

Fall Into Place Theatre

Charity number 1189448

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



WYCAS
COMMUNITY ACCOUNTING
WEST YORKSHIRE

Fall Into Place Theatre

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

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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:

Name	Position	Dates
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

Charity number	1189448	Registered in England and Wales
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Registered and principal address	Bankers
Heart and Enterprise Centre	CAF Bank
Bennett Road	25 Kings Hill
Leeds	West Malling
LS6 3HN	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

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

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 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Income from:					
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
Total income		<u>10,941</u>	<u>48,040</u>	<u>58,981</u>	<u>83,158</u>
Expenditure on:					
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	-
Total expenditure		<u>43,883</u>	<u>60,302</u>	<u>104,185</u>	<u>97,169</u>
Net income / (expenditure)		<u>(32,942)</u>	<u>(12,262)</u>	<u>(45,204)</u>	<u>(14,011)</u>
Fund balances brought forward		<u>38,944</u>	<u>27,979</u>	<u>66,923</u>	<u>80,934</u>
Fund balances carried forward	(4)	<u>6,002</u>	<u>15,717</u>	<u>21,719</u>	<u>66,923</u>

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

Fund name	Purpose of restriction
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 Unrestricted funds £	2023 Unrestricted funds £	2024 Restricted funds £	2023 Restricted funds £	2024 Total funds £	2023 Total funds £
Income						
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
Total income	10,941	19,065	48,040	64,093	58,981	83,158
Expenditure						
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	-
Total expenditure	43,883	19,303	60,302	77,866	104,185	97,169
Net income / (expenditure)	(32,942)	(238)	(12,262)	(13,773)	(45,204)	(14,011)
Fund balances brought forward	38,944	39,182	27,969	41,752	66,923	80,934
Fund balances carried forward	6,002	38,944	15,707	27,979	21,719	66,923