

Theatre Alibi
Unaudited Annual Accounts
Year ended 31 March 2024

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Company Number: 2265919

Registered Charity Number: 299565

Theatre Alibi

Annual Accounts

Year ended 31 March 2024

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 2024.

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)	Resigned 22 September 2023
Ailie Debonnaire	Resigned 22 September 2023
Pete Goodwin	Resigned 22 September 2023
Emma Hogg (Chair)	Appointed Chair 22 September 2023
Tony Liddington	Resigned 22 September 2023
Jules Offord	
Dulcie Oliver	Resigned 22 September 2023
Julia Robinson (Treasurer)	
Anna Valentine-Marsh	
Erin Walcon	

Objects and activities

This year has been a period of transformation for Theatre Alibi. For the first time in the company's history we are no longer receiving regular core funding from Arts Council England (ACE). This change in financial circumstance has been a catalyst for bold and ambitious planning. With the help of Transition Funding from ACE, our entire operating model has shifted from making and touring theatre performances out to local schools and venues nationally, to the creation of a venue for children and their families right here in Exeter, at our base Emmanuel Hall. The organisation is working hard to seek and develop new core

funder relationships and increased project funding from a variety of sources including Arts Council England.

Whilst resulting in many changes to logistical operations of the company, the values at its heart remain the same.

Our vision is of a place where children of every background and circumstance are given the space and time to discover their full potential through creativity and imagination, in a world where the importance of creativity and imagination are recognised as essential to children leading happy, healthy and fulfilling lives.

Our mission is to provide children in Exeter and its surrounds with a safe, nurturing and inclusive space where they are inspired, and their imaginations can run free. Through workshops, performances, exhibitions and a wealth of creative activities, we will offer schools, families and young people opportunities to discover themselves and the world in new and imaginative ways.

By embracing the transformative power of the imagination, we aspire to empower the next generation to become confident, compassionate, and resilient people who contribute positively to their communities and planet.

We are ambitious, curious and bold. We aim to be leaders in our field, for our work to become nationally relevant and for our city to be proud of what we achieve.

Through partnerships and research, we will support our vision and become advocates for the importance of creativity within children's lives, aiming to create ripples of change which spread far beyond our building.

Our Values

- Creativity
- Ambition
- Inclusion
- Sustainability
- Resilience
- Curiosity
- Integrity

We are creating a home for the imagination; a place that welcomes everyone and offers a diverse range of creative arts performances and activities.

With over forty years of experience in the sector, the team is expertly placed to make this bold transition. Activity throughout 2023-2024 has demonstrated that the audience is keen to engage with the offer; demand from the public and from schools alike has been high and fundraising from individuals has increased considerably on previous years.

The company will also continue to support artists through programming their performance work, commissioning new work, engaging them to lead participatory activity and work with the team to develop the resources of the building itself.

Our achievements in 2023-2024

The first half of the year was focused on the preparation of the building for a new operational model. Clearing, sorting and refurbishment took place to open up new spaces for hire, increasing hire income considerably, whilst a sale of previously stored sets, costumes, props and equipment raised over £3,800.

As part of our commitment to sector development and leadership, we also made and released five new episodes of our podcast, Why We Make Things. Guests included Dr Penny

Hay (Forest of Imagination), Sarah Argent, Asif Khan, Filskit Theatre Company and the new Artistic Director of Polka Theatre, Helen Matravers.

Thanks to transition funding from Arts Council England, we also undertook a thorough audit of our archives, handing over the newly documented materials to Bristol University's Theatre Collection. We also celebrated our years of producing theatre with an event to mark Theatre Alibi's many achievements over 40 years, with key stakeholders, local arts and cultural organisations, artists the company has worked with and friends and supporters.

In December, the re-located St Thomas Library opened its doors in Emmanuel Hall for the first time. This collaboration came about as a result of our change in operational model, having more spaces available for hire, as well as the library's loss of their previous home. Having the local library housed in the space was a key milestone in re-positioning Emmanuel Hall as an open, public venue as well as providing even more links with the local community.

Part of the rise in individual giving came with our participation in the Big Give Christmas Challenge for the first time, smashing our target of £10,000 and engaging with over 100 new donors.

After a sold-out family-friendly Christmas Ceildh event, demonstrating the possibilities for intergenerational activity beyond traditional performance events, we threw open our doors for the first Festival of Stories.

A total of 1,357 people attended 38 events over three weeks. The 'What If...?' Festival of Children's Stories included performances by Travelling Light Theatre Company and The Little Angel Theatre; a brand-new commission of a co-created storytelling experience; participatory workshops with a range of artists and companies including Discover Children's Story Centre, Paddleboat Theatre Company, Exeter's Northcott Theatre, Quirk Theatre, Pip Jones & Elizabeth Westcott, Sam Wilde and Laura Loft; and author events with Tom McLaughlin, Sarah McIntyre and Philip Reeve.

At the very end of the year, we were delighted to finalise plans to create a brand-new community garden at Emmanuel Hall, in collaboration with Zero Miles Gardeners, a local CIC.

Staffing Analysis (2022/2023 figures in brackets)

Permanent Directors (fulltime equivalent)

Artistic Director	0.7	(0.85)
Executive Producer (to 31/10/2023)	0.8	(0.8)
Chief Executive (from 01/11/2023)	0.8	(n/a)

Other employees (fulltime equivalent)

Production Manager	0.8	(0.8)
Marketing and Development Officer (to 31/10/2023)	0.6	(0.8)
Producer (from 31/10/2023)	0.6	(n/a)
General Manager	0.5	0.8)

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 2023/24.

The differential between Theatre Alibi's lowest and highest paid employees, or Pay Ratio, was 2:3 in 2023/24.

Environmental Performance and Progress

We are committed to reducing any negative environmental impacts from our activities. Our 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. We continue to work closely with the Theatre Green Book team as plans for the venue develop.

Financial Review

Thanks to Transition Funding from Arts Council England, we were able to spend the first half of the year researching, analysing and planning for the new operational model. One condition of this funding was that it could not support direct activity, so earned income from ticket sales (etc) was much lower than in previous years but this was in line with expectations. A small surplus was achieved over the whole year thanks to careful savings on expenditure.

Risk Review

The Board of Trustees has considered the major risks to which the company is exposed. Currently 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.

A series of Key Performance Indicators, with regular review dates are 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 has 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 related 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.

A balance representing four months of operating costs (approximately £65,000) has previously been preferred for the unrestricted General Reserve.

Due to the change in operating model and funding landscape, the Board of Trustees plans to review this reserves policy in 2024/2025 to ensure that levels of designated funds are appropriate to current needs and to ensure a healthy general reserve.

Governance and Management

Theatre Alibi is a registered charity and a company limited by guarantee. At the start of the year, the company was run jointly by two Directors. At the end of October 2023, the Artistic Director left the company and the Executive Producer assumed the role of sole Chief Executive. The CEO is responsible to a Board of Trustees.

Theatre Alibi undertakes to ensure that all the people with whom the company has 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 maximise 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. The company has a Diversity & 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 Board of Trustees' Responsibilities

The Trustees (who are also directors for the purpose of company law) are responsible for preparing the annual report and 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 1985. The Trustees are 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Board of Trustees on 03 October 2024 and signed on its behalf.

Emma Hogg
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 2024.

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
6 Oaklands Court
Tiverton
Devon EX16 6TG

3 October 2024

Theatre Alibi
Statement of financial activities
Income and expenditure account
Year ended 31 March 2024

	Notes	Unrestricted General £	Designated £	Restricted funds £	Total 2024 £	Total 2023 £
Income						
Charitable activities:						
Performances and events		4,329			4,329	49,109
Grants,donations and commission	2	203,586			203,586	300,846
Other income	3	40,545			40,545	16,876
Investment income:						
Interest receivable		3,519			3,519	943
		251,979	0	0	251,979	367,774
Expenditure						
Charitable activities						
Direct operational costs	4	30,778			30,778	265,668
Support costs	5	210,591			210,591	144,341
Consultancy					0	3,950
Redundancy payments			24,220		24,220	13,734
Depreciation		6,999			6,999	13,166
Profit on disposal of assets					0	-5,775
		248,368	24,220	0	272,588	435,084
Total expenditure		248,368	24,220	0	272,588	435,084
Net income/ expenditure for the year		3,611	-24,220	0	-20,609	-67,310
Transfers between funds					0	0
Net movement in funds		3,611	-24,220	0	-20,609	-67,310
Fund balances brought forward		38,030	117,810	0	155,840	223,150
Fund balances carried forward		41,641	93,590	0	135,231	155,840

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 2024

	Notes	2024		2023	
		£	£	£	£
Tangible fixed assets	7		2,964		9,963
Current assets					
Debtors	8	23,207		21,932	
Cash at bank		130,111		138,804	
Cash in hand		393		99	
		<u>153,711</u>		<u>160,835</u>	
Creditors					
Amounts falling due within one year	9	<u>21,444</u>		<u>14,958</u>	
Net current assets			<u>132,267</u>		<u>145,877</u>
Net assets			<u>135,231</u>		<u>155,840</u>
Reserves	10				
Restricted fund	11		0		0
Unrestricted funds					
Designated funds	12	93,590		117,810	
General fund		<u>41,641</u>		<u>38,030</u>	
			135,231		155,840
Total income funds	13		<u>135,231</u>		<u>155,840</u>

For the financial year ended 31 March 2024 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 3 October 2024 and signed on its behalf

Emma Hogg
Chair

Julia Robinson
Trustee




Theatre Alibi
Annual Accounts
Year Ended 31 March 2024
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 2024
Notes to the accounts

	2023/2024		2022/2023	
	Unrestricted	Restricted	Unrestricted	Restricted
	£	£	£	£
2. Grants, donations and commission				
Arts Council England. Project grants	30,000		246,042	
Arts Council England. Transition grant	143,528		0	
Exeter City Council	0		15,360	
Other grants	4,630		23,934	
Theatre Tax Credit	12,083		7,797	
Donations and sponsorship	13,345		7,713	
	<u>203,586</u>	<u>0</u>	<u>300,846</u>	<u>0</u>
3. Other income				
Consultancy	6,753		0	
Profit on sale of equipment	3,700		0	
Equipment hire and other sales	2,985		1,073	
Employer's NI allowance	5,000		5,000	
Hire of premises	22,107		10,803	
	<u>40,545</u>	<u>0</u>	<u>16,876</u>	<u>0</u>
4. Direct operational costs				
Salaries and fees:				
Artistic directors	0		35,275	
Actors	0		35,774	
Stage management	0		40,960	
Other production salaries	0		33,127	
Freelancer travel and subsistence	2,290		10,476	
Fees and commissions	20,914		47,586	
National insurance	0		8,391	
Company pension contributions	0		5,767	
	<u>23,204</u>		<u>217,356</u>	
Technical and equipment costs			12,572	
Production materials	1,557		12,928	
Catering costs	692		0	
Publicity	4,165		18,127	
Travel and subsistence	1,160		1,398	
Motor expenses	0		3,287	
	<u>30,778</u>	<u>0</u>	<u>265,668</u>	<u>0</u>

Theatre Alibi
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Year ended 31 March 2024
Notes to the accounts

	2023/2024		2022/2023	
	Unrestricted £	Restricted £	Unrestricted £	Restricted £
5. Support costs				
Employment costs:				
Core staff salaries	115,137		76,542	
National insurance	10,000		6,239	
Company pension contributions	5,624		4,097	
	<u>130,761</u>	<u>0</u>	<u>86,878</u>	<u>0</u>
Rent, rates and water	20,612		20,708	
Heat, light and power	8,869		10,082	
Property maintenance	7,155		3,243	
Property refurbishment	11,104		0	
Telephone	2,201		1,470	
Postage, stationery and computer	5,119		5,532	
Company development fees	7,345		0	
Admin travel and motor expenses	2,227		288	
Training and recruitment	0		2,024	
Hospitality costs	1,707		0	
Insurance	4,545		5,348	
Subscriptions	830		135	
Accountancy and independent examination	6,625		6,300	
Sundries	1,491		2,333	
	<u>210,591</u>	<u>0</u>	<u>144,341</u>	<u>0</u>

Support costs include governance costs of £12,000 (2023: £14,434)

Governance costs include independent examiner's fees of £1,600 (2023: £1,550)

	2023/2024	2022/2023
6. Employee information		
	number	number
The average number of full-time equivalent employees during the year was as follows:		
Project related personnel	0	6
Core staff	3	3.5
	£	£
Staff costs for the above persons were:		
Wages and salaries	115,137	221,678
Redundancy payments	24,220	13,734
Social security costs	10,000	14,629
Pension costs	5,624	9,864
	<u>154,981</u>	<u>259,905</u>

No employee earned more than £60,000 per annum (2023-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 2024
Notes to the accounts

7. Tangible fixed assets

	Leasehold improvements	Production equipment	Office equipment	Motor vehicles	Total
Cost	£	£	£	£	£
At 1 April 2023	75,585	12,072	16,295	32,437	159,467
Additions					0
Disposals					0
At 31 March 2024	75,585	12,072	16,295	32,437	159,467
Depreciation					
At 1 April 2023	69,771	12,072	12,146	32,437	149,504
Charge for the year	5,814		1,185		6,999
Eliminated on disposals					0
At 31 March 2024	75,585	12,072	13,331	32,437	156,503
Net book amounts					
At 31 March 2024	0	0	2,964	0	2,964
At 31 March 2023	5,814	0	4,149	0	9,963

8. Debtors

	2024	2023
	£	£
Trade debtors	2,051	4,247
Other debtors	1,927	7,941
Prepayments and accrued interest	19,229	9,744
	<u>23,207</u>	<u>21,932</u>

9. Creditors - amounts falling due within one year

Trade creditors	4,029	263
Tax and social security	1,811	3,584
Accrued pension contributions	653	1,368
Accruals	6,625	6,125
Other creditors	8,326	3,618
	<u>21,444</u>	<u>14,958</u>

10. Movements in funds

	At 1 April 2023	Incoming resources	Outgoing resources	Transfers	At 31 March 2024
	£	£	£	£	£
Restricted Fund	0				0
Designated Funds					
Employee Commitment Fund	31,526		-24,220		7,306
Building Contingency Fund	25,827				25,827
Development Fund	18,650				18,650
Capital Equipment Fund	41,807				41,807
Unrestricted General Fund	38,030	251,979	-248,368		41,641
	<u>155,840</u>	<u>251,979</u>	<u>-272,588</u>	<u>0</u>	<u>135,231</u>

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Year ended 31 March 2024
Notes to the accounts

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.

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		7,306	7,306
Building Contingency Fund		25,827	25,827
Development Fund		18,650	18,650
Capital Equipment Fund		41,807	41,807
General reserve	2,964	38,677	41,641
	2,964	132,267	135,231

14. Commitments under operating leases

At 31 March 2024 the company had annual commitments of £20,000 (2023: £20,000) under non-cancellable operating leases expiring between two and five 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 year ended 31 March 2023. This claim is expected to yield about £10,000 for the year and is dependent on negotiation with HMRC.

16. Related Party Transactions

J Ison, who was a Trustee until January 2023, is a consultant to the firm Bray Accountants which provided accountancy services to the value of £3,950 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 (2022: nil)

There have been no other related party transactions.

17. Theatre Alibi is a company limited by guarantee, incorporated in England and Wales (number 2265919)
Registered office: Emmanuel Hall, Emmanuel Road, Exeter EX4 1EJ