

Company no. 02157661
Charity no. 800174

acta Community Theatre Ltd
Report and Unaudited Financial
Statements
31 March 2021

acta Community Theatre Ltd

Reference and administrative details

For the year ended 31 March 2021

Company number	02157661	
Charity number	800174	
Registered office and operational address	actacentre Gladstone Street Bedminster Bristol BS3 3AY	
Trustees	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:	
	Alex Bishop	
	Stephanie Brammar	
	Ruth Cochrane	
	John Davidson	
	Barbara Dettering	
	Stephen Fenton	
	Kathryn Hopkins	Chair
	Shahida Khatun	resigned 1 September 2020
	Mohamed Kamal	resigned 1 September 2020
	Maria Nilsson	Treasurer
	Dr Kerrie Schaefer	
	Amy Steele	resigned 1 September 2020
	Charlotte Williams	
Secretary	Stephen Fenton	
Key management personnel	Neil Beddow Oliver Jones Helen Tomlin	Artistic Director (to March 2021) Artistic Director (from March 2021) Executive Director
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	
Independent examiners	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD	

acta Community Theatre Ltd

Chair's report

For the year ended 31 March 2021

The past 12 months have truly been momentous. acta was presented with a series of extraordinary challenges by the unfolding of the Covid-19 pandemic. In person workshops were cancelled, live theatre shows postponed, new projects suspended.

In true acta fashion, the company showed remarkable resilience and found ways to deliver an engaging and exciting programme and overcome those challenges. Workshops and sessions moved online. This resulted in a series of beautiful films, taking full advantage of new digital confidence with experiments in Green Screen and augmented reality. Vital work was also delivered on doorsteps, ensuring that those without access to technology could still take part.

acta made the most of the Summer easing of restrictions to devise and present new theatre shows to small in-person audiences in and around the actacentre. Youth theatre shows which had been postponed at the start of the year were re-rehearsed and presented outdoors in the Summer and early Autumn in gardens and forests.

This year has seen a change in leadership at acta with the appointment of a new Director. In response to the pandemic Neil Beddow, acta Founder and Artistic Director, extended his leaving date to end March 21. Oliver Jones was appointed to the role of Director in October, and began work at the end of January. This enabled a two-month transition period with Oliver and Neil working together to ensure a smooth and successful hand-over. Thus, Neil continued to lead the Company, and the new Artistic Directorate approach, in preparation for a post-pandemic landscape of hugely increased need and opportunity with our new Director.

The investment from Paul Hamlyn Foundation to deliver the Cornerstone programme has enabled the Company to respond flexibly and creatively to the fear and uncertainty caused by the pandemic; the inability to plan, the need to cancel work due to restrictions, the inability to meet face to face with participants and colleagues. In the end, a company practice that is based on getting people together to grow close, create, make friends and learn about each other, is completely stymied when getting together is impossible. However, trustees have been impressed with the staff team response to these challenges - their unceasing commitment, passion for the work, creativity and problem-solving, care and compassion for our participants and each other, willingness to accept change, deal with disappointment – and all with constant good humour. The creativity of the team, and their ability to inspire creativity in the participants, has resulted in a body of high-quality artistic products, and satisfied participants and audiences – both in-person and online.

The additional Culture Recovery Fund (CRF) investment secured in the second half of the year supported the Company's gradual transition back to reopening, although some programme delivery continued throughout. Although several members of staff were unable to fulfil all of their duties, and the Company made some limited use of the Furlough scheme, the CRF grant enabled the organisation to deliver as much of our participatory programme as possible, whilst simultaneously preparing and adapting for the return of in person workshops and live theatre. We will continue to be adaptable, flexible, innovative and ingenious in our programme delivery, using the skills and strategies we developed during the Lockdowns of this last year.

In conclusion, I would like to thank all of acta's staff for their perseverance and ingenuity throughout this challenging year, my fellow Trustees, all of our dear participants and our audiences.

acta Community Theatre Ltd

Chair's report

For the year ended 31 March 2021

Finally, an enormous thank you to Neil Beddow for his dedication to the company since its foundation in 1985 and for his indelible influence on the wider world of Community Theatre. I foresee continued success and development in our future with our new Director, Oliver Jones.

Kathryn Hopkins
Chair, acta Council of Management

acta Community Theatre Ltd

Report of the trustees

For the year ended 31 March 2021

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, submit their annual report and the unaudited financial statements for the year ended 31 March 2021.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

As a charity registered in England and Wales, the charitable company also reports in accordance with the Charity Commission for England and Wales' guidance on public benefit and the Charities Act 2011.

Structure, governance and management

The Charity is a charitable company limited by guarantee.

It is governed by Memorandum and Articles of Association (September 1987), which provide details of the Council of Management and procedures for the Annual General Meeting, at which at least one third of trustees, those who have been longest in office, will be subject to retirement or rotation. The Memorandum of Association established the objects and powers of the charitable company, which is governed under its Articles of Association. The Council of Management act as both Directors of the Company and trustees of the Charity, and give their time voluntarily and receive no financial benefits.

The Council of Management meets bi-monthly, and meetings are also attended by the Senior Management Team (SMT) who work with the Chair and sub-committees to set the agenda. Trustees are also expected to serve on at least one of four sub-committees, which are currently responsible for People, Money, Building and Business Development. Each sub-committee appoints a representative to report back on actions and proposals to be signed off by the full Council of Management.

The Company accounts are reviewed by the trustees on a quarterly basis to ensure annual targets will be met, with the Treasurer attending bi-monthly finance subcommittee meetings with SMT prior to reporting back to the full Council of Management.

Company and charity law requires the trustees to prepare financial statements for each year that give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. The trustees have overall responsibility for ensuring that the charity has appropriate systems of controls, financial and otherwise. They are also responsible for keeping accurate and complete accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are further responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Employees are consulted on issues of concern to them through weekly Company meetings and have been kept informed on specific matters directly by the SMT, in addition to regular supervision meetings. There is regular communication between management members and employees, both through the SMT, the Artistic Directorate and staff reports to the Council of Management.

The Director liaises with the trustees on the annual job review process for each employee.

acta Community Theatre Ltd

Report of the trustees

For the year ended 31 March 2021

The Charity has implemented a number of detailed policies in relation to all aspects of personnel matters including Equality, Diversity & Inclusion, Health & Safety and Volunteers.

Full details of the business plan and policies are available from the actacentre.

Public benefit

All of acta's work exists for the benefit of the public, to bring about positive change for individuals and the community through promoting active, creative participation in theatre.

acta exists to support vulnerable people and marginalised communities; for those who may have low confidence and self-worth; live in isolation; suffer poor mental and physical health.

acta's tried and tested method, which uses a combination of sharing stories and experiences, developing imaginations and creativity, devising and performing theatre, has been proven to:

- **Reduce social isolation:** working with partner agencies to identify and engage potential beneficiaries in creative social activities;
- **Improve well-being:** being part of a team, being valued, raising self-esteem and self-worth;
- **Improve self-confidence and transferable skills:** developing skills in presentation, language, communication, co-operative working; and
- **Improve relationships between cultures and generations:** working together across cultures and generations to develop mutual respect, and make new friendships.

acta creates high quality and relevant community theatre, whilst also making happier, healthier and more connected people.

Core values are:

Participation	acta exists to provide access to participation in the arts for the most vulnerable and excluded sections of society;
Ownership	acta is committed to co-creation of all artistic product, with participants and professional facilitators sharing equal status;
Excellence	Excellence in facilitation, in performance process, in co-production and in the product;
Inclusiveness	acta is committed to providing equal opportunities to people without privilege, engaging marginalised people and promoting intercultural and intergenerational dialogue through theatre;
Partnership	acta is committed to proactively developing collaborations and partnerships within arts and wider sectors at local, national and international levels; and
Valuing people	acta is a caring organisation that listens to and supports vulnerable people, valuing their stories, cultural heritage and life experiences and enabling them to share these assets through making new theatre.

acta Community Theatre Ltd

Report of the trustees

For the year ended 31 March 2021

Despite the pandemic restrictions limiting programme delivery this year, the Company has delivered **265 workshops** (74% online and 26% in person) with **246 people** of all ages (two thirds of children and young adults up to 25 years.)

This programme has enabled the production of **5 original new** shows that performed to live audiences over the summer and early Autumn period, plus more than **30 original films** created and shared online. (In a normal year, the Company would expect to produce approximately 20 original shows.)

The Company continuously reviews its aims and objectives to ensure that activities are developed in accordance with stated charitable purposes. Trustees have referred to the Charity Commission's general guidance on public benefit to review acta's aims and objectives and in planning future activities.

Aims and objectives

The Memorandum and Articles of Association describe our objects as follows:-

- Instigate and supervise drama projects for youth and community groups;
- Provide all sections of society with the opportunity to participate in theatre;
- Supervise drama sessions with people who are encouraged to create and perform their own show;
- Identify (in conjunction with others if necessary) areas and communities in which theatre activities are lacking and to remedy deficiencies identified as a result;
- Design projects which emphasise the educational aspects of workshops and the personal and social development of individuals within a group; and
- Supervise projects which are designed to assist community development.

Purpose – strategic aims

acta believes that theatre is for everyone, and exists to promote opportunities to access theatre and the related arts.

The Company works to a diversity action plan with the following strategic aims:-

- acta workshops are open to everyone within the project target group;
- acta will make no charges to participants for workshops, and keep box office prices to a minimum, to ensure people are not prevented from participating for economic reasons;
- Workshop and performance venues are always welcoming, and accessible to the needs of the specific target group;
- acta will endeavour to provide transport to workshops for participants who may not otherwise be able to attend; and
- acta's artistic policy is to give all participants an equal opportunity to be involved in the project, with people encouraged to develop their own roles within the group. Project participants devise all acta shows, thus ensuring their relevance to the communities with which we are working.

Achievements and performance – a review of activities

Despite a challenging year, acta has delivered significant artistic programme activity this year, which has included exciting work with the acta associates, a creation in isolation programme through the first Spring lockdown, a series of online films, seminars and CPD workshops, an in-person Summer programme at actacentre, creation of a new festive family show, Footsteps in the Snow (unfortunately cancelled as the second lockdown approached); and two new ongoing theatre groups beginning, Withywood Youth Theatre and Hard Evidence projects.

acta Community Theatre Ltd

Report of the trustees

For the year ended 31 March 2021

Key programme activities

Creation in isolation

The Company stayed connected with its community performers and isolated participants throughout the pandemic through doorstep visits to more than 50 people, chatting, collecting stories, filming and working creatively on a one to one basis. The Malcolm X Elders Theatre Company created a series of four new films to share with local schoolchildren and others. The Making Time participants received food parcels and creative care packages delivered to their doorsteps, supported later in the year through the Holding On project support from the Community Fund.

Cornerstone

The three-year Cornerstone programme, supported by Paul Hamlyn Fund (PHF), enables the Company to engage new community performers and workers from a diverse range of different backgrounds, as well as developing new work in collaboration with six acta associates. When the pandemic hit in this first year of the programme, we created an initiative for acta associates that we called Sandbox, through which associates worked together online to develop new creative ideas independently of the acta core team; with a total of 22 different project concepts created, many of which have since been developed into full project proposals.

Three acta associates also worked on the Summer programme at acta, bringing together a wide range of existing and new community performers for two in-person events, the Home arts trail in August, and the Museum of Unsung Heroes in September. Through the Autumn, we supported Jody Cook to secure investment for her own Silent Heroines Disco for women in Lockleaze and worked with Hiba Elhindi to develop her work with Sudanese young people and families.

The PHF investment also supports the Company's sector development initiatives, which include the seminar series, digital resources and community theatre facilitator training. The seminar series was moved online and we delivered three seminars through the year, with a national and international focus.

The Cornerstone outreach programme was largely postponed to post-pandemic, but a few new pilot projects were developed this year. These included a new youth theatre for Hartcliffe & Withywood that met when in-person workshops were possible in September and October; also, Hard Evidence, a new awareness-raising theatre project began online, with survivors of domestic abuse, in partnership with the University of Bristol.

Youth theatre

The Lockleaze Kids group workshops, supported by BBC Children in Need, moved their weekly workshops online and developed online drama workshops for teachers to share with children learning at home. They enjoyed a few in-person workshops in early Autumn, and at the end of the year the children created an outdoor event for local families, in partnership with Lockleaze Neighbourhood Trust. Additionally, an intensive online project engaged some new children in February, working in partnership with local primary schools.

The Company's longstanding Lockleaze Youth Theatre & Bedminster Youth Theatre groups presented their postponed shows when lockdown was lifted in the Summer: Forest of Fears performed to an audience of family and friends outside in the woods in Lockleaze, and Evil vs Evil performed to a small family audience in the acta theatre.

Lockleaze Youth Theatre continued to meet for in-person workshops through the early Autumn and performed Spooky Tales at dusk in the woods for a small local audience.

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Report of the trustees

For the year ended 31 March 2021

Workshops with acta's youth theatre for young carers moved online for the whole year, with young people focusing on creating films together, which they could film from their homes. The Company also delivered two online intensive projects for new young carers, in July and February, in partnership with the Carers Support Centre.

Phoenix, acta's young adults' theatre company, continued online through most of the year, with a few in-person workshops over the summer and early Autumn period. The group began devising a new show to perform post-pandemic.

International

The two-year Creative Europe partnership, RAPPORT (Refugee arts with participants and practitioners open to integration,) bringing together local people from different nationalities to make and share theatre across Europe, developed online through the year with community arts partners in Barcelona, Stockholm and Poland. International exchanges between partners in Sweden and Poland were replaced with an ongoing online partner exchange, which included partners working together to deliver online workshops in each country, learning and taking inspiration from each other's methodologies, and planning for shared performances of Babel in each of the four partner countries on June 21.

Financial and reserves review

After a challenging year, the Company ends with an income deficit. Despite this, general funds have increased slightly, to nearly £90,000.

Whilst acta has remained partially open throughout this year, there has been a 26% reduction in turnover as a direct result of Covid-19 compared to the original budget for the year, including a 60% reduction in project funding due to the reduced programme activities. Direct project expenditure and overheads were reduced accordingly, and the reduced restricted grant income was replaced with a Culture Recovery Fund grant.

The trustees continuously review their policy on free reserves, consulting Charity Commission guidance. acta has established a policy whereby the unrestricted funds not committed to, or invested in tangible fixed assets held by the charity (general funds), should be three months' normal operating costs, circa £100,000, although trustees recognise that this is challenging to meet in the current climate.

Although the charity's reserves currently fall slightly short, the charity will work towards meeting its reserves target, and has confirmed funding for the majority of its planned projects over the next 12 months. The trustees therefore consider that the charity will continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved.

Risk management

The trustees work closely with the Senior Management Team (SMT) to manage risks associated with the management of the Company.

acta has successfully developed a range of strategies to mitigate Covid-19 risks to the organisation including creative solutions to project delivery, continued engagement and support for participants, maintaining relationships with funders and promotion of the work of the organisation. Furthermore, additional core funding has been secured from charitable and government sources to underpin company costs, including the government job retention scheme (furlough).

acta Community Theatre Ltd

Report of the trustees

For the year ended 31 March 2021

The Company continues to invest in fundraising, and to diversify its funding sources and activities, to hedge against the potential loss of income. The Company benefits from a clear fundraising strategy, and has secured funding from Paul Hamlyn Foundation, Arts Council England and Bristol City Council Culture until 2022/23, as well as from new charitable sources.

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects, to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Risk management this year has included the appointment of a new Director and review of SMT job descriptions, due to the stepping down of Neil Beddow (Founder & Artistic Director) at the end of the financial year. Trustees approached this transition with an awareness of the importance of investing in the Artistic Directorate and programme delivery, responding creatively to need, taking risks and learning.

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charity and of the income and expenditure of the charity 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 accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

acta Community Theatre Ltd

Report of the trustees

For the year ended 31 March 2021

Independent examiners

Godfrey Wilson Limited were re-appointed as independent examiners to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 27 May 2021 and signed on their behalf by

Kathryn Hopkins

Kathryn Hopkins - Chair

Independent examiner's report

To the trustees of

acta Community Theatre Ltd

I report to the trustees on my examination of the accounts of acta Community Theatre Ltd (the charitable company) for the year ended 31 March 2021, which are set out on pages 12 to 27.

Responsibilities and basis of report

As the trustees of the charitable 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 charitable 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 the charitable company'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 charitable 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 (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the charitable 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.

William Guy Blake

Date: 2 June 2021

William Guy Blake ACA

Member of the ICAEW

For and on behalf of:

Godfrey Wilson Limited

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

acta Community Theatre Ltd

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2021

	Note	Restricted £	Unrestricted £	2021 Total £	2020 Total £
Income from:					
Donations and legacies	3	-	194,377	194,377	122,970
Charitable activities	4	71,534	1,759	73,293	292,815
Other trading activities	5	-	175	175	4,372
Investments		-	94	94	230
Total income		<u>71,534</u>	<u>196,405</u>	<u>267,939</u>	<u>420,387</u>
Expenditure on:					
Raising funds		-	64,682	64,682	68,842
Charitable activities		<u>131,015</u>	<u>114,531</u>	<u>245,546</u>	<u>284,514</u>
Total expenditure	6	<u>131,015</u>	<u>179,213</u>	<u>310,228</u>	<u>353,356</u>
Net income / (expenditure) and net movement in funds	7	(59,481)	17,192	(42,289)	67,031
Reconciliation of funds:					
Total funds brought forward		<u>103,432</u>	<u>96,725</u>	<u>200,157</u>	<u>133,126</u>
Total funds carried forward		<u><u>43,951</u></u>	<u><u>113,917</u></u>	<u><u>157,868</u></u>	<u><u>200,157</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 14 to the accounts.

acta Community Theatre Ltd

Balance sheet

As at 31 March 2021

	Note	£	2021 £	2020 £
Fixed assets				
Tangible assets	10		<u>13,937</u>	<u>11,580</u>
Current assets				
Debtors	11	10,680		6,958
Cash at bank and in hand		<u>144,513</u>		<u>189,673</u>
			155,193	196,631
Liabilities				
Creditors: amounts falling due within 1 year	12	<u>(11,262)</u>		<u>(8,054)</u>
Net current assets			<u>143,931</u>	<u>188,577</u>
Net assets	13		<u>157,868</u>	<u>200,157</u>
Funds	14			
Restricted funds			43,951	103,432
Unrestricted funds				
Designated funds			23,937	11,580
General funds			<u>89,980</u>	<u>85,145</u>
Total charity funds			<u>157,868</u>	<u>200,157</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the Company keeps proper accounting records which comply with section 386 of the Act; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 27 May 2021 and signed on their behalf by

Kathryn Hopkins

Kathryn Hopkins - Chair

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

acta Community Theatre Ltd 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 in the relevant accounting policy note.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. The trustees have considered the ongoing impact of the COVID-19 pandemic on the charity's current and future financial position. The charity holds unrestricted, general reserves of £89,980, a cash balance of £144,513, has confirmed funding for the majority of its planned projects over the next 12 months. It has also continued to make use of the Coronavirus Job Retention Scheme throughout the lockdown periods. The trustees therefore consider that the charity has sufficient cash reserves to continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

d) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

e) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

Notes to the financial statements

For the year ended 31 March 2021

f) Expenditure and irrecoverable VAT

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

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

g) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the following basis:

	2021	2020
Raising funds	24.0%	25.0%
Charitable activities	76.0%	75.0%

h) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Stage equipment	25% reducing balance
Office fittings and equipment	25% reducing balance

Items of equipment are capitalised where the purchase price exceeds £500.

i) Debtors

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

j) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

k) Creditors

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

l) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

Notes to the financial statements

For the year ended 31 March 2021

m) Pension costs

The company operates a defined contribution pension scheme for its employees. There are no further liabilities other than that already recognised in the SOFA.

n) Accounting estimates and key judgements

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

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

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are described below.

Depreciation

As described in note 1h to the financial statements, depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life.

acta Community Theatre Ltd

Notes to the financial statements

For the year ended 31 March 2021

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2020 Total £
Income from:			
Donations and legacies	-	122,970	122,970
Charitable activities	281,809	11,006	292,815
Other trading activities	-	4,372	4,372
Investments	-	230	230
Total income	281,809	138,578	420,387
Expenditure on:			
Raising funds	10,603	58,239	68,842
Charitable activities	196,775	87,739	284,514
Total expenditure	207,378	145,978	353,356
Net income / (expenditure) and net movement in funds	74,431	(7,400)	67,031

3. Income from donations and legacies

	Restricted £	Unrestricted £	2021 Total £	2020 Total £
Core funding:				
Arts Council England NPO Funding	-	81,472	81,472	80,000
Arts Council England Cultural Recovery Fund	-	50,000	50,000	-
Coronavirus Job Retention Scheme grant	-	34,993	34,993	-
Bristol City Council Key Arts Provider	-	20,400	20,400	25,500
29th May 1961	-	5,000	5,000	-
Donations	-	2,512	2,512	17,470
Total income from donations	-	194,377	194,377	122,970

All income from donations and legacies in the prior year was unrestricted.

acta Community Theatre Ltd

Notes to the financial statements

For the year ended 31 March 2021

4. Income from charitable activities

	Restricted £	Unrestricted £	2021 Total £
Grants > £5,000			
BBC Children in Need	19,842	-	19,842
Quartet Community Foundation	14,820	-	14,820
Church Urban Fund	10,000	-	10,000
Nisbet Charitable Trust	10,000	-	10,000
Community Fund: Holding On	9,870	-	9,870
Other grants < £5,000	<u>7,002</u>	<u>-</u>	<u>7,002</u>
Total grants	71,534	-	71,534
Box office and ticket sales	-	144	144
Fee income	<u>-</u>	<u>1,615</u>	<u>1,615</u>
Total income from charitable activities	<u><u>71,534</u></u>	<u><u>1,759</u></u>	<u><u>73,293</u></u>

Prior period comparative

	Restricted £	Unrestricted £	2020 Total £
Grants > £5,000			
Paul Hamlyn Foundation	90,000	-	90,000
Youth Investment Fund	83,586	-	83,586
EU Creative Europe: RAPPORT	41,517	-	41,517
BBC Children in Need	18,850	-	18,850
Community Fund: Making Time	10,000	-	10,000
Bramble Trust	5,000	-	5,000
Nisbet Charitable Trust	5,000	-	5,000
Other grants < £5,000	<u>27,856</u>	<u>-</u>	<u>27,856</u>
Total grants	281,809	-	281,809
Box office and ticket sales	-	3,952	3,952
Book sales	-	16	16
Fee income	<u>-</u>	<u>7,038</u>	<u>7,038</u>
Total income from charitable activities	<u><u>281,809</u></u>	<u><u>11,006</u></u>	<u><u>292,815</u></u>

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Notes to the financial statements

For the year ended 31 March 2021

5. Income from other trading activities

	Restricted £	Unrestricted £	2021 Total £	2020 Total £
Premises hire	-	175	175	1,931
Theatre bar sales	-	-	-	2,441
Total income from other trading activities	-	175	175	4,372

All income from other trading activities in the prior year was unrestricted.

6. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2021 Total £
Staff costs (note 8)	44,448	143,667	61,040	249,155
Freelance fees	-	24,152	-	24,152
Premises costs	-	-	8,846	8,846
Vehicle hire	-	152	-	152
Production costs	-	4,860	-	4,860
Office costs	-	-	4,876	4,876
Insurance	-	-	6,715	6,715
Travel and accommodation	-	691	-	691
Depreciation	-	3,138	-	3,138
Print, publicity and documentation	-	2,628	-	2,628
Venue hire	-	570	-	570
Participant expenses	-	289	-	289
Training	-	-	97	97
Audit and accountancy	-	-	2,219	2,219
Affiliations and subscriptions	-	-	754	754
Bank charges	-	-	61	61
Bad debt	-	-	1,025	1,025
Sub-total	44,448	180,147	85,633	310,228
Allocation of support and governance costs	20,234	65,399	(85,633)	-
Total expenditure	64,682	245,546	-	310,228

Total governance costs were £3,900.

acta Community Theatre Ltd

Notes to the financial statements

For the year ended 31 March 2021

6. Total expenditure (continued)

Prior period comparative

	Raising funds £	Charitable activities £	Support and governance costs £	2020 Total £
Staff costs (note 8)	49,345	145,493	35,129	229,967
Freelance fees	-	39,649	-	39,649
Premises costs	-	-	14,178	14,178
Vehicle hire	-	13,165	-	13,165
Production costs	-	12,910	-	12,910
Office costs	-	-	5,744	5,744
Insurance	-	-	7,672	7,672
Travel and accommodation	-	6,950	-	6,950
Depreciation	-	3,545	-	3,545
Print, publicity and documentation	-	5,742	-	5,742
Venue hire	-	2,162	-	2,162
Bar costs	1,389	-	-	1,389
Participant expenses	-	1,508	-	1,508
Training	-	-	5,747	5,747
Audit and accountancy	-	-	1,680	1,680
Affiliations and subscriptions	-	-	1,199	1,199
Bank charges	-	-	149	149
Sub-total	50,734	231,124	71,498	353,356
Allocation of support and governance costs	<u>18,108</u>	<u>53,390</u>	<u>(71,498)</u>	<u>-</u>
Total expenditure	<u>68,842</u>	<u>284,514</u>	<u>-</u>	<u>353,356</u>

Total governance costs were £3,900.

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Notes to the financial statements

For the year ended 31 March 2021

7. Net movement in funds

This is stated after charging:

	2021	2020
	£	£
Depreciation	3,138	3,545
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	78	270
Independent examiner's remuneration	1,740	1,680
	<u>1,740</u>	<u>1,680</u>

Trustee reimbursed expenses relate to travel expenses for two trustees (2020: two trustees).

8. Staff costs and numbers

Staff costs were as follows:

	2021	2020
	£	£
Salaries and wages	227,784	209,083
Social security costs	16,198	16,067
Pension costs	5,173	4,817
	<u>249,155</u>	<u>229,967</u>

No employee earned more than £60,000 during the year.

The key management personnel of the charitable company comprise the Trustees, Executive Director and Artistic Director. The total employee benefits of the key management personnel were £74,463 (2020: £78,928).

	2021	2020
	No.	No.
Average head count	<u>9.0</u>	<u>8.5</u>

9. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

acta Community Theatre Ltd

Notes to the financial statements

For the year ended 31 March 2021

10. Tangible fixed assets

	Stage equipment £	Office fittings & equipment £	Total £
Cost			
At 1 April 2020	122,606	55,095	177,701
Additions in year	-	5,495	5,495
At 31 March 2021	<u>122,606</u>	<u>60,590</u>	183,196
Depreciation			
At 1 April 2020	113,085	53,036	166,121
Charge for the year	2,380	758	3,138
At 31 March 2021	<u>115,465</u>	<u>53,794</u>	169,259
Net book value			
At 31 March 2021	<u>7,141</u>	<u>6,796</u>	<u>13,937</u>
At 31 March 2020	<u>9,521</u>	<u>2,059</u>	<u>11,580</u>

11. Debtors

	2021 £	2020 £
Trade debtors	-	3,037
Prepayments	3,437	3,921
Other debtors	7,243	-
	<u>10,680</u>	<u>6,958</u>

12. Creditors : amounts due within 1 year

	2021 £	2020 £
Trade creditors	156	1,980
Accruals	2,219	1,680
Other taxation and social security	5,838	4,394
Deferred income	2,520	-
Other creditors	529	-
	<u>11,262</u>	<u>8,054</u>

Deferred income relates to project fee income received in advance of delivery.

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Notes to the financial statements

For the year ended 31 March 2021

13. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	13,937	-	13,937
Current assets	43,951	10,000	101,242	155,193
Current liabilities	-	-	(11,262)	(11,262)
Net assets at 31 March 2021	<u>43,951</u>	<u>23,937</u>	<u>89,980</u>	<u>157,868</u>
Prior year comparative				
	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	11,580	-	11,580
Current assets	104,681	-	91,950	196,631
Current liabilities	(1,249)	-	(6,805)	(8,054)
Net assets at 31 March 2020	<u>103,432</u>	<u>11,580</u>	<u>85,145</u>	<u>200,157</u>

acta Community Theatre Ltd

Notes to the financial statements

For the year ended 31 March 2021

14. Movements in funds

	At 1 April 2020 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2021 £
Restricted funds					
Paul Hamlyn Foundation: Cornerstone	66,922	-	(57,967)	-	8,955
BBC Children in Need: Lockleaze Kids	4,379	19,842	(17,020)	-	7,201
Nisbet Charitable Trust: Phoenix	-	10,000	(5,700)	-	4,300
Community Fund: Holding On	-	9,870	(4,829)	-	5,041
EU Creative Europe: RAPPORT	22,927	-	(18,420)	-	4,507
Bramble Trust: Young Carers	5,000	-	(3,000)	-	2,000
Quartet: Lockleaze YT	-	10,000	(5,100)	-	4,900
Stop the Loan Sharks: Lockleaze Stories	1,357	4,874	(1,184)	-	5,047
Church Urban Fund: Windrush	-	10,000	(10,000)	-	-
Other small grants (various)	2,847	6,948	(7,795)	-	2,000
Total restricted funds	103,432	71,534	(131,015)	-	43,951
Unrestricted funds					
<i>Designated funds:</i>					
Premises repairs reserve	-	-	-	10,000	10,000
Equipment reserve	11,580	-	-	2,357	13,937
<i>Total designated funds</i>	11,580	-	-	12,357	23,937
General funds	85,145	196,405	(179,213)	(12,357)	89,980
Total unrestricted funds	96,725	196,405	(179,213)	-	113,917
Total funds	200,157	267,939	(310,228)	-	157,868

acta Community Theatre Ltd

Notes to the financial statements

For the year ended 31 March 2021

14. Movements in funds (continued)

Prior period comparative

	At 1 April 2019 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2020 £
Restricted funds					
Paul Hamlyn Foundation: Stories and Cornerstone	18,630	90,000	(41,708)	-	66,922
BBC Children in Need: Young Carers and Lockleaze Kids	3,831	18,850	(18,302)	-	4,379
Singer Foundation	3,040	-	(3,040)	-	-
Youth Investment Fund	-	83,586	(80,739)	-	2,847
Nisbet Charitable Trust: Phoenix	-	5,000	(5,000)	-	-
Community Fund: Making Time	-	10,000	(10,000)	-	-
EAR Erasmus Plus	-	4,665	(4,665)	-	-
EU Creative Europe: RAPPORT	-	41,517	(18,590)	-	22,927
Bramble Trust: Young Carers Quartet, Wessex Water:	-	5,000	-	-	5,000
Lockleaze Stories	-	4,940	(4,940)	-	-
Stop the Loan Sharks: Lockleaze Stories	-	4,927	(3,570)	-	1,357
Church Urban Fund: Windrush	-	4,650	(4,650)	-	-
Quartet: Sudanese Youth Theatre	-	4,674	(4,674)	-	-
Other small grants (various)	3,500	4,000	(7,500)	-	-
Total restricted funds	29,001	281,809	(207,378)	-	103,432
Unrestricted funds					
<i>Designated funds:</i>					
Equipment reserve	13,866	-	-	(2,286)	11,580
<i>Total designated funds</i>	13,866	-	-	(2,286)	11,580
General funds	90,259	138,578	(145,978)	2,286	85,145
Total unrestricted funds	104,125	138,578	(145,978)	-	96,725
Total funds	133,126	420,387	(353,356)	-	200,157

acta Community Theatre Ltd

Notes to the financial statements

For the year ended 31 March 2021

14. Movements in funds (continued)

Purposes of restricted funds

Paul Hamlyn Foundation: Cornerstone	Three year (2020 – 23) support for engagement of diverse communities in programme and workforce, plus sector development.
BBC Children in Need: Lockleaze Kids	Three year (2019 – 21) support for drama and theatre workshops with children aged 5 – 9 years in Lockleaze.
Nisbet Charitable Trust: Phoenix	Phoenix Theatre, weekly drama and theatre workshops for vulnerable young adults aged 16 – 25 years, funded by Nisbet Charitable Trust.
Community Fund: Holding On	Creative support for isolated older people (Making Time group) through lockdown.
EU Creative Europe: RAPPORT	A two year refugee integration partnership project during 2020 and 2021, bringing together local people from different nationalities and sharing theatre across Europe.
Bramble Trust: Young Carers	Weekly youth theatre for young carers, meeting online this year.
Quartet: Lockleaze YT	A youth theatre for older children and young people in Lockleaze.
Stop the Loan Sharks: Lockleaze Stories	A weekly community theatre company of adults in Lockleaze, creating a radio drama from their theatre show that raised awareness of debt and loan sharks.
Church Urban Fund: Windrush	Malcolm X Elders Theatre Company doorstep films for local schoolchildren.
Other small grants (various)	Various smaller grants to support the local programme.

acta Community Theatre Ltd

Notes to the financial statements

For the year ended 31 March 2021

15. Related party transactions

There were no related party transactions in the year.

16. Government grants

The charitable company receives government grants, comprising Key Arts Provider funding made by the local authority, National Portfolio Funding from the Arts Council, and Coronavirus Job Retention Scheme grant to fund the programmes of acta Community Theatre Ltd. The total value of these grants is shown below. There were no unfulfilled conditions or contingencies attaching to these grants in the current or prior year.

	Restricted £	Unrestricted £	2021 Total £
Arts Council England NPO Funding	-	81,472	81,472
Arts Council England Cultural Recovery Fund	-	50,000	50,000
Bristol City Council Key Arts Provider	-	20,400	20,400
Coronavirus Job Retention Scheme grant	-	34,993	34,993
Total government grants	-	186,865	186,865
Prior year comparative			
	Restricted £	Unrestricted £	2020 Total £
Arts Council NPO Funding	-	80,000	80,000
Bristol City Council Key Arts Provider	-	25,500	25,500
BIG Lottery: Youth Investment Fund	83,586	-	83,586
Total government grants	83,586	105,500	189,086