

Fall into Place Theatre

Charity number 1189448

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



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:

Name	Position	Dates
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
Charity number	1189448	Registered in England and Wales
Registered and principal address	Bankers	
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 £
Income from:				
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
Total income		<u>28,071</u>	<u>253,974</u>	<u>282,045</u>
Expenditure on:				
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
Total expenditure		<u>3,178</u>	<u>182,873</u>	<u>186,051</u>
Net income / (expenditure)		<u>24,893</u>	<u>71,101</u>	<u>95,994</u>
Transfers between funds		<u>15,647</u>	<u>(15,647)</u>	<u>-</u>
Net movement in funds		<u>40,540</u>	<u>55,454</u>	<u>95,994</u>
Fund balances brought forward		<u>-</u>	<u>-</u>	<u>-</u>
Fund balances carried forward	(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
Total current assets	41,600	58,419	100,019
Current liabilities:			
amounts falling due within one year			
Creditors and accruals	(8) 1,060	2,965	4,025
Total current liabilities	1,060	2,965	4,025
Net current assets / (liabilities)	40,540	55,454	95,994
Total assets less current liabilities	40,540	55,454	95,994
Net assets	40,540	55,454	95,994
Funds			
Unrestricted funds	40,540	-	40,540
Restricted funds	-	55,454	55,454
Total funds	40,540	55,454	95,994

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
	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

9 Tangible assets

Cost

Original cost of assets transferred on formation
 At 31 October 2021

Equipment	Total
£	£
1,004	1,004
1,004	1,004

Depreciation

Accumulated depreciation on assets transferred on formation
 Charge for period
 At 31 October 2021

669	669
335	335
1,004	1,004

Net book value

At 31 October 2021

-	-
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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.