

Theatre Alibi
Unaudited Annual Accounts
Year ended 31 March 2023

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Company Number: 2265919

Registered Charity Number: 299565

Theatre Alibi

Annual Accounts

Year ended 31 March 2023

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 2023.

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
Alie Debonnalre	
Pete Goodwin	
Emma Hogg	
Jonny Ison	Resigned 20 January 2023
Tony Lidington	
Sophie Lovett	Resigned 20 January 2023
Jules Offord	
Dulcie Oliver	
Julla Robinson	
Maisa Sweld	Resigned 23 November 2022
Anna Valentine-Marsh	
Erlin 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 4T

Theatre Alibi Annual Accounts Year Ended 31 March 2023 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.

Past productions include *The Parcel*, *Riverland*, *Stand Up! (And Boogie)*, *Down To Earth*, *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. Over the financial year we continued to shift 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 looked at ways to share our understanding and experience. Following a PhD (in partnership with Exeter University Drama Department) examining the impact of our work in schools, we have launched a podcast series focused on performance for young audiences and aimed at our industry peers.

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

The strategies the company has employed 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 places 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 audiences and people with Autistic Spectrum Conditions and complex needs
- Seeking out opportunities for families or individuals who are rarely included in a theatre audience to see our work, including making our work as affordable as possible
- Supporting emerging theatre artists by 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 2023 Report of the Board of Trustees

Our achievements

The Parcel was a performance which toured to 77 South West schools throughout the autumn and spring terms and reached over 11,500 children, which was a return to pre-pandemic figures. Included in the tour were 4 SEND schools.

We also created a new show, *Riverland*, based on 3 years of work in our local neighbourhood of St Thomas, collecting oral histories and building partnerships. Around 700 people came to see the show at our home, Emmanuel Hall. We also curated the St Thomas Story Festival, which included a series of artist commissions, as well as contributions from community groups. Around 2000 people attended and the Festival comprised of 22 events.

Our podcast series for industry professionals was launched and the first 4 episodes were released in 22/23, including conversations with Sarah Brigham (Derby Theatre's CEO), Lyn Gardner (Theatre Critic), Sue Buckmaster and Ingrid Hu of Theatre-Rites, Ellie Griffiths (Artistic Director of Olly Cart) and Amber Ruby of Company Three. There were around 500 downloads of the podcast during the year.

Emmanuel Hall has continued to provide a year-round home to two artists: a designer/maker and a musician, whilst short-term hires have continued to steadily increase again (after a marked reduction during the pandemic) and we were able to accommodate a number of local artists in need of rehearsal space.

Staffing analysis (2021/2022 figures in brackets)

Permanent Directors (fulltime equivalent)

Artistic Director	0.85	(0.85)
Executive Producer	0.8	(0.8)

Other employees (fulltime equivalent)

Production Manager	0.8	(0.8)
Marketing & Development Officer	0.8	(0.8)
General Manager (maternity leave)	0.8	(0.8)
General Manager (maternity cover)	0.8	(n/a)
Administrator	0.7	(0.7)
Facilities Manager and cleaner	0.4	(0.4)

Project Related Personnel (weeks)

Performers	64	(59)
Stage Management Team	27	(0)
Design Team	22.8	(21)
Other Practitioners	26.7	(38)

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. 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 2022/23.

The Board annually reviews the pay policy, which includes all employees being paid at or above the Living Wage. The differential between Theatre Alibi's lowest and highest paid employees, or Pay Ratio, was 9:5 in 2022/23.

Theatre Alibi Annual Accounts Year Ended 31 March 2023 Report of the Board of Trustees

Environmental Sustainability

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.

In 2022-23 the company partnered with Theatre Green Book to trial new guidance and resources on making sustainable productions. Committing to the sustainability principles and best practices outlined in Book One, Theatre Alibi's production of *Riverland* was chosen as a case-study for research undertaken by Royal Holloway (University of London).

Financial Review

Activity in 2022-23 accumulated a deficit which was approved in advance by the Board of Trustees. Expenditure included costs of new IT equipment (drawn from the Capital Equipment Fund) and redundancy payments, drawn from the Employee Contingency Fund.

In November 2022, the company was informed that it would no longer be an Arts Council England National Portfolio Organisation (NPO) after 31 March 2023. Although the change to our funding status did not impact on our activity in this financial year, it is important to note that in planning for the future, changes have been put in place to the structure of the company. This includes some additional spending on consultancy for Company Development and a series of redundancies, the costs of which were covered by the Employee Contingency Fund.

After much consideration, and supported by Transition Funding from the Arts Council, a re-imagining of the company has taken place, with plans to create a Centre For The Imagination at Emmanuel Hall, focusing on children and young people. A 'proof of concept' Festival of Stories is planned for February 2024.

Risk Review

The Board of Trustees has considered the major risks to which the company is exposed. Going forward the greatest of these is reliance on project funding, with no guaranteed core funding. A mitigating factor is that the new model has the potential to attract a broader range of funders. The Board of Trustees has approved a budget for 23-24 which uses ACE Transition Funding and some funds from the General Reserves to balance planned expenditure.

A series of Key Performance Indicators, with regular review dates will be in place to monitor the planned fundraising and other income-generating activity.

The Board of Trustees is satisfied that insurance cover and health & safety procedures are in place to adequately mitigate other risks.

Reserves Policy

The Board of 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 cover the cost of replacing items such as technical equipment.

With regard to the unrestricted General Reserve, the Board of Trustees believes that a balance of free reserves representing four months operating costs is desirable to cover eventualities such as short term cashflow problems. This will ensure the charity can continue

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Year Ended 31 March 2023
Report of the Board of Trustees

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 of approximately £65,000.

The Policy and the level of reserves held will be reviewed annually at June Board of Trustees meetings.

Governance and Management

Theatre Alibi is a registered charity and a company limited by guarantee. The company is currently run jointly by two Directors – the Artistic Director and the Executive Producer. The directors are responsible to the Board of Trustees.

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 Board of Trustees.

Statement of Trustees' Responsibilities

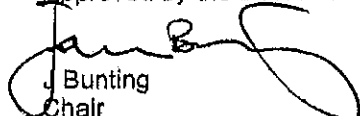
The Trustees (who are also directors for the purpose of company law) are responsible for preparing the annual report and the financial statements in accordance with applicable law and the United Kingdom Generally Accepted Accounting Practice (UK GAAP)

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 22 September 2023 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 2023.

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

22 September 2023

Theatre Alibi
Statement of financial activities
Income and expenditure account
Year ended 31 March 2023

	Notes	Unrestricted General £	Designated £	Restricted funds £	Total 2023 £	Total 2022 £
Income						
Charitable activities:						
Education performances		41,015			41,015	23,050
Performance fees and box office		8,094			8,094	0
Grants, donations and commission	2	300,846			300,846	319,474
Other Income	3	16,876			16,876	17,562
Investment Income:						
Interest receivable		943			943	21
		<u>367,774</u>	<u>0</u>	<u>0</u>	<u>367,774</u>	<u>380,107</u>
Expenditure						
Charitable activities						
Production expenses	4	265,668			265,668	218,581
Support costs	5	144,341			144,341	140,659
Consultancy			3,950		3,950	
Redundancy payments			13,734		13,734	
Depreciation		6,759	6,407		13,166	13,923
Profit on disposal of assets		-5,775			-5,775	0
		<u>410,993</u>	<u>24,091</u>	<u>0</u>	<u>435,084</u>	<u>373,163</u>
Total expenditure		<u>410,993</u>	<u>24,091</u>	<u>0</u>	<u>435,084</u>	<u>373,163</u>
Net Income/ expenditure for the year		-43,219	-24,091	0	-67,310	-13,058
Transfers between funds					0	0
Net movement in funds		-43,219	-24,091	0	-67,310	-13,058
Fund balances brought forward		81,249	141,901	0	223,150	236,206
Fund balances carried forward		<u>38,030</u>	<u>117,810</u>	<u>0</u>	<u>155,840</u>	<u>223,150</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 preceding year.

Theatre Alibi
Balance sheet
31 March 2023

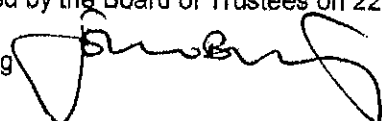
	Notes	2023		2022	
		£	£	£	£
Tangible fixed assets	7		9,963		18,387
Current assets					
Debtors	8	21,932		40,530	
Cash at bank		138,804		182,325	
Cash in hand		99		709	
		<u>160,835</u>		<u>223,564</u>	
Creditors					
Amounts falling due within one year	9	<u>14,958</u>		<u>18,801</u>	
Net current assets			<u>145,877</u>		<u>204,763</u>
Net assets			<u>155,840</u>		<u>223,150</u>
Reserves	10				
Restricted fund	11		0		0
Unrestricted funds					
Designated funds	12	117,810		141,901	
General fund		<u>38,030</u>		<u>81,249</u>	
			155,840		223,150
Total income funds	13		<u>155,840</u>		<u>223,150</u>

For the financial year ended 31 March 2023 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 Board of Trustees on 22 September 2023 and signed on its behalf

J Bunting
Chair



Theatre Alibi

Annual Accounts

Year Ended 31 March 2023

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 2023
Notes to the accounts

	2022/2023		2021/2022	
	Unrestricted	Restricted	Unrestricted	Restricted
	£	£	£	£
2. Grants, donations and commission				
Arts Council England South West	246,042		246,042	
Exeter City Council	15,360		15,360	
Heritage Lottery Fund	23,934		10,912	
South West Challenge			18,000	
Garfield Weston			15,000	
Theatre Tax Credit	7,797		11,218	
Donations and sponsorship	7,713		2,942	
	<u>300,846</u>	<u>0</u>	<u>319,474</u>	<u>0</u>
3. Other Income				
Royalty Income				
Video, book and other sales	1,073		401	
Employer's NI allowance	5,000		4,000	
Job Retention Scheme grants			3,262	
Hire of premises	10,803		9,899	
	<u>16,876</u>	<u>0</u>	<u>17,562</u>	<u>0</u>
4. Production expenses				
Salaries and fees:				
Artistic directors	35,275		35,123	
Actors	35,774		33,684	
Stage management	40,960		24,342	
Other production salaries	33,127		36,557	
Contract travel and subsistence	10,476		4,838	
Fees and commissions	47,586		44,946	
National Insurance	8,391		5,532	
Company pension contributions	5,767		4,654	
	<u>217,356</u>		<u>189,676</u>	
Technical and equipment costs	12,572		1,152	
Production materials	12,928		2,648	
Royalties and rights	0		0	
Audition costs	0		3,692	
Publicity	18,127		16,908	
Touring travel and subsistence	1,398		961	
Motor expenses	3,287		3,515	
Training and research	0		29	
	<u>265,668</u>	<u>0</u>	<u>218,581</u>	<u>0</u>

Theatre Alibi
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Notes to the accounts

	2022/2023		2021/2022	
	Unrestricted £	Restricted £	Unrestricted £	Restricted £
6. Support costs				
Salaries:				
Administration	76,542		78,559	
National Insurance	6,239		8,366	
	<u>82,781</u>	<u>0</u>	<u>86,925</u>	<u>0</u>
Rent, rates and water	20,708		15,486	
Heat, light and power	10,082		8,114	
Property maintenance	3,243		3,326	
Telephone	1,470		1,398	
Postage, stationery and computer	2,168		3,930	
Fundraising fees	0		0	
ICT support	3,364		2,365	
Admin travel expenses	288		0	
Training and recruitment	2,024		2,194	
Company pension contributions	4,097		3,763	
Insurance	5,348		4,527	
Subscriptions	135		1,260	
Accountancy and independent examination	6,300		5,300	
Sundries	2,333		2,071	
	<u>144,341</u>	<u>0</u>	<u>140,659</u>	<u>0</u>

Support costs include governance costs of £14,434 (2022: £14,134)

Governance costs include Independent examiner's fees of £1,450 (2022: £1,150)

	2022/2023	2021/2022
6. Employee information		
	number	number
The average number of full-time equivalent employees during the year was as follows:		
Project related personnel	6	5.5
Support staff	3.5	2.7
	£	£
Staff costs for the above persons were:		
Wages and salaries	221,678	204,422
Redundancy payments	13,734	0
Social security costs	14,629	13,898
Pension costs	9,864	8,417
	<u>259,905</u>	<u>226,737</u>

No employee earned more than £60,000 per annum (2022-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.

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Notes to the accounts

7. Tangible fixed assets

	Leasehold improvements	Production equipment	Office equipment	Motor vehicles	Total
Cost	£	£	£	£	£
At 1 April 2022	75,585	35,150	11,553	50,725	173,013
Additions			4,742		4,742
Disposals		23,078		18,288	41,366
At 31 March 2023	<u>75,585</u>	<u>12,072</u>	<u>16,295</u>	<u>32,437</u>	<u>136,389</u>
Depreciation					
At 1 April 2022	63,957	35,150	11,553	43,966	154,626
Charge for the year	5,814		593	6,759	13,166
Eliminated on disposals		23,078		18,288	41,366
At 31 March 2023	<u>69,771</u>	<u>12,072</u>	<u>12,146</u>	<u>32,437</u>	<u>126,426</u>
Net book amounts					
At 31 March 2023	<u>5,814</u>	<u>0</u>	<u>4,149</u>	<u>0</u>	<u>9,963</u>
At 31 March 2022	<u>11,628</u>	<u>0</u>	<u>0</u>	<u>6,759</u>	<u>18,387</u>

8. Debtors

	2023	2022
	£	£
Trade debtors	4,247	2,580
Other debtors	7,941	27,544
Prepayments and accrued interest	9,744	10,406
	<u>21,932</u>	<u>40,530</u>

9. Creditors - amounts falling due within one year

Trade creditors	263	5,248
Tax and social security	3,584	2,009
Accrued pension contributions	1,368	1,229
Accruals	6,125	5,965
Other creditors	3,618	4,350
	<u>14,958</u>	<u>18,801</u>

10. Movements in funds

	At 1 April 2022	Incoming resources	Outgoing resources	Transfers	At 31 March 2023
	£	£	£	£	£
Restricted Fund	0				0
Designated Funds					
Employee Commitment Fund	45,260		-13,734		31,526
Building Contingency Fund	31,641		-5,814		25,827
Development Fund	20,000		-1,350		18,650
Capital Equipment Fund	45,000		-3,193		41,807
Unrestricted General Fund	<u>81,249</u>	<u>367,774</u>	<u>-410,993</u>		<u>38,030</u>
	<u>223,150</u>	<u>367,774</u>	<u>-435,084</u>	<u>0</u>	<u>155,840</u>