

Fall into Place Theatre

Charity number 1189448

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



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:

Name	Position	Dates
Vanessa Brown	Chair	
Nikki Biram		
Felicity Dunk		
Jemma Cassar		
Ciaran Campbell		Appointed 6 December 2022
Aisha Ali		Appointed 6 December 2022
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 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 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.

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 £
Income from:					
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
Total income		8,789	105,133	113,922	282,045
Expenditure on:					
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
Total expenditure		10,147	118,835	128,982	186,051
Net income / (expenditure)		(1,358)	(13,702)	(15,060)	95,994
Fund balances brought forward		40,540	55,454	95,994	-
Fund balances carried forward	(4)	39,182	41,752	80,934	95,994

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
	£	£	£	£
Current assets				
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
Total current assets	<u>40,142</u>	<u>41,752</u>	<u>81,894</u>	<u>100,019</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(7) 960	-	960	4,025
Total current liabilities	<u>960</u>	<u>-</u>	<u>960</u>	<u>4,025</u>
Net current assets / (liabilities)	<u>39,182</u>	<u>41,752</u>	<u>80,934</u>	<u>95,994</u>
Net assets	<u>39,182</u>	<u>41,752</u>	<u>80,934</u>	<u>95,994</u>
Funds				
Unrestricted funds	39,182	-	39,182	40,540
Restricted funds	-	41,752	41,752	55,454
Total funds	<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

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

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

7 Creditors and accruals	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 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
Income						
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
Total income	8,789	28,071	105,133	253,974	113,922	282,045
Expenditure						
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
Total expenditure	10,147	3,178	118,835	182,873	128,982	186,051
Net income / (expenditure)	(1,358)	24,893	(13,702)	71,101	(15,060)	95,994
Transfers between funds	-	15,647	-	(15,647)	-	-
Net movement in funds	(1,358)	40,540	(13,702)	55,454	(15,060)	95,994
Fund balances brought forward	40,540	-	55,454	-	95,994	-
Fund balances carried forward	39,182	40,540	41,752	55,454	80,934	95,994