

Charity Registration No. 287909

Company Registration No. 01747169 (England and Wales)

**PENTABUS ARTS LIMITED**  
**TRUSTEES' REPORT AND**  
**UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**  
**PAGES FOR FILING WITH REGISTRAR**

# PENTABUS ARTS LIMITED

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Ms D Lennan	
	Mr R H Burbidge OBE	
	Ms J Hughes	
	Ms S McCormick	
	Ms R Robins	
	Ms M F Bedford	
	Ms M I Branson	
	Mr M Hartley	
	Ms E Dennis-Edwards	(Appointed 5 May 2021)
<b>Secretary</b>	Ms C J John	
<b>Charity number</b>	287909	
<b>Company number</b>	01747169	
<b>Registered office</b>	Pentabus Theatre The Old School Bromfield Ludlow Shropshire United Kingdom SY8 2JU	
<b>Independent examiner</b>	Azets Column House London Road Shrewsbury Shropshire United Kingdom SY2 6NN	

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# PENTABUS ARTS LIMITED

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# **PENTABUS ARTS LIMITED**

## **CHAIR'S REPORT**

### **TO THE MEMBERS OF PENTABUS ARTS LIMITED**

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Last year I was writing my end of year report as Pentabus was returning to touring activity after a year of lockdown and postponed or cancelled activity. This year I am pleased to report that the company has returned to full strength, busier and more creative than ever.

We were delighted to welcome Elle While as new Artistic Director in March of 2021. Alongside Executive Director Catrin John, Elle has provided a new energy and leadership during a prolific year. Highlights have included two productions of new work commissioned by Pentabus: *Idyll* by Matt Hartley, an engaging and entertaining reflection on life during lockdown in a rural community and *Jacaranda* by Lorna French – a brilliant new drama which explored race, prejudice and belonging. In co-production with Theatre by the Lake in Keswick, *Jacaranda* toured to audiences nationally, a compelling reflection of Pentabus' commitment to diversifying its storytelling and workforce. This commitment was also reflected during the year in *I'm Here*, 5 digital shorts by a range of talented writers.

Work by and for young people continues to be at the core of Pentabus' work, *Legacy* a project with young carers in Telford and Wrekin reached its fruition with an inspiring and moving installation at Attingham Park in Shropshire in partnership with the National Trust. The annual Festival of Young Writers work moved online with a high level of participation, while activity for younger children was delivered in primary schools and during the school holidays in partnership with Shropshire Council and Shropshire Bookfest.

Pentabus continues to be at the forefront of new theatre writing as the only company commissioning new work based on the rural experience touring nationally. We have continued to support writers through the Residency and Commissions programme whilst also supporting Artistic Associates and for the first time two Young Artistic Associates, this investment in developing artistic talent is crucial to ensuring that we continue to increase the range and diversity of the artists, voices and stories that we tell.

I am pleased to report that the company remains in a strong financial position at the end of the financial year. In the current financial year there was more co-production income generated than originally budgeted and in both the current financial year and previous years there have been savings against budgeted expenditure through prudent financial management, which have contributed to this strong financial position. Plus, of course it is in part due to activity cancelled or postponed during the 2020-21 year, due to the Covid-19 Pandemic. Given this financial position and the ambition of the future programme, including the forthcoming 50th Anniversary celebrations, the Board has agreed to create a 'Future Artistic Programme Fund' of £40,000 to be used over 2023-26 and this is reflected in the reserves position at the end of the year.

As ever we are grateful to a wide range of supporters who enable the company's range of work to continue to develop, in particular we would like to thank the Esmée Fairbairn Foundation, the Garfield Weston Foundation and the Haystack Trust for their generosity. Thanks also to a wide range of other Trusts and Foundations including the Adlard Family Charitable Foundation, Ashley Family Foundation, Clive Richards Foundation, D'Oyly Carte Charitable Trust, Garrick Charitable Trust, Hall Garth Charitable Trust, Millichope Foundation, Pilotlight, Weston Charity Awards and the Wynn Foundation.

During the year we had 29 Friends and Donors, the support of generous individuals is very important to Pentabus and we would like to thank all the current and future Friends and supporters of the company.

As ever our thanks for ongoing financial support must go to local funder Shropshire Council and to our main funder Arts Council England who continue to provide the core investment on which the creation and touring of Pentabus' work depends.



# **PENTABUS ARTS LIMITED**

## **CHAIR'S REPORT**

### **TO THE MEMBERS OF PENTABUS ARTS LIMITED**

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I would like to take this opportunity on behalf of the Board to thank the tireless energy and vision of the Pentabus team, particularly Catrin and Elle for their leadership and Amber, Andrew, Ant, Elsa, Verity and a talented team of freelancers for their commitment, hard work and resilience.

And last, but by no means least, my sincere thanks to my fellow Board members, all of whom have been unfailingly generous with their time and advice during the year.

R Robins (Chair)

Dated:

# **PENTABUS ARTS LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2022**

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The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report together with the accounts for the year ended 31st March 2022.

The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' effective January 2019.

#### **Objectives and activities**

The objects for which the Company is registered are to promote, maintain, improve and advance education particularly by the encouragement of the Arts including the arts of drama, ballet, music, singing, literature, sculpture and painting.

The strategies employed to achieve the charity's aims and objectives are to:

- To develop and produce exceptional rural theatre by, with and for rural audiences;
- To ensure diversity and inclusion across all of our activity;
- To deepen engagement and diversify our audiences;
- To improve financial sustainability and diversify income;
- To ensure robust and efficient use of all resources; and
- To create and maintain engagement with theatre for Young People.

#### **Vision**

Brilliant bold new theatre for everyone.

#### **Mission**

To create ambitious, celebratory and sustainable theatre – inspired by diverse rural voices for audiences throughout the UK and beyond.

#### **Public Benefit**

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'. The touring theatre company relies on Arts Council funding, grants, donations, memberships and income from fees and charges to cover its operating costs.

#### **Strategic report**

The description under the headings "Achievements and performance" and "Financial review" meet the company law requirements for the Trustees to present a strategic report.

# PENTABUS ARTS LIMITED

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### Achievements and performance

After 12 months when all Pentabus' work was digital or virtual apart from two live performances, we produced two newly commissioned tours (*Idyll* and *Jacaranda*) and a visual art installation (*Legacy*) which were experienced by nearly 50,000 collectively, whilst also continuing to commission digital micro-commissions (*I'm Here* and live captures for *Idyll* and *Jacaranda*).

This was the fourth year of our current Business Plan which ran until March 2022. We created a stand-alone Business Plan for 2022-23 to bridge over to the planning linked to the next Arts Council England National Portfolio grant application which, if the company was successful, would be live from 1 April 2023.

#### Pentabus' Year in Numbers

Over the year, we employed **99** freelancers including commissioning **11** artists to make digitally native work, future live work or for seed commissions.

**Our New Digital Commissions** including *One Side Lies the Sea*, Young Writers *What Will We Say to Those that Hear Us?* and BookFest Digital Workshops were watched **3,116** times. We received a further **1,760** views for content we already had live, and new behind the scenes trailers.

*Idyll* had a live audience of **507** with **112** of these Under 25.

*Jacaranda* had a live audience of **1,446** and a digital audience of **163** for the live capture.

*Legacy* was experienced by **47,504** people who visited Attingham Park during the time-period it was in situ.

Our rehearsed readings of Lucy Kirkwood's *Maryland* had a live audience of **146**.

We ran **13** community engagement workshops including in person and virtual Q&As for *Jacaranda* with **234** attendances.

We ran **42** workshops for Young Writers, HAF Summer Holiday workshops and *Jacaranda* acting workshops with **341** attendances.

We ran **5** HE and FE workshops including *Maryland* workshops with **77** attendances and **5** schools workshops for *Jacaranda* and Bookfest with **122** attendances.

# PENTABUS ARTS LIMITED

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

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### Artistic Programme highlights of 2021-22

#### **Idyll by Matt Hartley**

In 2020 we took part in WMCRU Comeback survey which showed that our audiences were eager to watch live theatre, however, they were apprehensive about returning to indoor performances, but 90% would attend outdoor theatre. As a response to this and other anecdotal feedback gathered through our *Come to Where I Am* caller service, we commissioned Matt Hartley, who had previously written the excellently received *Here I Belong* for Pentabus, to write a piece of theatre for outdoor touring. We successfully applied to Arts Council England for a Project Grant to produce and tour this extra piece of programming, in order to build our audience's confidence to return to live theatre in the autumn indoors. The production toured to 7 outdoor venues across the rural West Midlands and the Marches playing 11 performances.

The performances of *Idyll* were very well received and appreciated by the audiences and critics alike as can be seen from the following feedback and reviews:

*'A compelling rural portrait put across with vigour'*  
The Guardian (on the *Idyll* live capture)

\*\*\*\*

*'Excellent presented with a remarkable new energy. Recommended.'* Shropshire Events Guide

*'Compelling contemporary story, well-constructed and very well told'* Audience Questionnaire

*'Very enjoyable. A compelling thought-provoking story, well delivered. THANK YOU.'* Audience Questionnaire

*'Loved it - Great to have you back.'* Audience Questionnaire

*'I loved it, it was brilliant. It made me laugh and cry and think'* Audience Questionnaire

*'Just seen this fantastic play at Stokesay Court. An absolute triumph. Entertaining, clever, and thought provoking. Thank you Pentabus Theatre for another brilliant bit of live theatre.'* Facebook Feedback

*'Definitely worth seeing - a real tour de force - enjoyed it a lot, lovely setting.'* Facebook Feedback

*'A brilliant evening performance. Thank you, thank you, thank you.'* Twitter Feedback

*'This was great! Cracking play and a brilliant solo performance too...'* #Shropshire' Twitter Feedback

# PENTABUS ARTS LIMITED

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

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### Jacaranda by Lorna French A Pentabus & Theatre by the Lake Production.

After a postponement from spring 2021, *Jacaranda* by Lorna French toured for eight weeks in October and November 2021. The show visited 16 village halls, community spaces and Studio theatres with 17 performances, as well as a run of 12 shows at Theatre by the Lake in Cumbria, who co-produced the production.

The piece which explored race and belonging in the countryside was well received by audiences and press:

\*\*\*\*

*'Exquisite, uncompromising () acting. The spirit of Pentabus shines ever more brightly.'*  
Shropshire Events Guide

#### Audience Questionnaire Feedback:

*'Compelling storytelling, great performances, addressed important & timely issues'*

*'It was a phenomenal piece of work, hugely engaging, moving & emotional.'*

*'Excellent acting, beautiful set and sensitive directions'*

*'Absolutely terrific.'*      *'Incredible! The characters were portrayed perfectly'*

*'Simply gorgeous'*      *'Magnetic Performances'*

*'Very moving; great performance'*      *'Beautifully acted. I was moved to tears.'*

*'Exceptional acting emotional portrayal'*

*'Great acting, lighting and set'*

*'Wonderful performance'*

*'Powerful Performance Recommended'*

*'It was a fab performance. Great affects and actors'*

*'It was excellent'*

*'Very strong performance/acting. Covered lots of ground/subject matter in a cogent way'*

As part of our commitment to diversify the pool of creatives who have experience of rural and small-scale touring, we employed an Assistant Director on both *Idyll* and *Jacaranda*. Alessandra Davison on *Idyll* and Garen Abel Unokan, for *Jacaranda*, the latter's role was supported by the Garrick Charitable Trust. Both individuals have gone on to further employment within the industry after their time working on these projects.

# PENTABUS ARTS LIMITED

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

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*In a social media interview, Garen said: 'I was very excited to work on this show because I thought it was really cool that Pentabus' was seeking global majority Assistant Directors for the production. A really interesting, challenging play as well. The experience of being black in a very small rural village, was challenging! I'm from London, and it was quite interesting & challenging to have the double experience of working on a play about black people in a rural space, and then being black in a rural space. It was a lot. A couple of times in Keswick when we were at Theatre by The Lake, we had people come up to Mara the actor in the play, and say: 'Thank you, we know these stories exist, we never get to see them on stage, and it's really important that we actually talk about them and they are not things we, bury or sweep under the rug. I met another young man, a Nigerian from Croydon, he said, 'It's so exciting to see you, really glad you've brought this play up.' It was really exciting to meet someone who was open to approaching; oh I see you, I see kin! He wanted to talk about what we are creating here. And now he knows about Pentabus which is really great.'*

### Legacy

#### A Trust New Art collaboration with the National Trust's Attingham Park

After postponing the project in 2020, the artists, Jo Wheeler and Andrew Sterry [Pentabus' Audience & Engagement Manager] continued as planned, to work with young carers from the Telford & Wrekin CVS, All Age Carers Centre, moving their workshops online and running these from March to June 2021. They were joined by sound artist Andy McKeown in summer 2021 to work together to realise the final installation.

Across these workshops the participants explored and shared memories and ideas of what makes a good party, in response to Attingham Park's formal Dining Room which was historically the scene of grand banquets and evening dinners. Audio responses along with objects and live experiences were collated through these workshops and a virtual party. These were curated and displayed in the real Dining Room at Attingham Park so that the space became an interactive installation, leaving a 'ghost' of a party in the room for visitors to discover and experience. The installation, *apart(y)*, was free to visit at Attingham Park from August 2021 to early January 2022.

Laura Thorogood, Telford & Wrekin Service Manager, All Age Carers Centre said about the project *'We are so grateful to be part of this amazing project, which is such a unique opportunity for our young carers.'*

The installation delighted visitors to Attingham Park as can be seen from some of the visitor feedback:

*'Thank you for stripping back our pre-conceptions to expose the lively parties of the past. Innovative and interesting'*

*'Absolutely brilliant idea to update and bring a house to life'*

*'Thanks for the invite, it's been a pleasure'*

*'Loved the house, absolutely glorious and you've brought it alive'*

*'Lovely – a little bit of sparkle and fun, just what we needed'*

*'I was happy to think of the enjoyment these young carers must have got from this'*

*'Lovely to see the young carers being appreciated. Thank you for allowing us to join the party today'*

*'Loved it! Particularly the 'disco' room'*

# PENTABUS ARTS LIMITED

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

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### ***One Side Lies the Sea: Music Videos*** **A Pentabus & Theatre by the Lake Production**

The *One Side Lies the Sea* digital project, which became the public incarnation of the tour which had to be cancelled in March 2020 as the country was locked down, was released in July 2021.

These eight beautiful music videos created using the film Ollie Lansdell shot whilst visiting the rural coastal communities in West Cumbria, Cornwall and East Riding of Yorkshire, to make the live production, showcase the songs written and composed for the original tour by Jennifer Bell and John Holmes. They were joined in the recording studio by performer Harry Humberstone, who was one of the performers from the live production, alongside session musicians.

The videos were launched at a virtual Q&A with Jennifer Bell, Liz Stephenson [Artistic Director of Theatre by the Lake] and Elle While [Pentabus Artistic Director] on the 21 July 2021. They continue to be available to be viewed on the Pentabus website for free.

### **Maryland by Lucy Kirkwood**

In autumn 2021, the Royal Court granted the rights for free for any company to perform Lucy Kirkwood's play *Maryland* as a script in hand performance for a limited time period. The piece was a rapid response play to the murders of Sarah Everard and Sabina Nessa. Pentabus worked with four HE & FE institutions: University of Gloucestershire, Hereford College of the Arts, Worcester University, Wolverhampton University to create four versions of the show which were shared with audiences at the end of a day of workshops. These workshops, run by Pentabus Artistic Director, Elle While and Writer in Residence, Florence Espeut-Nickless were an important step in further developing relationships with a broad range of theatre students throughout the region.

Some of the feedback we received on this project:

*'Hereford College of Arts have had an active and profitable relationship with Pentabus over the last few years. This ranges from Pentabus bringing their shows to our theatre for a student audience, doing talk-outs and, more recently, staging a rehearsed reading with our students of Maryland, a play inspired by the murder of Sarah Everard and the ongoing issue of male violence against women and girls. The students on FE (16-18) and HE (18+) found the process and discussions really insightful, and it was an amazing opportunity for them to work with a professional actor and director. Moreover, Maryland linked in with our FE project about sexual consent which toured secondary schools. Being involved in Maryland made our students feel empowered to take the discussion about sexual consent to secondary school children.'* Hereford College of Arts, Mia Gordon, Curriculum Leader of Performing Arts & Music

*'We had a great time working with Pentabus on one of the most empowering scripts we've read. Thank you for giving us a space to let our enraged female voices out.'* Student Worcester University

*'Thank you - An incredibly moving and powerful experience.'* Student Wolverhampton University



# PENTABUS ARTS LIMITED

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

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### **I'm Here**

As a continued commitment to diversify the voices that we showcase to rural communities and beyond, we commissioned five original scripts to be filmed as digital shorts in March 2022. These were released in June 2022 and can be watched for free on Pentabus' website and YouTube channel.

The films were shot by Sam Halmarack (who also made the digital capture of *Idyll* and *Jacaranda*) and the five original scripts were by Babirye Bukilwa, Tabby Lamb, Caitlin Magnall-Kearns, Mika Onyx Johnson and Anoushka Warden. Alessandra Davison (Assistant Director *Idyll*) directed one of the pieces. The actors were Allie Daniel, Sumah Ebele, Liv Hill, Charlotte Mills and Michelle Tiwo.

### **Young People**

After moving all of our Young Writers' programme online in 2020, we released 28 pieces of digital work, both film and audio, as a festival of our Young Writer's work across September 2021 under the title *What Will We Say To Those Who Can Hear Us*. All of these are available to watch or listen to for free on Pentabus' website and YouTube channel.

Although this was a difficult year for many young people, we had 40 participants across our five Young Writers' and Young Company groups, with 8 young people participating in more than one group. We have taken the learnings from our virtual workshops and have continued to run our Young Writers National Group online, with our Young Writers Local Group moving to a hybrid of virtual and in person workshops, which has improved access.

'Being part of the course has meant being part of a family. Especially during a time where we were all so isolated, & there was so much that was unknown & uncertain, the sessions gave me something to look forward to because I knew it meant that this was the next step towards the end goal of a finished piece - it gave me the feeling that something was still developing & gaining momentum. It's also been the push I needed to stop waiting for permission to consider myself an artist or a writer.' Young Writer

Polly Thomas the producer and director of the audio pieces for the Young Writers Digital Festival, was so impressed with some of the work that she is picking up conversations with some of the writers for future projects. She said: 'Working with Pentabus on their Young Writers short audio dramas was a fantastic experience. The company is most impressive in its artistic ambition, its commitment to diversity and its accessibility. Great care was given to making the experience the best it could be for the young writers, and I was very impressed by the dramaturgical support offer by Andrew and the mentor writers. The production felt well supported, and the standard of the scripts was high. As an audio specialist, it was extremely rewarding to work with new very young writers, by teaming up with a leading theatre company who have such a dynamic approach to how they engage with writers and audience.'

During 2020-21 we broadened our offer for young people in Shropshire, offering workshops for 8-16 year olds, who were taking part in Shropshire Council's Summer Holiday HAF workshops and creating five interactive bite-sized digital workshops presented by industry leading playwrights, actors and directors for Shropshire Bookfest to share with primary schools throughout Shropshire. These were then followed up with live workshops for primary schools to book in the spring and summer term of 2022, delivered by Ant Stones. All of this work will form the bedrock of the new schools' strand of work which will be piloted from September 2022.

### **Artistic Development**

Florence Espeut-Nickless took up her position as Writer in Residence in May 2021, with her bursary funded for the third year by the Clive Richards Foundation. She has been in residency at Pentabus HQ throughout the year writing in one of the Writers' Rooms and has supported our growing Young People's and HE/FE work, through the HAF programme, *Maryland* workshops and by co-leading the local Young Writers course with Ant Stones. The Clive Richards Foundation have kindly given Pentabus a fourth year of funding for the Writer in Residence bursary with the application process being run over the summer of 2022.

During the year we appointed five new Artistic Associates: Karishma Balani, Izzy Rabey, Sophie Stone, Anoushka Warden and Ross Willis, plus two new Young Artistic Associates, Callum Beardmore and Ruth Cowell. They were joined by Melina Barnett in June 2022.



# PENTABUS ARTS LIMITED

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2022

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In addition to R&Ds for *Idyll* and *Jacaranda*, which both went on to tour in the year, Pentabus hosted Charlie Josephine for three days of R&D in March 2022 to support the commission they are writing for the company's spring 2023 tour, a play about teenage experience of being transgender in a working-class rural community. This included a welcoming visit to Quatt Village Hall to learn more about rural touring venues and meetings with trans teenagers and parents of trans teenagers through sessions with Hereford-based Rally Training Group (promoters of gender and trans awareness) and two groups at Hereford College of the Arts.

In addition to commissioning Charlie Josephine, we have commissioned Tim Foley (former Writer in Residence) to write a new play, set in Seaton Carew (on the NE Coast) and Jeannie O'Hare to write a piece exploring the Post Office scandal. Pentabus had a first R&D with Jeanie in June 2022, spending an excellent and inspiring couple of days with four actor/musicians and a composer, who were joined by 25 members of the Rockspring Community Choir who are based in Ludlow.

#### Fundraising

This was the fourth year of the 2018-22 core funding agreement with Arts Council England as a National Portfolio Organisation, for which Pentabus received £190,779 for the financial year. We received £5,200 from our local authority, Shropshire Council, a combination of two Revenue Arts Grants, one of which was for the Pentabus Young Writers programme and was split across two financial years. The other Shropshire Council Revenue Grant was to support bringing live theatre back to local rural communities in 2021.

This year saw a number of successful grant applications made to Trusts & Foundations, in line with the ongoing strategy to diversify the company's funding base. Pentabus received grants from the following trusts and foundations in 21/22, some of which were ongoing multi-year funding agreements and some of which will be recognised in future financial years as the activity they fund is split across years:

- Adlard Family Charitable Foundation: in March 2022 they gave a further £1,000 for our core programme which will all be drawn down in 22/23. We drew down the remaining £500 from their 20/21 grant in to 21/22
- Ashley Family Foundation: gave £5,000 toward Pentabus Young Writers
- Clive Richards Foundation: gave £10,000 towards the third Clive Richards Foundation Writer in Residence (a further £2,250 for the second bursary was drawn down into 21/22 and £1,000 of the third bursary will be drawn down in to 22/23)
- D'Oyly Carte Charitable Trust: gave a grant of £3,000 to support Pentabus Young Writers
- Esme Fairbairn Foundation: granted £35,000 as part of their Reinventing Performing Arts grant scheme (this will all be drawn down in 22/23)
- Garfield Weston Foundation: the final instalment of this three year grant, £23,500, towards core costs was drawn down in 21/22
- Garrick Charitable Trust: gave £3,000 to support the Assistant Director's role on *Jacaranda*, allowing Pentabus to begin to diversify the pool of early years creatives who have experience of rural and small-scale touring
- Hall Garth Charitable Trust: gave £1,500 toward Pentabus Young Company
- Haystack Trust: gave £30,000 for Pentabus Young Writers' Programme to be split £10,000 each year across the next three years. £6,125 from the previous grant and £5,000 from the new grant were drawn down in to 21/22. (with £5,000 from the first year of the new grant left to draw down in to 22/23)
- Millichope Foundation: £3,000 for core programme (fourth of five years funding with £2,500 of this multi-year funding drawn down in to 22/23)
- Weston Charity Award: gave £6,500 for core costs which will be drawn down in 22/23
- Wynn Foundation: the remaining £1,500 from the grant toward our Young Writers' programme was drawn down in to 21/22 to support the delayed activity from 2020

# **PENTABUS ARTS LIMITED**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022**

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### **Staff**

Elle While joined the company as Artistic Director and joint Chief Executive in March 2022, working alongside Catrin John as Executive Director and joint Chief Executive.

Andrew Sterry continued in his full time role as Audience Development & Engagement Manager until October 2021 when he took up a 13-month sabbatical to become Head of Engagement for Galwad, part of the Unboxed festival. His post was covered by a variety of talented freelancers including Ant Stones and Melina Barnett, plus extra hours from Verity Overs-Morrell who also continued as part-time Development Manager. Amber Knipe continued her role as Producer and Elsa Cooper-Williams joined on a fixed term contract as Assistant Producer, with this role supported by the Kickstart scheme. Debbie Yapp continued to recuperate from her operation and the role of Bookkeeper was covered by freelancers during 2021/22 supported by Executive Director, Catrin John.

### **Environmental**

Pentabus continues to be a sector leader in green theatre practice. All contracts with designers and makers reflect our commitment to sustainability. We monitor the company's carbon footprint, making efforts for reduction, and contribute to Julie's Bicycle using the 'Creative IG Tool' to track our performance and highlight areas for improvement.

### **Financial review**

The Charity has seen its incoming resources increase by £146,100 to £397,972.

Its principal funding sources are The Arts Council funding of £190,779 (2021: £190,779) with an additional £39,963 one-off grant through their Project Grant fund and grants from other organisations including the Adlard Family Charitable Foundation £500 (2021: £500); Ashley Family Foundation £5,000; Clive Richards Foundation £11,250 (2021: £5,250); D'Oyly Carte Charitable Trust £3,000; Garfield Weston Foundation £23,500 (2021: £2,500); Garrick Charitable Trust £3,000; Hall Garth Charitable Trust £1500; Haystack Trust £11,125 (2021: £1,000); Millichope Foundation £500 (2021: £500) and Wynn Foundation £1,500 (2021: £1,500). The charity also has an income stream from guarantees received from venues to which it tours shows throughout the year, plus Friends' memberships and individual donations.

The charity has seen a deficit, after movements in funds, of £17,575 in 2022, compared to a surplus in 2021 of £46,035.

# **PENTABUS ARTS LIMITED**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2022**

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#### **Reserves Policy**

The Trustees review the charity's reserves policy on a regular basis and in doing so seek to make a realistic assessment of the expected future requirements in light of planned activities and expenditure, likely levels of income achievable and any major operational risks they may encounter.

The charity's overall reserves comprise of three elements being unrestricted, restricted and designated. The unrestricted reserves then have a further division between the general and contingency funds.

#### **Unrestricted Reserves**

These reserves which include fixed assets of £6,174 totalled £103,091 at the year end. This is split between the General Fund £38,091 and Contingency fund £65,000.

#### **General Fund (Unrestricted Reserves)**

The general funds i.e. those that have not been designated for a specific purpose form part of the ongoing budgetary needs and will be used to cover upcoming operational expenditure over the medium term.

#### **Contingency Fund (Unrestricted Reserves)**

It is the policy of the charity to build up a contingent fund that over time will accumulate to a level equivalent to between three and six months operational expenditure. The Trustees consider that accruing such a reserve at this level will ensure that in the event of a significant drop in funding they will be able to continue the charity's activities and ensure they meet all their financial obligations while consideration is given to sourcing alternative funding avenues. Operating such a policy is considered to be good practice and in accordance with Charity commission and Arts Council England recommendations.

#### **Restricted Reserves**

These reserves totalled £17,414 at the year end details of which are broken down in Note 18 to the financial statements.

The £17,414 represents the elements of restricted income received that will be recognised in later periods in accordance with the stipulations associated with the income when it was received.

#### **Designated Funds**

Due to the Covid-19 pandemic many of the planned projects for 2020/21 had to be postponed until 2021/22. Therefore, the Board took the decision to 'designate' £46,166 to be used on these core projects whose expenditure would now fall into 2021/22. This appeared in the 2020/21 accounts as 'Designated Fund 2021/22' and has now been transferred to the general fund to match the expenditure incurred during this year.

The original Strategic Development Designated Fund was created in the 2016 financial year by the charity for future strategic development, to support new premises, research and development costs and capital purchases. The premises from which the charity currently operates are contracted under an antiquated rolling lease agreement. However, the current premises represents very good value for money and it has been anticipated that a requirement to move to alternative premises with the same level of facilities, storage space and rehearsal space would be a costly exercise both in terms of the initial relocation and the ongoing costs for rent and services etc. An exercise was undertaken to substantiate the potential costs of such a plan and concluded that it would be approximately £17,000. Should such a move be required the costs would need to be covered from the Designated Funds.

# PENTABUS ARTS LIMITED

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

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In September 2016 the Board agreed to transfer the Theatre Tax Relief claim monies to this fund as the money cannot be guaranteed to continue because it is subject to Government policy. At that time the Board also agreed to use the monies in the Designated Fund towards new LED lighting. Since then this fund has been used to fund other one-off capital and programme costs including: an IT upgrade; new sound equipment; the website redevelopment; a new photocopier and writers' support. The balance at the 2022 year end is £57,470 being the Theatre Tax Relief claimed over the years less the depreciation on fixed assets. As a portion of the monies spent over the years are capital items which will be depreciated according to the company's accounting policies, the Designated Strategic Development fund is represented by Fixed Assets of £5,854 and current assets of £51,616.

As part of the new Arts Council England National Portfolio funding application, which was submitted in May 2022, the Board have agreed to designate £40,000 of general funds to supplement the planned artistic programme from 2023-26, with specific emphasis on the company's 50th Anniversary celebrations in 2024. This new designated fund appears in the accounts as the Future Artistic Programme Fund.

Therefore the combined Designated reserve is £97,470 represented by Fixed Assets of £5,854 the Strategic Development fund current assets of £51,616 and Future Artistic Programme fund of £40,000.

### Plans for the future

We finished the fourth year of our 2018-22 Business Plan in March 2022. It set out a framework for embedding our new national approach, building on these foundations to deepen engagement and diversify our audiences. And detailing how this will be achieved through 4 core artistic strands: Village Hall Touring, Theatre in Surprising Places, Pentabus Young Company and Pentabus Studio. We created a stand-alone Business Plan for 2022-23 to match an extra year of Arts Council England funding which we were granted as part of their National Portfolio Organisations programme.

In May 2022, we applied again for Arts Council England National Portfolio funding, this time for three years of funding up to March 2026 linked to their new strategy, Let's Create. The grant announcements for this funding will be in October 2022.

### 2022-23 BUSINESS PLAN GOALS

#### **Goal 1: Ambition & Quality - Develop and produce world-class theatre, engaging with hard to reach rural communities throughout the UK**

Our artistic strategy is grounded in producing world-class, thought-provoking theatre with and for rural communities. We will employ emerging and established artists to create new work for Pentabus, which pushes the form and reach of rural touring. We will also create projects with long-term community investment which enable these communities to amplify their creative potential.

#### **Goal 2: Inclusivity & Relevance - Create theatre that is inclusive and relevant, employing a diverse workforce and engaging with communities to unlock their creative potential**

All of our artistic work and organisational activity is planned and created to be inclusive and relevant. We are committed to ensuring our workforce is representative of contemporary Britain and to diversifying the pool of creative talent that has experience of rural touring. We will nurture the next generation of creative talent, offering opportunities to early career artists with particular emphasis on those from a rural background or from under-represented groups. We will continue to work with under-represented communities on projects which unlock every individual's creativity and platform their stories.

#### **Goal 3: Inclusivity & Relevance - Continue to diversify and grow our audiences with an emphasis on reaching those who have not previously engaged with theatre**

Our programme will engage rural audiences across the UK by touring world-class theatre directly into their communities and through projects developed in partnership with isolated rural communities particularly in our local area. Specific audience engagement initiatives and a developed digital offer will ensure increased reach and greater accessibility. We will strategically tour to urban areas, ensuring that contemporary rural narratives are given a stronger voice and reaching a wider audience.

# **PENTABUS ARTS LIMITED**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022**

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### **Goal 4: Dynamism – Maintain and improve financial sustainability and diversify income**

Since 2013 we have improved our financial sustainability, diversified our income streams and strengthened our business model. We will continue to improve our financial resilience through strong artistic forward planning and a strategic approach to fundraising. This will include; a targeted approach to trusts and foundations, a culture of partnership working to facilitate co-productions, Friends and Supporters' Schemes and a developed approach to securing Business Partnerships. Regular financial reviews of all activity and robust governance will ensure a realistic financial case for all of our work.

### **Goal 5: Dynamism - Ensure the charity's governance and structures are proactively building an organisation that is future facing whilst using all available resources efficiently and ethically**

Consistent self-evaluation will inform all of our decision making and ensure that our overheads and organisational spend are stream-lined and fit for purpose. Established systems will ensure that we are using funds as efficiently as possible, are working with the best people and using the resources available to us to best effect. Our proactive and committed Board will continue to ensure that the charity is future facing.

### **Goal 6: Inclusivity & Relevance - Create high quality creative engagement opportunities for rural young people**

We are committed to nurturing the next generation of rural theatre artists. Through our Pentabus Young Company we will create opportunities for young people from rural areas to engage with the arts for the first time, learn how professional rural theatre is made, and develop their own individual creative response to the contemporary world.

### **Goal 7: Environmental Responsibility**

We have been integrating environmental practises into the realisation of our artistic programme and the running of our building for several years. We will continue to refine our environmental actions and proactively share our practises with our peers and audiences.

# PENTABUS ARTS LIMITED

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

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### **Structure, governance and management**

The company is constituted under a Memorandum of Association dated 19th July 1983.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Ms D Lennan

Mr R H Burbidge OBE

Ms J Hughes

Ms S McCormick

Ms R Robins

Ms M F Bedford

Ms M I Branson

Mr S P Johnstone

(Retired 9 March 2022)

Mr M Hartley

Ms E Dennis-Edwards

(Appointed 5 May 2021)



# **PENTABUS ARTS LIMITED**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2022**

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#### **Recruitment and appointment of new trustees**

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. The trustees shall be no less than 3 and no more than 20 in number. All members of the board who have served for 3 years must retire. Having retired, a trustee can offer themselves for re-election. New trustees are proposed and elected by a majority vote.

An induction process has been established for new Trustees. Separate meetings are arranged with the Chair and the Co-Directors. In addition, the trustees are presented with a list of board roles and responsibilities, a company handbook and company business plan and Charity Commission guidelines.

The Board are in the process of updating the Memorandum and Articles of the Company so that they better reflect 2022 Board practises. This is being supported by the Independent Theatre Council.

#### **Board Appointments**

There was one new board appointment in the 2021/22 financial year, Ms E Dennis-Edwards joined the board. There was one resignation during the year, Steve Johnstone. The Board continues to look for new board members to support in meeting the company's business plan objectives.

#### **Organisational Structure**

During 2021-22 the company structure was as follows: Two Co-Directors (Artistic Director f/t and Executive Director f/t); an Audience Development & Engagement Manager (f/t), a Development Manager (p/t), a Producer (p/t), an Assistant Producer (p/t) and freelance Bookkeepers (p/t). The Co-Directorship is made up of an Artistic Director and an Executive Director who report to the Trustees at quarterly meetings. The Executive Director also acts as Company Secretary.

#### **Pay and remuneration**

Pay and remuneration of key management personnel are set against industry benchmarks for equivalent roles. Formal appraisals are held with all staff at twelve monthly intervals to discuss progress against the company business plan, check job descriptions against the day to day work of the employee, look at their professional development and address any concerns that may arise.

#### **Risk management**

The Trustees have assessed the major risks to which the company is exposed, in particular those relating to the operations and finances of the company and are satisfied that systems and procedures are in place to mitigate exposure to major risks.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

# PENTABUS ARTS LIMITED

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

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### Statement of trustees' responsibilities

The Trustees, who are also the directors of Pentabus Arts Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principle in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' report was approved by the Board of Trustees.

On behalf of the board of Trustees



**Ms R Robins**

Trustee (Chair)

Dated: 12/12/20



# PENTABUS ARTS LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted funds general	Designated funds	Restricted funds	Total 2022	Total 2021
	Notes	£	£	£	£	£
<b><u>Income and endowments from:</u></b>						
Voluntary income	3	246,839	-	101,604	348,443	231,829
Charitable activities	4	33,978	-	-	33,978	17,373
Investments	5	152	-	-	152	734
Other income	6	2,262	13,137	-	15,399	1,936
<b>Total income</b>		<b>283,231</b>	<b>13,137</b>	<b>101,604</b>	<b>397,972</b>	<b>251,872</b>
<b><u>Expenditure on:</u></b>						
<b><u>Raising funds</u></b>						
Fundraising and publicity	7	250	-	-	250	461
<b><u>Charitable activities</u></b>						
Production and marketing	8	188,172	-	142,472	330,644	121,896
Personnel, travel and accommodation	8	57,049	-	-	57,049	55,628
Administration, property and legal	8	14,926	-	-	14,926	10,748
Depreciation and other expenses	8	(8)	3,132	120	3,244	10,695
Other expenditure	8	9,434	-	-	9,434	6,409
<b>Total charitable expenditure</b>		<b>269,573</b>	<b>3,132</b>	<b>142,592</b>	<b>415,297</b>	<b>205,376</b>
<b>Total resources expended</b>		<b>269,823</b>	<b>3,132</b>	<b>142,592</b>	<b>415,547</b>	<b>205,837</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>13,408</b>	<b>10,005</b>	<b>(40,988)</b>	<b>(17,575)</b>	<b>46,035</b>
Gross transfers between funds		(27,568)	(6,166)	33,734		-
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(14,160)</b>	<b>3,839</b>	<b>(7,254)</b>	<b>(17,575)</b>	<b>46,035</b>
Fund balances at 1 April 2021		117,251	93,631	24,668		235,550
<b>Fund balances at 31 March 2022</b>		<b>103,091</b>	<b>97,470</b>	<b>17,414</b>	<b>217,975</b>	

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# PENTABUS ARTS LIMITED

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PENTABUS ARTS LIMITED

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I report to the Trustees on my examination of the financial statements of Pentabus Arts Limited (the charity) for the year ended 31 March 2022.

### Responsibilities and basis of report

As the Trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (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 2011 Act.

### Independent examiner's statement

Since the charity'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 ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

  
**Helen Tinsley FCCA**  
**Column House**  
**7 London Road**  
**Shrewsbury**  
**SY2 6NN**

Dated: 19 December 2022

# PENTABUS ARTS LIMITED

## BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	13		12,707		13,963
<b>Current assets</b>					
Debtors	12	23,083		30,179	
Cash at bank and in hand		304,844		311,456	
		<u>327,927</u>		<u>341,635</u>	
<b>Creditors: amounts falling due within one year</b>	15	<u>(122,659)</u>		<u>(120,048)</u>	
Net current assets			205,268		221,587
<b>Total assets less current liabilities</b>			<u>217,975</u>		<u>235,550</u>
<b>Income funds</b>					
Restricted funds			17,414		24,668
Unrestricted funds - designated			97,470		93,631
Unrestricted funds - general			103,091		117,251
			<u>217,975</u>		<u>235,550</u>


The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The director acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on .....

  
Mr R H Burridge OBE  
Trustee

  
Ms R Robins  
Trustee

Company Registration No. 01747169

# PENTABUS ARTS LIMITED

## BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2022

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### 1 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 2 Accounting policies

#### Charity information

Pentabus Arts Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Pentabus Theatre, The Old School, Bromfield, Ludlow, Shropshire, SY8 2JU, United Kingdom.

The charitable company is a public benefit entity.

#### 2.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### 2.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 2.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

# PENTABUS ARTS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 2 Accounting policies

(Continued)

#### 2.4 Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- Any performance conditions attached to the item(s) of income have been met or are fully within the control of the charity;
- There is sufficient certainty that receipt of the income is considered probable; and
- The amount can be measured reliably.

Income received in advance of a theatrical performance or provision of other specified service is deferred until the criteria for income recognition are met.

#### 2.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party. It is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Cost of raising funds comprise of Just Giving fees relating to donations received, fundraising event costs and costs relating to staff visiting potential donors.
- Expenditure on charitable activities includes personnel, travel and accommodation costs, production and marketing costs, administration, property and legal expenses and depreciation and other expenses.
- Other expenses represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### 2.6 Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimates useful economic lives at the following annual rates:

Improvements to property	15% reducing balance
Technical equipment	15% reducing balance and 25% straight line

During the 2020 financial year we reviewed and considered if the depreciation rates used were appropriate, in a small number of cases it was agreed the depreciation previously charged was not appropriate and therefore we fully depreciated the assets to reflect the true net book value.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

# PENTABUS ARTS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 2 Accounting policies

(Continued)

##### 2.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### 2.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

##### 2.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

##### 2.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

##### 2.11 Taxation

The charity is exempt from corporation tax on its charitable activities.

# PENTABUS ARTS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 2 Accounting policies

(Continued)

##### 2.12 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

##### 2.13 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### 3 Voluntary income

	Unrestricted funds	Restricted funds	Total 2022	Total 2021
	£	£	£	£
Voluntary income	246,839	101,604	348,443	231,829
<b>For the year ended 31 March 2021</b>	<b>221,279</b>	<b>10,550</b>		<b>231,829</b>
<b>Voluntary income</b>				
Arts Council England grant	190,779	-	190,779	190,779
Shropshire Council grant	2,500	2,700	5,200	8,300
Millichope Foundation grant	500	-	500	500
Esmée Fairbairn	-	-	-	14,000
Garfield Weston Foundation	23,500	-	23,500	2,500
D'Oyly Carte Charitable Trust	-	3,000	3,000	-
The Clive Richards Foundation	-	11,250	11,250	5,250
OSLTS Co-Producer	2,471	-	2,471	-
The Adlard Family Charitable Foundation	500	-	500	500
Garrick Charitable Trust	-	3,000	3,000	-
Ashley Family Foundation	-	5,000	5,000	-
Wynn Foundation	-	1,500	1,500	1,500
National Trust Legacy Project	-	22,566	22,566	-
Shropshire Masons Charitable Fund	-	-	-	500
The Haystack Trust	-	11,125	11,125	1,000
Other	-	-	-	7,000
Jacaranda Co-Producer	25,689	-	25,689	-
Unlimited Co-Producer	900	-	900	-
ACE Project Grant	-	39,963	39,963	-
Hall Garth Charitable Trust Grant	-	1,500	1,500	-
	<b>246,839</b>	<b>101,604</b>	<b>348,443</b>	<b>231,829</b>

# PENTABUS ARTS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 4 Charitable activities

	2022 £	2021 £
Box office & Other earned income.	26,442	4,404
Fundraising income	7,536	12,969
	<u>33,978</u>	<u>17,373</u>

### 5 Investments

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Interest receivable	152	734

### 6 Other income

	Unrestricted funds general £	Unrestricted funds designated £	Total 2022 £	Total 2021 £
Other income	2,262	-	2,262	1,262
Theatre Tax Relief	-	13,137	13,137	674
	<u>2,262</u>	<u>13,137</u>	<u>15,399</u>	<u>1,936</u>
For the year ended 31 March 2021	<u>1,262</u>	<u>674</u>		<u>1,936</u>

### 7 Raising funds

	Unrestricted funds general 2022 £	Total 2021 £
<u>Fundraising and publicity</u>		
Staging fundraising events	250	461
	<u>250</u>	<u>461</u>



# PENTABUS ARTS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 8 Charitable activities

	Production/ marketing	Personnel	Admin/ general	Dep'n	Other	Total 2022	Total 2021
	£	£	£	£	£	£	£
Employees' salaries	81,153	-	-	-	-	81,153	84,155
Depreciation and impairment	-	-	-	3,244	-	3,244	10,695
Employee salaries - management	-	55,080	-	-	-	55,080	54,801
Employee other costs	-	1,969	-	-	-	1,969	827
Marketing expenses	410	-	-	-	-	410	359
Other production costs	243,753	-	-	-	-	243,753	31,353
Office running costs	5,328	-	6,140	-	-	11,468	9,644
Premises costs	-	-	2,426	-	-	2,426	2,115
Insurance	-	-	3,355	-	-	3,355	3,049
Maintenance costs	-	-	2,573	-	-	2,573	1,469
Bank charges	-	-	432	-	-	432	223
Other charitable expenditure	-	-	-	-	-	-	277
	330,644	57,049	14,926	3,244	-	405,863	198,967
Share of support costs (see note 9)	-	-	-	-	254	254	153
Share of governance costs (see note 9)	-	-	-	-	9,180	9,180	6,256
	330,644	57,049	14,926	3,244	9,434	415,297	205,376

# **PENTABUS ARTS LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2022**

8 Charitable activities		(Continued)				
Analysis by fund						
Unrestricted funds - general	188,172	57,049	14,926	(8)	9,434	269,573
Unrestricted funds - designated	-	-	-	3,132	-	3,132
Restricted funds	142,472	-	-	120	-	142,592
	<u>330,644</u>	<u>57,048</u>	<u>14,926</u>	<u>3,244</u>	<u>9,434</u>	<u>415,297</u>
For the year ended 31 March 2021						
Unrestricted funds - general	108,761	55,628	10,748	6,297	6,409	187,843
Unrestricted funds - designated	2,585	-	-	4,398	-	6,983
Restricted funds	10,550	-	-	-	-	10,550
	<u>121,896</u>	<u>55,628</u>	<u>10,748</u>	<u>10,695</u>	<u>6,409</u>	<u>205,376</u>

# PENTABUS ARTS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 9 Support costs

	Support costs £	Governance costs £	2022 £	2021 £	Basis of allocation
Hospitality	254	-	254	153	Support
Trustees' expenses	-	100	100	(160)	Governance
Legal and professional fees	-	4,255	4,255	3,946	Governance
Independent Examination costs	-	3,975	3,975	1,800	Governance
Independent Examiner's fees	-	850	850	670	Governance
	<u>254</u>	<u>9,180</u>	<u>9,434</u>	<u>6,409</u>	
Analysed between Charitable activities	<u>254</u>	<u>9,180</u>	<u>9,434</u>	<u>6,409</u>	

### 10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or other benefits during the year.

	2022 £	2021 £
Trustees' expenses	100	(160)

### 11 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	5	5

#### Employment costs

	2022 £	2021 £
Wages and salaries	126,101	128,460
Social security costs	7,307	7,661
Other pension costs	2,825	2,835
	<u>136,233</u>	<u>138,956</u>

No employees received total employee benefits of more than £60,000.

# PENTABUS ARTS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 12 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Trade debtors	2,689	26,503
Other debtors	18,059	1,531
Prepayments and accrued income	2,335	2,145
	<u>23,083</u>	<u>30,179</u>

### 13 Tangible fixed assets

	Improvements to property £	Technical equipment £	Total £
<b>Cost</b>			
At 1 April 2021	41,979	73,433	115,413
Additions	-	1,989	1,989
	<u>41,979</u>	<u>75,422</u>	<u>117,402</u>
At 31 March 2022	41,979	75,422	117,402
<b>Depreciation and impairment</b>			
At 1 April 2021	41,979	59,472	101,451
Depreciation charged in the year	-	3,243	3,243
	<u>41,979</u>	<u>62,715</u>	<u>104,694</u>
At 31 March 2022	41,979	62,715	104,694
<b>Carrying amount</b>			
At 31 March 2022	-	12,707	12,708
	<u>-</u>	<u>13,964</u>	<u>13,964</u>
At 31 March 2021	-	13,964	13,964

### 14 Financial instruments

	2022 £	2021 £
<b>Carrying amount of financial assets</b>		
Debt instruments measured at amortised cost	327,928	339,492
	<u>327,928</u>	<u>339,492</u>
<b>Carrying amount of financial liabilities</b>		
Measured at amortised cost	121,092	114,061
	<u>121,092</u>	<u>114,061</u>

#### Financial assets

Financial assets measured at amortised cost consists of trade debtors, other debtors and cash at bank and in hand.

#### Financial liabilities

Financial liabilities measured at amortised cost consists of trade creditors, other creditors and accruals and deferred income.

# PENTABUS ARTS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 15 Creditors: amounts falling due within one year

	2022 £	2021 £
Other taxation and social security	1,567	5,989
Trade creditors	8,096	3,216
Other creditors	2,967	843
Accruals and deferred income	110,029	110,000
	<u>122,659</u>	<u>120,048</u>

### 16 Deferred income

Deferred income represents grants received during the year which relate to the next financial year. The amount deferred at the year end will be released during the year ended 31 March 2023 as the projects and work are completed.

	2022 £	2021 £
Deferred income is included within:		
Creditors due within one year	<u>73,539</u>	<u>107,051</u>
Total deferred income at 1 April 2021	107,051	62,550
Amounts received in year	314,931	296,373
Amounts credited to statement of financial activities	<u>(348,443)</u>	<u>(251,872)</u>
<b>Total deferred income at 31 March 2022</b>	<u><b>73,539</b></u>	<u><b>107,051</b></u>

### 17 Analysis of net assets between funds

	Unrestricted fund £	Designated fund £	Restricted fund £	Total £
Fund balances at 31 March 2022 are represented by:				
Tangible assets	6,174	5,854	679	12,707
Current assets/(liabilities)	<u>96,917</u>	<u>91,616</u>	<u>16,735</u>	<u>205,268</u>
	<u>103,091</u>	<u>97,470</u>	<u>17,414</u>	<u>217,975</u>

# PENTABUS ARTS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 18 Related party transactions

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2022 £	2021 £
Aggregate compensation	64,294	65,343

### 19 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	500	1,000

### 20 Ultimate controlling party

The company is controlled by the board of trustees.