,500
Leeds Older Peoples Forum (LOPF)	-	-	-	5,000
National Lottery Community Fund	-	-	-	21,532
Scope	-	-	-	731
Tesco Bags for Life	-	-	-	1,000
The East Riding of Yorkshire Council	-	-	-	1,500
Volition	-	-	-	3,000
Wesleyan Foundation	-	-	-	1,800
Yorkshire Sport Foundation	-	-	-	2,289
Donations	101	-	101	96
	<u>101</u>	<u>105,133</u>	<u>105,234</u>	<u>210,457</u>

#### 3 Staff costs and numbers

	2022	2021
	£	£
Gross salaries	32,447	44,909
Social security costs	3,975	1,731
Employment allowance	(3,763)	(1,731)
Pensions	1,351	921
Payroll fees	311	360
	<u>34,321</u>	<u>46,191</u>

The average number of employees during the year was 2.9, being an average of 1.4 full time equivalent (2021: 2, 1.3 FTE). There were no employees with emoluments above £60,000.

##### Defined contribution pension scheme

	2022	2021
	£	£
Costs of the scheme to the charity for the year	1,351	921

# Fall into Place Theatre

## Notes to the accounts continued

### for the year ended 31 October 2022

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Awards for All	8,884	-	8,884	-	-
Healthy Holidays	2,598	7,000	9,598	-	-
Jimbo's	5,994	-	5,994	-	-
LCF Ann Maguire fund	3,036	-	3,036	-	-
Leeds Inspired	263	118	381	-	-
LS14 wellbeing	4,693	2,500	2,984	-	4,209
Mini Playbox	4,867	-	-	-	4,867
Play Streets	4,962	-	4,962	-	-
Resilience grant	10,289	-	10,289	-	-
Scope	731	-	731	-	-
Time to Shine	3,589	-	3,194	-	395
Youth Activity Fund 2021	4,548	-	4,548	-	-
Yorkshire Sport TIG	-	-	-	-	-
Tesco Bags for Life	1,000	-	-	-	1,000
Healthy Holidays Equipment	-	4,067	805	-	3,262
Lush Wholenss Fund	-	3,500	2,525	-	975
Leeds City Council	-	1,000	1,000	-	-
Youth Activity Fund 2022	-	14,948	14,948	-	-
Play Streets LCC 2022	-	25,000	10,554	-	14,446
Resilience grant Yr2	-	15,000	6,940	-	8,060
Healthy Holidays 2022	-	17,000	17,000	-	-
LCF Arts Council Jubilee	-	10,000	10,000	-	-
Wates Family Enterprise	-	5,000	462	-	4,538
	<u>55,454</u>	<u>105,133</u>	<u>118,835</u>	<u>-</u>	<u>41,752</u>

Fund name	Purpose of restriction
Awards for All	For Reflections Café
Healthy Holidays	Funding for Healthy Holiday activities
Jimbo's	For the Youth Leadership Project
LCF Ann Maguire fund	For drama and creative activities and local community provision
Leeds Inspired	For creative workshops for the community
LS14 wellbeing	Funding towards wellbeing activities and support due to Covid19
Mini Playbox	Funding for mini playboxes
Play Streets	Funding to promote and facilitate play
Resilience grant	Funding to support the strategic development and ongoing work of Fall into Place Theatre
Scope	Grant for equipment
Time to Shine	Funding towards the PenPal project
Youth Activity Fund 2021	Funding for the Kentmere Youth Theatre and 'Your Place, Your Words' project
Yorkshire Sport TIG	For sports activities
Tesco Bags for Life	Towards freelance worker costs
Healthy Holidays Equipment	Funding for Healthy Holiday activities and equipment
Lush Wholenss Fund	Creative Workshops for the Community
Leeds City Council	For Halloween and Bonfire night activities and events
Youth Activity Fund 2022	Funding for the Kentmere Youth Theatre and 'Your Place, Your Words' project
Play Streets LCC 2022	To facilitate and enable play development in street activities and events
Resilience grant Yr2	Funding to support the strategic development and ongoing work of Fall into Place Theatre
Healthy Holidays 2022	Funding for Healthy Holiday activities
LCF Arts Council Jubilee	To run a jubilee celebration community event
Wates Family Enterprise	To support youth work initiatives

**Fall into Place Theatre**  
**Notes to the accounts continued**  
**for the year ended 31 October 2022**

<b>5 Debtors and prepayments</b>	2022	2021
	£	£
Accrued income	26,168	12,410
Prepayments	-	746
Other debtors	-	212
	<u>26,168</u>	<u>13,368</u>

<b>6 Cash at bank and in hand</b>	2022	2021
	£	£
Cash at bank	55,722	86,647
Cash in hand	4	4
	<u>55,726</u>	<u>86,651</u>

<b>7 Creditors and accruals</b>	2022	2021
	£	£
Creditors	-	3,065
Accruals	960	960
	<u>960</u>	<u>4,025</u>

**8 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Remuneration and benefits received by key management personnel**

The total employee benefits received by key management personnel were £46,240 (2021: £46,937).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

## Fall into Place Theatre

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 October 2022

	2022	2021	2022	2021	2022	2021
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
<b>Income</b>						
Grants and donations	101	96	105,133	210,361	105,234	210,457
Services delivered	8,658	23,266	-	4,875	8,658	28,141
Memberships and subscriptions	-	287	-	-	-	287
Bank interest	30	3	-	-	30	3
Transfer on formation	-	4,419	-	38,738	-	43,157
<b>Total income</b>	<b>8,789</b>	<b>28,071</b>	<b>105,133</b>	<b>253,974</b>	<b>113,922</b>	<b>282,045</b>
<b>Expenditure</b>						
Salaries, NI and pensions	279	-	34,042	46,191	34,321	46,191
Freelancer payments	3,154	2,080	16,923	43,068	20,077	45,148
Grants to partner organisations	-	-	-	36,500	-	36,500
Resources and Equipment	202	-	7,385	31,450	7,587	31,450
Activity costs	2,420	-	46,233	8,005	48,653	8,005
Rent and rates	801	-	4,432	5,961	5,233	5,961
Insurance	-	52	116	383	116	435
Administrative costs	629	81	3,465	199	4,094	280
Digital Marketing	-	-	1,831	2,123	1,831	2,123
Printing and stationery	-	-	362	3,713	362	3,713
Phone and internet	-	-	282	1,118	282	1,118
Refreshments and other costs	27	-	952	400	979	400
Staff meetings and other expenses	43	-	299	774	342	774
Staff travel expenses	118	-	186	14	304	14
Staff training	-	-	535	783	535	783
Volunteer expenses	7	-	76	66	83	66
Website costs	115	-	203	646	318	646
Refunds	-	-	500	-	500	-
Vehicle costs	1,392	-	33	14	1,425	14
Memberships	-	-	60	60	60	60
Consultancy	-	-	920	1,075	920	1,075
Independent examination	960	630	-	330	960	960
Depreciation	-	335	-	-	-	335
<b>Total expenditure</b>	<b>10,147</b>	<b>3,178</b>	<b>118,835</b>	<b>182,873</b>	<b>128,982</b>	<b>186,051</b>
<b>Net income / (expenditure)</b>	<b>(1,358)</b>	<b>24,893</b>	<b>(13,702)</b>	<b>71,101</b>	<b>(15,060)</b>	<b>95,994</b>
<b>Transfers between funds</b>	<b>-</b>	<b>15,647</b>	<b>-</b>	<b>(15,647)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(1,358)</b>	<b>40,540</b>	<b>(13,702)</b>	<b>55,454</b>	<b>(15,060)</b>	<b>95,994</b>
<b>Fund balances brought forward</b>	<b>40,540</b>	<b>-</b>	<b>55,454</b>	<b>-</b>	<b>95,994</b>	<b>-</b>
<b>Fund balances carried forward</b>	<b>39,182</b>	<b>40,540</b>	<b>41,752</b>	<b>55,454</b>	<b>80,934</b>	<b>95,994</b>

**FALL INTO PLACE THEATRE**

England & Wales - Charity number 1189448

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# Accounts

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# Fall into Place Theatre

Charity number 1189448

## **Annual Report and Financial Statements** **for the period 12 May 2020 to 31 October 2021**



FALL  
INTO  
PLACE



West Yorkshire Community Accounting Service

# **Fall into Place Theatre**

## **Annual Report and Financial Statements for the period ended 31 October 2021**

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**Prepared by West Yorkshire Community Accounting Service**

# Fall into Place Theatre

## Trustees' report for the period ended 31 October 2021

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial period and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Vanessa Brown	Chair	Appointed 12 May 2020
Nikki Biram		Appointed 12 May 2020
Felicity Dunk		Appointed 12 May 2020
Jemma Cassar		Appointed 19 August 2020
<b>Charity number</b>	1189448	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
Kentmere Community Centre	CAF Bank	
Kentmere Avenue	25 Kings Hill	
Leeds	West Malling	
LS14 1BW	ME19 4JQ	

### Independent examiner

Simon Bostrom FCIE

### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 12 May 2020 and is governed by a constitution.

### Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution passed at a properly convened meeting of the charity trustees.

### Objectives and activities

#### The charity's objects

The charity's objects are, for the benefit of people in particular but not exclusively in the Seacroft area of Leeds:

1. the advancement of the art of drama in such ways as the trustees may from time to time decide.
2. to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society through the provision of creative activities.

(For the purpose of this clause 'socially excluded' means being excluded from society, or part of society, as a result of being a member of a socially and/or economically deprived community.)

#### The charity's main activities

We regularly run a range of activities, workshops and events including:

Drama / creative workshops for people of all ages, including singing, dance, drama and creative Youth club and after school drama and creative clubs.

Drama based workshops to build skills in confidence, communication and wellbeing across all ages.

Community events and live performances.

# **Fall into Place Theatre**

## **Trustees' report (continued) for the period ended 31 October 2021**

### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

### **Achievements and performance**

The following activities happened during this financial period:

We have run a range of drama based community workshops, designed to improve confidence and wellbeing, from ages 5 - 80.

We have run training workshops in team building, public speaking and group facilitation for charity organisations and local residents, as well as supporting local residents to build confidence for further training or employment through social activities and one to one support with CV writing and interview skills.

We have run a range of arts opportunities for people living in Leeds including creativity for wellbeing workshops, involving elements of dance, drama and mindfulness in partnership with a facilitator who is a trained Classical Indian dancer.

We have run an intergenerational project 'From Pens to Pals to Performance' using letters sent between old and young to inspire conversations, poetry and sketches. This has connected young people with older residents through pen pal letters and creative activities.

We have supported local residents into employment and further education through training workshops, social support groups and one to one support.

We have created 1000's of mini playboxes to keep children and families creativity engaged during covid19 lockdowns. We have created a programme to support young people to be young leaders in their community, learning about activism and supporting them in creative social action projects.

We have put on creative provision during the holidays and supported families to access food.

We have supported people in Seacroft over the pandemic and have been part of the Seacroft community Hub working closely with other local organisations.

We have run a weekly drama group and give young people opportunities to visit the theatre.

We have provided dance and drama workshops for Seacroft residents of all ages; including Generation Squad - an intergenerational drama group and Your Dance, Your Way - a dance group for children with SEND.

### **Financial review**

The net income for the period was £95,994, including net income of £40,540 on unrestricted funds and net income of £55,454 on restricted funds.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the period end were £40,540.

Our overall aim is that the reserves should be maintained at the equivalent of 4 months core costs plus 2% to reflect possible inflationary rises and an amount that would be paid to staff as statutory redundancy pay at the end of the financial year if this was required.

Much of our operational spend is secured from grants which make up our restricted funds (for example the majority of staff salaries and project costs.) The trustees recognise that any shortfall in funding for salaries and activities funded by restricted funds could mean that activities and expenditure are reduced or stopped should such circumstances arise.

Signed on behalf of the board of trustees on 15/02/2022

Vanessa Brown (Trustee)

# **Fall into Place Theatre**

## **Independent examiner's report to the trustees of Fall into Place Theatre**

I report to the charity trustees on my examination of the accounts of the CIO for the period ended 31 October 2021, which are set out on pages 5 to 12.

### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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**

Since the CIO's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of ACIE which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do 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.

Simon Bostrom FCIE

04/04/2022

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# Fall into Place Theatre

## Statement of Financial Activities

(including summary income and expenditure account)

for the period ended 31 October 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £
<b>Income from:</b>				
Grants and donations	(2)	96	210,361	210,457
Services delivered		23,266	4,875	28,141
Memberships / Subscriptions		287	-	287
Bank interest		3	-	3
Transfer on formation		4,419	38,738	43,157
<b>Total income</b>		<u>28,071</u>	<u>253,974</u>	<u>282,045</u>
<b>Expenditure on:</b>				
Salaries, NI and pensions	(3)	-	46,191	46,191
Freelancer Payments		2,080	43,068	45,148
Grants to partner organisations	(4)	-	36,500	36,500
Resources and Equipment		-	31,450	31,450
Activity costs		-	8,005	8,005
Rent and rates		-	5,961	5,961
Insurance		52	383	435
Administrative costs		81	199	280
Digital Marketing		-	2,123	2,123
Printing and stationery		-	3,713	3,713
Phone and internet		-	1,118	1,118
Refreshments and other hosting costs		-	400	400
Staff meetings and other expenses		-	774	774
Staff travel expenses		-	14	14
Staff training		-	783	783
Volunteer Expenses		-	66	66
Website costs		-	646	646
Vehicle costs		-	14	14
Memberships		-	60	60
Consultancy		-	1,075	1,075
Independent examination		630	330	960
Depreciation		335	-	335
<b>Total expenditure</b>		<u>3,178</u>	<u>182,873</u>	<u>186,051</u>
<b>Net income / (expenditure)</b>		<u>24,893</u>	<u>71,101</u>	<u>95,994</u>
<b>Transfers between funds</b>		<u>15,647</u>	<u>(15,647)</u>	<u>-</u>
<b>Net movement in funds</b>		<u>40,540</u>	<u>55,454</u>	<u>95,994</u>
<b>Fund balances brought forward</b>		<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund balances carried forward</b>	(5)	<u>40,540</u>	<u>55,454</u>	<u>95,994</u>

All incoming resources and resources expended derive from continuing activities.

## Fall into Place Theatre

### Balance sheet

as at 31 October 2021

	2021	2021	2021
	Unrestricted	Restricted	Total
	£	£	£
Debtors and prepayments	(6) 212	13,156	13,368
Cash at bank and in hand	(7) 41,388	45,263	86,651
<b>Total current assets</b>	<b>41,600</b>	<b>58,419</b>	<b>100,019</b>
<b>Current liabilities:</b>			
<b>amounts falling due within one year</b>			
Creditors and accruals	(8) 1,060	2,965	4,025
<b>Total current liabilities</b>	<b>1,060</b>	<b>2,965</b>	<b>4,025</b>
<b>Net current assets / (liabilities)</b>	<b>40,540</b>	<b>55,454</b>	<b>95,994</b>
<b>Total assets less current liabilities</b>	<b>40,540</b>	<b>55,454</b>	<b>95,994</b>
<b>Net assets</b>	<b>40,540</b>	<b>55,454</b>	<b>95,994</b>
<b>Funds</b>			
Unrestricted funds	40,540	-	40,540
Restricted funds	-	55,454	55,454
<b>Total funds</b>	<b>40,540</b>	<b>55,454</b>	<b>95,994</b>

The financial statements were approved by the board of trustees on 15/02/2022

Vanessa Brown (Trustee)

# **Fall into Place Theatre**

## **Notes to the accounts**

### **for the period ended 31 October 2021**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Grants payable without performance conditions**

Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Project and office equipment: over 3 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the period they are payable.

# Fall into Place Theatre

## Notes to the accounts continued

### for the period ended 31 October 2021

#### 1 Accounting policies (continued)

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

#### 2 Grants and donations

	2021	2021	2021
	Unrestricted	Restricted	Total
	funds	funds	funds
	£	£	£
Arts Council England (ACE)	-	4,218	4,218
National Lottery Community Fund	-	21,532	21,532
The East Riding of Yorkshire Council	-	1,500	1,500
European Social Fund	-	11,363	11,363
Leeds City Council (LCC)	-	68,932	68,932
Leeds Community Foundation (LCF)	-	60,980	60,980
Hull City Council	-	1,666	1,666
Jimbo's fund	-	19,500	19,500
LS14 Trust	-	6,850	6,850
Scope	-	731	731
Leeds Older Peoples Forum (LOPF)	-	5,000	5,000
Tesco Bags for Life	-	1,000	1,000
Volition	-	3,000	3,000
Wesleyan Foundation	-	1,800	1,800
Yorkshire Sport Foundation	-	2,289	2,289
Donations	96	-	96
	<u>96</u>	<u>210,361</u>	<u>210,457</u>

#### 3 Staff costs and numbers

	2021
	£
Gross salaries	44,909
Social security costs	1,731
Employment allowance	(1,731)
Pensions	921
Payroll fees	360
	<u>46,191</u>

The average number employees during the period was 2, being an average of 2 full time equivalent .

##### Defined contribution pension scheme

	2021
	£
Costs of the scheme to the charity for the period	921

#### 4 Grant making

##### Total value of grants

	Grants to institutions
	£
Purpose for which grants were made	
For project delivery: LS14 Trust	<u>36,500</u>

# Fall into Place Theatre

## Notes to the accounts continued

### for the period ended 31 October 2021

5 Restricted funds	Transfer on formation	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Arts Council	-	4,218	4,218	-	-
Awards for All	4,118	9,812	5,046	-	8,884
East Riding	-	1,500	1,500	-	-
European Social Fund	-	11,363	11,363	-	-
HAP fund	2,221	-	2,221	-	-
Healthy Holidays	-	50,855	46,854	(1,403)	2,598
Hull	-	1,666	1,666	-	-
Ideas that Change Lives	20,390	-	20,390	-	-
Jimbo's	-	19,500	13,506	-	5,994
LCF Ann Maguire fund	-	-	1,754	4,790	3,036
Leeds Inspired	(225)	2,262	1,774	-	263
LS14 wellbeing	-	6,850	2,157	-	4,693
Mini Playbox	-	39,500	28,380	(6,253)	4,867
Play Streets	-	6,950	1,988	-	4,962
Resilience grant	-	15,000	4,711	-	10,289
Scope	-	731	-	-	731
Social Enterprise Support Fund	-	11,720	11,720	-	-
Time to Shine	257	5,000	1,668	-	3,589
Volition	-	3,000	2,700	(300)	-
Wesleyan Foundation	-	1,800	1,800	-	-
Youth Activity Fund	3,786	20,220	14,668	(4,790)	4,548
Yorkshire Sport TIG	500	2,289	2,789	-	-
LS14 funds	7,715	-	-	(7,715)	-
Tesco Bags for Life	-	1,000	-	-	1,000
Gallipoli fund	(24)	-	-	24	-
	<u>38,738</u>	<u>215,236</u>	<u>182,873</u>	<u>(15,647)</u>	<u>55,454</u>

#### Fund name

#### Purpose of restriction

Arts Council	For creative wellbeing workshops
Awards for All	For Reflections Café
East Riding	For creative wellbeing workshops
European Social Fund	For Seacroft Folk Can project
Housing Area Panel (HAP) fund	Grant for carpets, blinds and mural
Healthy Holidays	Funding for Healthy Holiday activities
Hull	A transfer of £1,733 was made for management fees
Hull	For wellbeing workshops
Ideas that Change Lives	For expanding drama hub activities at Kentmere Community Centre
Jimbo's	For the Youth Leadership Project
LCF Ann Maguire fund	For drama and creative activities and local community provision
	A transfer of £4,790 was made into this fund to correct a wrongly attributed receipt in the prior year company accounts
Leeds Inspired	For creative workshops for the community
LS14 wellbeing	Funding towards wellbeing activities and support due to Covid19
Mini Playbox	Funding for mini playboxes
	A transfer of £6,252 was made for spend on this fund in the previous year, administered through Fall into Place Theatre company number 10412023.

**Fall into Place Theatre**  
**Notes to the accounts continued**  
**for the period ended 31 October 2021**

**5 Restricted funds (continued)**

Fund name	Purpose of restriction
Play Streets	Funding to promote and facilitate play
Resilience grant	Funding to support the strategic development and ongoing work of Fall into Place Theatre
Scope	Grant for equipment
Social Enterprise Support Fund	For resilience building, community provision and organizational development during Covid 19
Time to Shine	Funding towards the PenPal project
Volition	Funding to support the promotion of positive Covid 19 messaging for young people
Wesleyan Foundation	A transfer of £300 was made for management fees
Youth Activity Fund	Creative wellbeing workshops for charity workers
	Funding for the Kentmere Youth Theatre and 'Your Place, Your Words' project
	A transfer of £4,790 was made out of this fund to correct a wrongly attributed receipt in the prior year company accounts
Yorkshire Sport TIG	For sports activities
LS14 funds	A transfer of £7,715 was made out of this fund to unrestricted to correct wrongly attributed receipts in the prior year company accounts
Tesco Bags for Life	Towards freelance worker costs
Gallipoli fund	A transfer of £24 was made into this fund to correct a wrongly attributed debtor and deferred income in the prior year company accounts

**6 Debtors and prepayments**

	2021
	£
Debtors	12,622
Prepayments	746
	<u>13,368</u>

**7 Cash at bank and in hand**

	2021
	£
Cash at bank	86,647
Cash in hand	4
	<u>86,651</u>

**8 Creditors and accruals**

	2021
	£
Creditors	3,065
Accruals	960
	<u>4,025</u>

**Fall into Place Theatre**  
**Notes to the accounts continued**  
**for the period ended 31 October 2021**

<b>9 Tangible assets</b>	Equipment	Total
<b><u>Cost</u></b>	£	£
Original cost of assets transferred on formation	1,004	1,004
At 31 October 2021	<u>1,004</u>	<u>1,004</u>
<b><u>Depreciation</u></b>		
Accumulated depreciation on assets transferred on formation	669	669
Charge for period	335	335
At 31 October 2021	<u>1,004</u>	<u>1,004</u>
<b><u>Net book value</u></b>		
At 31 October 2021	<u>-</u>	<u>-</u>

**10 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this period.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this period.

**Remuneration and benefits received by key management personnel**

The key management personnel of the charity include the trustees and the two employed staff. The total employee benefits received by the two employed staff were £46,937

No trustee received any remuneration or benefit in this capacity during this period.