

Theatre Alibi
Annual Accounts
Year ended 31 March 2021
Report of the Board of Trustees

The Board of Trustees submits its directors' report and the unaudited financial statements for the year ended 31 March 2021.

The financial statements comply with the Companies Act 2006, the Memorandum and Articles of Association and the Accounting and Reporting by Charities Statement of Recommended Practice. The financial statements are prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Theatre Alibi
Unaudited Annual Accounts

Year ended 31 March 2021

The Company was formed by guarantee, having no share capital (Company Registration number 2265919). The governing document is the Memorandum and Articles of Association, amended on 1 October 2021. Under the provisions of Section 36 of the Companies Act 1985 the Company is entitled to omit the word limited from its name.

The Company is a registered charity (number 299565) and is not subject to Corporation Tax in its ordinary activities.

Address and Registered Office

Emmanuel Hall
Emmanuel Road
Exeter EX4 1EL

Trustees

The Trustees, who are directors for the purposes of company law, comprised the following during the year:

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John Bunting
Pete Goodwin
Jonny Ison
Kris Lewis
Tony Liddington
Sophie Lovell
Julia O'Hara
Diana Oliver
Elin Walton

Company Number: 2265919

Registered Charity Number: 299565

The Trustees are elected annually at the Annual General Meeting. The Trustees are elected by the members of the charity and by direct approach to individuals based on recommendations identified by carrying out regular skills audits.

Bankers

Charities Aid Foundation
PO Box 208
West Malling
Kent ME18 4TA

Theatre Alibi

Annual Accounts

Year ended 31 March 2021

Report of the Board of Trustees

The Board of Trustees submits its directors' report and the unaudited financial statements for the year ended 31 March 2021.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association 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) (effective 1 January 2015).

Status

The Company was formed on 8 June 1988 as a company limited by guarantee, having no share capital (Company Registration number 2265919). The governing document is the Memorandum and Articles of Association, amended on 1 October 2021. Under the provisions of Section 30 of the Companies Act 1985 the Company is entitled to omit the word limited from its name.

The Company is a registered charity (number 299565) and is not subject to Corporation Tax in its ordinary activities.

Address and Registered Office

Emmanuel Hall
Emmanuel Road
Exeter EX4 1EJ

Trustees

The Trustees, who are directors for the purposes of company law, comprised the following during the year:-

| | |
|----------------|-------------------------|
| John Bunting | Chair |
| Pete Goodwin | |
| Jonny Ison | |
| Kira Lewis | Resigned September 2020 |
| Tony Lidington | |
| Sophie Lovett | |
| Jules Offord | |
| Dulcie Oliver | |
| Erin Walcon | |

The Trustees are elected annually at the Annual General Meeting. Recruitment of new trustees is achieved both by advertising and by direct approach to individuals based on requirements identified by carrying out regular skills audits.

Bankers

Charities Aid Foundation
PO Box 209
West Malling
Kent ME19 4TA

Theatre Alibi Annual Accounts Year Ended 31 March 2021 Report of the Board of Trustees

Objects and activities

Theatre Alibi are contemporary storytellers, creating new work for all ages that moves freely between the intimate and the epic and aspires to be inventive, joyful, moving, vivid, intricate and ambitious. Our work combines performance with other art forms including animation, film, puppetry, photography and live music. In carrying out its activities the company has regard to the guidance issued by the Charity Commission on public benefit.

Past productions include *Table Mates*, *Apple John*, *Fish Eye*, *The Boy Who Climbed Into The Moon*, *Falling*, *Olive & the Dream Train*, *Hammer & Tongs*, *I Believe in Unicorns*, *Mucky Pup*, *Curiosity Shop*, *The Crowstarver*, *Cabbage Heart*, *Goucher's War*, *The Ministry of Fear*, *Cobbo*, *Spies*, *Teapot*, *Why the Whales Came*, *One in a Million* and *Shelf Life*.

In recent years, as well as touring extensively to South West primary schools, Theatre Alibi has toured to large and small venues nationally including, Exeter Northcott, the Egg Bath, Northern Stage, Polka and Plymouth Theatre Royal. However we are increasingly moving our focus away from conventional theatre spaces and have been creating work which draws on stories told to us by our potential audiences.

As a leading theatre company in the UK making performances for schools, we have also been looking at ways to share our understanding and experience. An academic study examining the impact of our work in schools, in partnership with Exeter University Drama Department, was completed in September 2020.

Based at Emmanuel Hall in Exeter the company offers rehearsal, workshop and office space to other arts and educational organisations.

Theatre Alibi is grateful to Arts Council England, for whom we have remained a National Portfolio Organisation and to Exeter City Council for their continued support.

The strategies the company employs to achieve its vision and charitable purpose are:

- Putting in place and developing a robust model for creating work that incorporates periods of Research and Development as well as a strong evaluation process
- Creating work for both children and adults. The form of the company's work (storytelling theatre) makes it particularly accessible
- Touring our work to a very broad range of venues to reach an audience of the greatest diversity
- Targeting specific groups in our marketing in a bid to actively attract a diverse audience
- Offering opportunities for audiences to engage more closely with our work
- Providing assisted performances for deaf and blind /visually impaired individuals and groups and people with Autism, Spectrum Conditions and complex needs
- Seeking out opportunities for families or individuals who are rarely included in a theatre audience to see our work. Making our work as affordable as possible
- Supporting emerging theatre artists and making available our rehearsal space at Emmanuel Hall to the wider performing arts community
- Offering work experience opportunities and paid internships to people at the start of a career in theatre
- Aspiring to the best possible management practice
- Creating creative learning resources for all our productions to support teachers and students

Theatre Alibi

Annual Accounts

Year Ended 31 March 2021

Report of the Board of Trustees

Our achievements

When the pandemic hit in March 2020 we were in the process of creating a show for South West primary schools exploring notions of 'home' and we were also working closely with our local community in St Thomas, preparing to perform a piece at our base, Emmanuel Hall, inspired by the many oral histories we had collected in the area. In addition, we were preparing to host an international symposium with Exeter University discussing theatre performances for school children. Whilst our plans inevitably changed, we are proud that we have continued to serve our audiences, our community and the sector throughout. In the thick of the first lockdown, we worked with our freelance artists to create weekly Education Resources (*Alibi Exchange*) for South West primary schools. *Alibi Exchange* provided 9 activities for children during the home schooling months. We recorded a total of 1,897 downloads.

We sent out weekly e-postcards (with over 50% opening rate) to our neighbourhood community in St Thomas, receiving many wonderful emails in return. We set up a Crowdfunder which allowed us to create special Story Packs which were distributed via foodbanks to hundreds of vulnerable children in Devon and Somerset. And we held a series of online conversations with international children's theatre makers, *Getting Through the Cracks*, about some of the work for young people, that was happening world-wide during the pandemic.

But perhaps more importantly, as soon as we were able, we began to make live performances again. We created walking Story Tours (for 216 participants and doorstep performances (for 353 residents) which took place on the streets of St Thomas and we were delighted to tour to children in South West primary schools with a specially created piece – *Down to Earth*. Our longstanding relationships with schools, many of whom we tour to each year, undoubtedly helped at a time when trusted partnerships were necessary in order to make the performances happen. We performed the piece 213 times for 5,560 children. A special Teacher's Resource Pack for *Down to Earth* was downloaded 127 times.

When schools closed again in January 2021, we moved performances of *Down to Earth* to a live digital format and continued to reach children that way. We reached an estimated 1,859 children with 45 performances of the digital show.

In early 2021 we also created an audio tour of St Thomas Stories which could be downloaded onto people's phones.

Emmanuel Hall has continued to provide a year-round home to two artists: a designer/maker and a musician. Users of the rehearsal space have been very limited, sadly, owing to government guidance relating to Covid-19.

Theatre Alibi

Annual Accounts

Year Ended 31 March 2021

Report of the Board of Trustees

Staffing analysis (2018/2020 figures in brackets)

Permanent Directors (fulltime equivalent)

| | | |
|--|------|----------------------|
| Artistic Director | 0.95 | (1) |
| Administrative & Financial Director | 0.8 | (0.8) |
| Executive Producer | 0.08 | (1 -maternity leave) |
| Director for Audiences and Development | 0.2 | (n/a) |

Other employees (fulltime equivalent)

| | | |
|-------------------------------------|-----|--------|
| Production Manager | 0.8 | (0.8) |
| Marketing Manager (maternity leave) | 0.6 | (0.75) |
| Producer (Personnel) | 0.4 | (n/a) |
| Producer (Relationships) | 0.4 | (1.6) |
| Marketing and Development Assistant | 0.8 | (0.4) |
| Administrator | 1.7 | (0.7) |
| Caretaker and cleaner | 0.4 | (0.4) |

Project Related Personnel (weeks)

| | | |
|-----------------------|----|------|
| Performers | 69 | (86) |
| Stage Management Team | 5 | (65) |
| Design Team | 21 | (6) |
| Other Practitioners | 38 | (26) |

Pay Ratios and Income Equality

Theatre Alibi is committed to men and women receiving equal treatment in the terms and conditions of their employment contracts. The Board annually reviews the pay policy, which includes all employees being paid at or above the Living Wage.

Theatre Alibi is not required by legislation to report on the pay gap between male and female employees, but where a like for like comparison is possible; there was no pay differential in 2020/21.

The differential between Theatre Alibi's lowest and highest paid employees or Pay Ratio, was 9.17 in 2020/21.

Environmental Performance and Progress

Theatre Alibi is committed to reducing the negative environmental impacts of its activities. The company's Environmental Policy is updated and reviewed on an annual basis by the Board. The policy is supported by an Environmental Action Plan, which is communicated to all staff. On-going activities in support of environmental sustainability include performing to children in their own schools (over 5,500 in 2020/21). By touring to primary schools, many of which are a long distance from the nearest theatre, the significant environmental cost of transporting large numbers of children is removed.

Financial Review

There was a small surplus for the year, slightly more than budgeted. In the present climate, under the shadow of the pandemic, the company continues to review and re-plan its activities in line with government guidelines.

Theatre Alibi

Annual Accounts

Year Ended 31 March 2021

Report of the Board of Trustees

Risk Review

The Trustees have considered the major risks to which the company is exposed. They have been satisfied that financial controls, insurance cover and health and safety procedures are adequate to mitigate those risks. The major risks caused by the pandemic were not anticipated and until the crisis ends the company will look to support from its own financial reserves, its employees, its funders and the community it serves.

Reserves Policy

The Trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission. Designated funds have been established for the following: an **Employee Commitment Fund** to cover costs of unforeseen events associated with employment; a **Building Contingency Fund** to cover costs relating to premises, in particular with costs associated with fulfilling responsibilities as a tenant; a **Development Fund** to enable the company to respond to opportunities that are not included in annual budgets; a **Capital Equipment Fund** to set aside £5,000 per year (to a maximum of £45,000) to cover the cost of replacing items such as technical equipment.

With regard to the unrestricted General Reserve, the Trustees believe that a balance of free reserves representing four months operating costs is desirable to cover eventualities such as short term cashflow problems or the sudden loss of a funding source. This will ensure the charity can continue to operate while it undertakes a strategic review of its activities. The current level of expenditure on operating costs indicates an optimum level of General Reserve in the range £75,000 to £80,000.

The Policy and the level of reserves held will be reviewed annually at June Trustee meeting

Governance and Management

Theatre Alibi is a registered charity and a company limited by guarantee. The company was run jointly by its three Directors – Artistic Director, Executive Producer and Administrative & Financial Director, working in parallel but led, within practical boundaries, by artistic considerations. The Executive Producer was on maternity leave until 30 April 2020 and then returned as a Producer. Until January 2021 there were only two directors: Artistic Director and Administrative & Financial Director. The directors are responsible to the Board of Trustees who meet at least four times a year.

Theatre Alibi undertakes to ensure that all the people with whom we have contact are treated fairly and with respect. This includes job applicants, employees (including freelance practitioners), volunteers, trustees, participants, venue staff and audience members. Anyone who works for the company is encouraged to develop and maximize their true potential irrespective of age, disability, race, religion or belief, national or ethnic origin, gender reassignment, marital status, caring responsibilities, gender and sexual orientation. There is a company Diversity and Equality Policy and Action Plan, Safeguarding Policy and Action Plan, and Data Protection Policy and Procedures which are reviewed annually by the Council of Management.

Theatre Alibi has considered the recommended practices that form the Charity Governance Code for smaller charities, and has submitted revised Articles of Association to Companies House and the Charity Commission.

Theatre Alibi

Annual Accounts

Year Ended 31 March 2021

Report of the Board of Trustees

Trustees

There was one Trustee resignation this year and no new members. The Induction Pack for new members contains the following:

Information about Theatre Alibi

- Theatre Alibi Mission Statement & Aims
- Theatre Alibi an introduction
- Three Year Plan
- Copies of publicity material from recent shows

Information about the trustees' role

- Trustees' Role description
- Equal Opportunities monitoring form
- All Trustees contact details
- The Essential Trustee An Introduction (Charity Commission CC3(a))
- Trustee declaration

Documents

- Memorandum & Articles of Association (constitution)
- Set of recent Trustee papers
- Dates of meetings
- Terms of reference for Trustees and sub committees
- Annual report and accounts for the previous year
- Policy documents concerning health & safety, equal opportunities and financial reserves

Statement of Trustees' Responsibilities

The Trustees (who are also directors for the purpose of company law) are responsible for preparing the annual report and the financial statements in accordance with applicable law and the United Kingdom Generally Accepted Accounting Practice (UK GAAP)

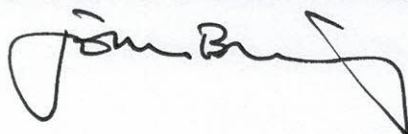
Company law and the law applicable to charities in the United Kingdom requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Company and of the profit and loss of the Company for that period.

In preparing those financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently, observe the methods and principles in the Charities SORP, make judgements and estimates that are reasonable and prudent, state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements, and prepare the financial statements on the going concern basis unless it is inappropriate to presume the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable it to ensure that the financial statements comply with the Companies Act 2006. The Council is also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board of Trustees on 20 September 2021 and signed on its behalf.

J Bunting
Chair



Independent examiner's report to the trustees of Theatre Alibi ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').


Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company'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 the Institute of Chartered Accountants in England and Wales, 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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



Paul Steele FCA
Chartered Accountant
18 Newport Street
Tiverton
Devon EX16 6NL

30 September 2021

Theatre Alibi
Statement of financial activities
Income and expenditure account
Year ended 31 March 2021

| | Notes | Unrestricted General £ | Designated £ | Restricted funds £ | Total 2021 £ | Total 2020 £ |
|---|-------|------------------------------|-----------------|--------------------------|--------------------|--------------------|
| Income | | | | | | |
| Charitable activities: | | | | | | |
| Education performances | | 16,025 | | | 16,025 | 51,382 |
| Performance fees and box office | | | | | 0 | 7,774 |
| Grants, donations and commission | 2 | 318,756 | | | 318,756 | 312,192 |
| Other income | 3 | 30,050 | | | 30,050 | 16,551 |
| Investment income: | | | | | | |
| Interest receivable | | 114 | | | 114 | 364 |
| | | <u>364,945</u> | <u>0</u> | <u>0</u> | <u>364,945</u> | <u>388,263</u> |
| Expenditure | | | | | | |
| Charitable activities | | | | | | |
| Production expenses | 4 | 222,939 | | | 222,939 | 244,877 |
| Support costs | 5 | 121,193 | | | 121,193 | 129,963 |
| Depreciation | | 8,109 | 5,814 | | 13,923 | 13,923 |
| Profit on disposal of assets | | | | | 0 | 0 |
| | | <u>352,241</u> | <u>5,814</u> | <u>0</u> | <u>358,055</u> | <u>388,763</u> |
| Total expenditure | | <u>352,241</u> | <u>5,814</u> | <u>0</u> | <u>358,055</u> | <u>388,763</u> |
| Net income/ expenditure for the year | | 12,704 | -5,814 | 0 | 6,890 | -500 |
| Transfers between funds | | | | | 0 | 0 |
| Net movement in funds | | 12,704 | -5,814 | 0 | 6,890 | -500 |
| Fund balances brought forward | | 75,787 | 153,529 | 0 | 229,316 | 229,816 |
| Fund balances carried forward | | <u>88,491</u> | <u>147,715</u> | <u>0</u> | <u>236,206</u> | <u>229,316</u> |

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

There were no acquisitions or discontinued operations during the current or preceeding year.

Theatre Alibi
Balance sheet
31 March 2021

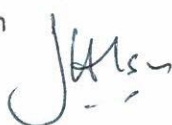
| | Notes | 2021 | | 2020 | |
|-------------------------------------|-------|----------------|----------------|----------------|----------------|
| | | £ | £ | £ | £ |
| Tangible fixed assets | 7 | | 32,310 | | 46,233 |
| Current assets | | | | | |
| Debtors | 8 | 38,785 | | 31,571 | |
| Cash at bank | | 201,174 | | 182,444 | |
| Cash in hand | | 500 | | 474 | |
| | | <u>240,459</u> | | <u>214,489</u> | |
| Creditors | | | | | |
| Amounts falling due within one year | 9 | <u>36,563</u> | | <u>31,406</u> | |
| Net current assets | | | <u>203,896</u> | | <u>183,083</u> |
| Net assets | | | <u>236,206</u> | | <u>229,316</u> |
| Reserves | 10 | | | | |
| Restricted fund | 11 | | 0 | | 0 |
| Unrestricted funds | | | | | |
| Designated funds | 12 | 147,715 | | 153,529 | |
| General fund | | <u>88,491</u> | | <u>75,787</u> | |
| | | | 236,206 | | 229,316 |
| Total income funds | 13 | | <u>236,206</u> | | <u>229,316</u> |

For the financial year ended 31 March 2021 the company was entitled to exemption from audit under section 477 Companies Act 2006; and no notice has been deposited under section 476.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the year and of its profit or loss for the financial year in accordance with the requirements of section 396 and which otherwise comply with the requirements of the Companies Act 2006 so far as applicable to the company.

Approved by the Trustees on 30 September 2021

J Ison



J Bunting



Theatre Alibi

Annual Accounts

Year Ended 31 March 2021

Notes to the Accounts

1. Accounting Policies

Basis of Accounting

The financial statements have been prepared in accordance with 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 (FRS102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Theatre Alibi meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated.

The Trustees consider that the charity has adequate resources to continue its operations for the foreseeable future and accordingly have adopted the going concern basis in preparing the accounts.

Income

Income is recognised when the charity is entitled to the funds, any performance conditions have been met, it is probable that the income will be received and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

- Incoming resources from theatrical performances and related activities are included when performances are carried out and as goods and services are invoiced.
- Grants and donations are included when the conditions for receipt are met. Grant income is deferred when performance related grants are received in advance.
- Investment income is included when receivable.
- Where services are provided as a donation that would otherwise be purchased from suppliers, this contribution is included in the financial statements as incoming resources with an equivalent amount included as expenditure.

Expenditure

Expenditure is recognised on an accrual basis when a liability is incurred.

- Charitable activities include all expenditure associated with the production of theatrical performances, including both direct and support costs.
- Governance costs include those costs associated with meeting the constitutional and statutory obligations of the charity, including examination fees.
- Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.
- Creditors are measured at settlement amounts less any trade discounts.

Assets

- Tangible fixed assets costing £500 or more are included at cost and are depreciated by equal annual instalments over their estimated useful lives at the following rates:-

| | |
|------------------------|----------------------------|
| Leasehold improvements | Over the life of the lease |
| Motor Vehicles | 25% |
| Office Equipment | 25% |
| Production Equipment | 25% |
- Debtors are measured on initial recognition at settlement amounts. Subsequently they are measured at the cash or other consideration expected to be received.

Theatre Alibi
Annual Accounts
Year ended 31 March 2021
Notes to the accounts

| | 2020/2021 | | 2019/2020 | |
|--|----------------|------------|----------------|------------|
| | Unrestricted | Restricted | Unrestricted | Restricted |
| | £ | £ | £ | £ |
| 2. Grants, donations and commission | | | | |
| Arts Council England South West | 246,042 | | 241,597 | |
| Exeter City Council | 15,360 | | 15,360 | |
| Heritage Lottery Fund | | | 11,450 | |
| South West Challenge | 18,000 | | 17,000 | |
| Garfield Weston | 15,000 | | | |
| Theatre Tax Credit | 21,434 | | 23,692 | |
| Donations and sponsorship | 2,920 | | 3,093 | |
| | <u>318,756</u> | <u>0</u> | <u>312,192</u> | <u>0</u> |
| 3. Other income | | | | |
| Royalty income | | | | |
| Video and book sales, equipment hire | 188 | | 3,542 | |
| Employer's NI allowance | 4,000 | | 3,000 | |
| Job Retention Scheme grants | 23,584 | | | |
| Hire of premises | 2,278 | | 10,009 | |
| | <u>30,050</u> | <u>0</u> | <u>16,551</u> | <u>0</u> |
| 4. Production expenses | | | | |
| Salaries and fees: | | | | |
| Artistic directors | 33,973 | | 34,364 | |
| Actors | 39,923 | | 44,148 | |
| Stage management | 26,702 | | 35,310 | |
| Other production salaries | 42,934 | | 32,255 | |
| Contract travel and subsistence | 1,619 | | 8,267 | |
| Fees and commissions | 36,796 | | 35,040 | |
| National insurance | 8,158 | | 8,025 | |
| Company pension contributions | 5,131 | | 5,440 | |
| | <u>195,236</u> | | <u>202,849</u> | |
| Technical and equipment costs | 4,179 | | 2,273 | |
| Production materials | 3,662 | | 1,016 | |
| Royalties and rights | 2,550 | | 5,725 | |
| Audition costs | 0 | | 1,987 | |
| Publicity | 13,091 | | 22,222 | |
| Touring travel and subsistence | 1,155 | | 3,656 | |
| Motor expenses | 2,946 | | 4,472 | |
| Training and research | 120 | | 677 | |
| | <u>222,939</u> | <u>0</u> | <u>244,877</u> | <u>0</u> |

Theatre Alibi
Annual Accounts
Year ended 31 March 2021
Notes to the accounts

| | 2020/2021 | | 2019/2020 | |
|---|-------------------|-----------------|-------------------|-----------------|
| | Unrestricted £ | Restricted £ | Unrestricted £ | Restricted £ |
| 5. Support costs | | | | |
| Salaries: | | | | |
| Administration | 66,921 | | 67,522 | |
| National insurance | 4,559 | | 5,171 | |
| | <u>71,480</u> | <u>0</u> | <u>72,693</u> | <u>0</u> |
| Rent, rates and water | 15,373 | | 16,602 | |
| Heat, light and power | 4,570 | | 5,701 | |
| Property maintenance | 2,381 | | 4,454 | |
| Telephone | 1,592 | | 1,495 | |
| Postage, stationery and computer | 6,137 | | 4,989 | |
| Fundraising fees | 1,300 | | 2,250 | |
| ICT support | 2,746 | | 2,731 | |
| Admin travel expenses | 16 | | 800 | |
| Training and recruitment | 2,225 | | 3,080 | |
| Company pension contributions | 2,521 | | 2,699 | |
| Insurance | 4,447 | | 4,393 | |
| Subscriptions | 205 | | 978 | |
| Accountancy and independent examination | 4,400 | | 4,750 | |
| Sundries | 1,800 | | 2,348 | |
| | <u>121,193</u> | <u>0</u> | <u>129,963</u> | <u>0</u> |

Support costs include governance costs of £16,079 (2020: £16,422)

Governance costs include independent examiner's fees of £1,150 (2020: £1,150)

| | 2020/2021 | 2019/2020 |
|--|----------------|----------------|
| | number | number |
| 6. Employee information | | |
| The average number of full-time equivalent employees during the year was as follows: | | |
| Project related personnel | 5.5 | 5.7 |
| Support staff | 2.7 | 2.7 |
| | £ | £ |
| Staff costs for the above persons were: | | |
| Wages and salaries | 210,453 | 215,596 |
| Social security costs | 12,717 | 13,196 |
| Pension costs | 7,652 | 8,139 |
| | <u>230,822</u> | <u>236,931</u> |

No employee earned more than £60,000 per annum (2020-none)

The charity operates a defined contribution pension scheme. The contributions to the scheme are allocated between production and support costs according to the staff involved.

Theatre Alibi
Annual Accounts
Year ended 31 March 2021
Notes to the accounts

7. Tangible fixed assets

| | Leasehold improvements | Production equipment | Office equipment | Motor vehicles | Total |
|-------------------------|---------------------------|-------------------------|---------------------|-------------------|----------------|
| Cost | £ | £ | £ | £ | £ |
| At 1 April 2020 | 75,585 | 35,150 | 11,553 | 50,725 | 173,013 |
| Additions | | | | | 0 |
| Disposals | | | | | 0 |
| At 31 March 2021 | <u>75,585</u> | <u>35,150</u> | <u>11,553</u> | <u>50,725</u> | <u>173,013</u> |
| Depreciation | | | | | |
| At 1 April 2020 | 52,329 | 35,150 | 11,553 | 27,748 | 126,780 |
| Charge for the year | 5,814 | | | 8,109 | 13,923 |
| Eliminated on disposals | | | | | 0 |
| At 31 March 2021 | <u>58,143</u> | <u>35,150</u> | <u>11,553</u> | <u>35,857</u> | <u>140,703</u> |
| Net book amounts | | | | | |
| At 31 March 2021 | <u>17,442</u> | <u>0</u> | <u>0</u> | <u>14,868</u> | <u>32,310</u> |
| At 31 March 2020 | <u>23,256</u> | <u>0</u> | <u>0</u> | <u>22,977</u> | <u>46,233</u> |

8. Debtors

| | 2021 | 2020 |
|----------------------------------|---------------|---------------|
| | £ | £ |
| Trade debtors | 3,102 | 3,151 |
| Other debtors | 29,118 | 25,198 |
| Prepayments and accrued interest | 6,565 | 3,222 |
| | <u>38,785</u> | <u>31,571</u> |

9. Creditors - amounts falling due within one year

| | | |
|-------------------------------|---------------|---------------|
| Trade creditors | 8,790 | 2,366 |
| Tax and social security | 2,950 | 2,876 |
| Accrued pension contributions | 886 | 757 |
| Accruals | 4,869 | 6,530 |
| Other creditors | 19,068 | 18,877 |
| | <u>36,563</u> | <u>31,406</u> |

10. Movements in funds

| | At 1 April 2020 | Incoming resources | Outgoing resources | Transfers | At 31 March 2021 |
|----------------------------------|--------------------|-----------------------|-----------------------|-----------|---------------------|
| | £ | £ | £ | £ | £ |
| Restricted Fund | 0 | | | | 0 |
| Designated Funds | | | | | |
| Employee Commitment Fund | 45,260 | | | | 45,260 |
| Building Contingency Fund | 43,269 | | -5,814 | | 37,455 |
| Development Fund | 20,000 | | | | 20,000 |
| Capital Equipment Fund | 45,000 | | | | 45,000 |
| Unrestricted General Fund | <u>75,787</u> | <u>364,945</u> | <u>-352,241</u> | | <u>88,491</u> |
| | <u>229,316</u> | <u>364,945</u> | <u>-358,055</u> | <u>0</u> | <u>236,206</u> |

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11. Restricted fund - Grants for fixed assets

Grants for fixed assets are credited to this fund and depreciation on the fixed assets financed with this funding is charged to the fund.

12. Designated funds

Employee Commitment Fund

This fund represents reserves set aside to meet unforeseen costs associated with employment, for example sickness, maternity and redundancy.

Building Contingency Fund

This fund was set up to provide for costs associated with the occupation of premises. The major part of this fund is represented by the cost less depreciation of leasehold improvements to Emmanuel Hall. There are also liquid funds of £20,013 available for future expenditure.

Development Fund

This fund is to provide means for the company to respond to opportunities not included in annual budgets

Capital Equipment Fund

A fund to provide for the replacement of capital equipment

13. Analysis of net assets between funds

| | Tangible fixed assets | Net current assets | Total |
|---------------------------|-----------------------------|--------------------------|---------|
| | £ | £ | £ |
| Restricted fund | | | 0 |
| Unrestricted funds: | | | |
| Employee Commitment Fund | | 45,260 | 45,260 |
| Building Contingency Fund | 17,442 | 20,013 | 37,455 |
| Development Fund | | 20,000 | 20,000 |
| Capital Equipment Fund | 14,868 | 30,132 | 45,000 |
| General reserve | | 88,491 | 88,491 |
| | 32,310 | 203,896 | 236,206 |

14. Commitments under operating leases

At 31 March 2021 the company had annual commitments of £15,000 (2020: £15,000) under non-cancellable operating leases expiring after more than 5 years in respect of land and buildings.

15. Contingent asset

The company is entitled to make claims for Theatre Tax Credit under the Theatre Tax Relief legislation. Claims are outstanding for the years ended 31 March 2020 and 31 March 2021. These claims are expected to yield about £10,000 for each year and are dependent on negotiation with HMRC.

16. Related Party Transactions

J Ison, who is a Trustee, is a consultant to the firm Bray Accountants which provided accountancy services to the value of £3,300 during the year, as authorised under clause 4.4.3 of the Articles of Association.

During the year, payment of expenses to Trustees for attending meetings amounted to £nil (2020: £156)

There have been no other related party transactions.

