

# **Fall into Place Theatre**

Charity number 1189448

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



# **Fall into Place Theatre**

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

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**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:

Name	Position	Dates
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
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<b>Registered and principal address</b> Kentmere Community Centre Kentmere Avenue Leeds LS14 1BW	<b>Bankers</b> CAF Bank 25 Kings Hill West Malling ME19 4JQ
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### 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 LGBTQ+ 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 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total 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**

<b>2 Grants and donations</b>	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	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>

<b>3 Staff costs and numbers</b>	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.

<b>Defined contribution pension scheme</b>	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 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total 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>