

Company no. 02157661
Charity no. 800174

acta Community Theatre Ltd
Report and Unaudited Financial
Statements
31 March 2022

acta Community Theatre Ltd

Reference and administrative details

For the year ended 31 March 2022

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	Acting Chair	
	Ruth Cochrane		
	John Davidson		
	Barbara Dettering		
	Stephen Fenton	(resigned 7 July 2021)	
	Kathryn Hopkins		
	Maria Nilsson	Treasurer	
	Dr Kerrie Schaefer		
	Charlotte Williams	(resigned 3 August 2021)	
Secretary	Stephen Fenton	(resigned 7 July 2021)	
Key management personnel	Oliver Jones	Artistic Director	
	Helen Tomlin	Executive Director	(resigned 31 March 2022)
	Bertel Martin	Executive Director	(appointed 31 March 2022)
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		

Chair's report

For the year ended 31 March 2022

This past 12 months has been one of transition, change and recovery.

Our new Director, Oliver Jones, completed his first year in post, and at the end of the year our Finance and Evaluation Manager, Helen Tomlin stepped down, having spent nearly 30 years with the organisation in a variety of roles, including Executive Director. Helen was replaced by Bertel Martin, in the new role of Finance and Operations Manager, who joined the company in February 2022. Our Marketing and Communications Coordinator, Clare Gosling, also stepped down to pursue new opportunities and she was replaced by Rosa Martyn, who joined us from Visual Arts South West, in January 2022. We sincerely thank both Helen and Clare for their hard work and dedication to the company, and welcome Rosa and Bertel into their roles.

As society began to open up again post-pandemic, acta was able to reconvene many of its groups face to face, and to start planning work for the future.

Year two of our Paul Hamlyn Foundation funded Cornerstone project supported our Associates Jody Cook and Hiba Elhindi to create ground-breaking theatre and events including 'Silent Heroine's Disco' in Lockleaze, working with a diverse cast of women from all over Bristol, and Sudafest a celebration of Sudanese arts and culture, at our base in Bedminster. We also created our first ever podcast, 'Chocolate Biscuits' in collaboration with acta Associate Mohamed Jama, with girls aged 11-17 yrs from the Somali and Sudanese communities.

Our Foundation worker, Maryam Rutter, worked as an assistant on many of our projects and at the same time made invaluable connections into new communities in Bristol that we hope to work with in the future. As part of Cornerstone we also delivered a series of 6 seminars and online workshops for professional community theatre-makers and socially engaged artists.

The culmination of our two and a half year Creative Europe-funded Rapport project saw us continue to work alongside partner organisations based in Sweden, Poland and Spain to create a powerful production entitled 'You can't grow melons in the UK', with refugees, asylum seekers and migrants performing alongside members of our host community in Bristol. We also delivered an international seminar, 'Creating Theatre Internationally - the power of collaboration', exploring the nature of this partnership over the period of the project. The legacy of this project is a documentary film and publication showcasing all of the work undertaken.

Enhancing our offer to young people, we were fortunate enough to receive three-year funding from Children in Need to provide four youth theatre groups for ages 5-18 yrs in Lockleaze as well as delivering Arts Awards and holiday activities. Our other young people's work saw us continue our Young Carers group online, provide a young people's group aged 8-13 yrs, Performing Harts, in Hartcliffe and Withywood, and reconvene our Phoenix group, for isolated young adults, at the actacentre.

Our adult work was boosted by three-year funding from St Monica's Trust to continue our Making Time group, with the addition of a new peer-support element, and extend our partnership with Fareshare, who provide the food for the hot meal, and Bristol Community Transport. Our regular adult group 'The Thursday's' had a re-branding, and are now known as 'Pick N Mix', and are working towards a show in 2022, and acta co delivered a hugely successful Xmas show, 'Footsteps in the Snow', and continue to meet to create their next production in 2022.

acta Community Theatre Ltd

Chair's report

For the year ended 31 March 2022

In this year of transition, I would like to thank the staff, old and new, for their continued hard work and expertise, and our Council of Management for their support and wisdom. We are, as ever, thankful to all of our funders including Arts Council England and Bristol City Council, without whose support, much of this extraordinary work would not be possible. I would especially like to thank our participants, volunteers and audiences for their continued creativity, passion and commitment, without which acta would not be able to flourish. I very much look forward to seeing acta thrive in the future, making collaborations locally, city-wide, nationally and internationally, and advancing its reputation as a world-class community theatre.



Stephanie Brammar
Acting Chair, acta Council of Management

acta Community Theatre Ltd

Report of the trustees

For the year ended 31 March 2022

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 2022.

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 Director and Finance and Evaluation Director 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 Ambition & Quality, Environment, Finance, and Inclusivity & Relevance. 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 Director and Finance and Evaluation Director 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 Director and Finance and Evaluation Director, in addition to regular supervision meetings. There is regular communication between management members and employees, both through the Director and Finance and Evaluation Director, the Artistic Directorate and staff reports to the Council of Management.

acta Community Theatre Ltd

Report of the trustees

For the year ended 31 March 2022

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

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.

With the lifting of Covid restrictions acta examined what was appropriate for each group and project in regards to face to face meetings and online sessions. Groups also rose to the opportunities presented to them by creating online theatre which has added to our programme delivery this year.

acta Community Theatre Ltd

Report of the trustees

For the year ended 31 March 2022

The Company has delivered **291 workshops** (12% online and 88% in person) with **237 people** of all ages (two thirds of children and young adults up to 25 years).

This programme has enabled the production of **7 original new shows** and the return of **Clippies and Hard Evidence** that were performed to live audiences along with **Sudafest**, a cultural Sudanese festival held over a day at the acta centre.

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;
- workshops 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 series of online films, seminars and CPD workshops, Sudafest and showing Footsteps in the Snow.

acta Community Theatre Ltd

Report of the trustees

For the year ended 31 March 2022

Key programme activities

Connecting People

With the majority of our groups returning to face-to-face meetings Making Time and the Malcolm X Elders Theatre Company were important in the lives of participants in enabling them to meet up with other members of their community and engage in activities that supported their mental health and connecting them to others. The Young Carers continued to meet online, but found having that space to talk and share with others valuable.

Cornerstone

The second year of the three-year Cornerstone programme, supported by Paul Hamlyn Fund (PHF), enabled acta staff to support acta associates to develop projects and apply for funding to bring them to reality. It also supported a short outreach programme to engage with refugees and supported them to take part in regular acta workshops.

We supported Jody Cook to develop a production of Silent Heroines Disco at a new venue in Lockleaze, and worked with Hiba Elhindi to apply for funding for 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 is still online and we delivered three seminars through the year, with a national and international focus.

Youth theatre

The Lockleaze Kids group workshops, supported by BBC Children in Need, continue to meet in person and had an active programme culminating in their production What If, performed at the acta centre.

acta's youth theatre for young carers are still meeting online, and their focus is on creating films together, which they could film from their homes.

International

The impact of Covid-19 was most strongly felt in the final year of RAPPORT, supported by Creative Europe. The engagement and partnership work was reduced to online seminars and creating film work which contributed to productions in partner venues.

Financial and reserves review

The company are still recovering from the pandemic and building back up to its regular programme of workshops, projects and activities. With a steady increase in all those areas we managed to end the year increasing our general funds, slightly to £100,519 (2021: £89,980).

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.

acta Community Theatre Ltd

Report of the trustees

For the year ended 31 March 2022

Due to level of cash held at the bank and charity meeting its reserves target, 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 Director and Finance and Evaluation Director to manage risks associated with the management of the Company.

acta is maintaining 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.

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.

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.

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.

acta Community Theatre Ltd

Report of the trustees

For the year ended 31 March 2022

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.

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 25 July 2022 and signed on their behalf by



Stephanie Brammar
Acting Chair, acta Council of Management

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 2022, which are set out on pages 11 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: 25 July 2022

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 2022

	Note	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Income from:					
Donations and legacies	3	-	135,214	135,214	194,377
Charitable activities	4	294,107	22,230	316,337	73,293
Other trading activities	5	-	2,545	2,545	175
Investments		-	27	27	94
Total income		<u>294,107</u>	<u>160,016</u>	<u>454,123</u>	<u>267,939</u>
Expenditure on:					
Raising funds		-	69,902	69,902	64,682
Charitable activities		<u>232,443</u>	<u>59,345</u>	<u>291,788</u>	<u>245,546</u>
Total expenditure	6	<u>232,443</u>	<u>129,247</u>	<u>361,690</u>	<u>310,228</u>
Net income / (expenditure)		61,664	30,769	92,433	(42,289)
Transfers between funds		<u>16,938</u>	<u>(16,938)</u>	-	-
Net movement in funds	7	78,602	13,831	92,433	(42,289)
Reconciliation of funds:					
Total funds brought forward		<u>43,951</u>	<u>113,917</u>	<u>157,868</u>	<u>200,157</u>
Total funds carried forward		<u><u>122,553</u></u>	<u><u>127,748</u></u>	<u><u>250,301</u></u>	<u><u>157,868</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 2022**

	Note	£	2022 £	2021 £
Fixed assets				
Tangible assets	10		<u>12,229</u>	<u>13,937</u>
Current assets				
Debtors	11	24,802		10,680
Cash at bank and in hand		<u>229,402</u>		<u>144,513</u>
		254,204		155,193
Liabilities				
Creditors: amounts falling due within 1 year	12	<u>(16,132)</u>		<u>(11,262)</u>
Net current assets			<u>238,072</u>	<u>143,931</u>
Net assets	13		<u><u>250,301</u></u>	<u><u>157,868</u></u>
Funds	14			
Restricted funds			122,553	43,951
Unrestricted funds				
Designated funds			27,229	23,937
General funds			<u>100,519</u>	<u>89,980</u>
Total charity funds			<u><u>250,301</u></u>	<u><u>157,868</u></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 25 July 2022 and signed on their behalf by



Stephanie Brammar
Acting Chair, acta Council of Management

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 £100,519, a cash balance of £229,402 and has confirmed funding for the majority of its planned projects over the next 12 months. 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 2022

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:

	2022	2021
Raising funds	24.0%	24.0%
Charitable activities	76.0%	76.0%

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 2022

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 2022

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2021 Total £
Income from:			
Donations and legacies	-	194,377	194,377
Charitable activities	71,534	1,759	73,293
Other trading activities	-	175	175
Investments	-	94	94
Total income	71,534	196,405	267,939
Expenditure on:			
Raising funds	-	64,682	64,682
Charitable activities	131,015	114,531	245,546
Total expenditure	131,015	179,213	310,228
Net income / (expenditure) and net movement in funds	(59,481)	17,192	(42,289)

3. Income from donations and legacies

	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Core funding:				
Arts Council England NPO Funding	-	81,472	81,472	81,472
Bristol City Council Key Arts Provider	-	20,400	20,400	20,400
Singer Foundation	-	11,987	11,987	-
Thresholds Ltd	-	10,000	10,000	-
The 29th May 1961 Charity	-	5,000	5,000	5,000
Coronavirus Job Retention Scheme grant	-	610	610	34,993
Arts Council England Cultural Recovery Fund	-	-	-	50,000
Donations	-	5,745	5,745	2,512
Total income from donations	-	135,214	135,214	194,377

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 2022

4. Income from charitable activities

	Restricted £	Unrestricted £	2022 Total £
Grants > £5,000			
Paul Hamlyn Foundation	180,000	-	180,000
BBC Children in Need	21,459	-	21,459
EU Creative Europe: RAPPORT	20,000	-	20,000
St Monica Trust	19,836	-	19,836
People's Postcode Lottery	10,890	-	10,890
Nisbet Charitable Trust	10,000	-	10,000
National Lottery	9,995	-	9,995
West of England Combined Authority	9,982	-	9,982
Other grants < £5,000	<u>11,945</u>	<u>-</u>	<u>11,945</u>
Total grants	294,107	-	294,107
Box office and ticket sales	-	3,961	3,961
Fee income	<u>-</u>	<u>18,269</u>	<u>18,269</u>
Total income from charitable activities	<u>294,107</u>	<u>22,230</u>	<u>316,337</u>
Prior period comparative			
	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>71,534</u>	<u>1,759</u>	<u>73,293</u>

acta Community Theatre Ltd

Notes to the financial statements

For the year ended 31 March 2022

5. Income from other trading activities

	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Premises hire	-	1,354	1,354	175
Theatre bar sales	-	1,184	1,184	-
Book sales	-	7	7	-
Total income from other trading activities	-	2,545	2,545	175

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

6. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2022 Total £
Staff costs (note 8)	48,611	157,113	43,472	249,196
Freelance fees	-	42,877	-	42,877
Premises costs	-	-	20,131	20,131
Vehicle hire	-	1,735	-	1,735
Production costs	-	6,846	-	6,846
Office costs	-	-	7,815	7,815
Insurance	-	-	7,043	7,043
Travel and accommodation	-	507	-	507
Depreciation	-	3,860	-	3,860
Print, publicity and documentation	-	4,370	-	4,370
Venue hire	-	4,465	-	4,465
Participant expenses	-	1,202	-	1,202
Training	-	-	2,998	2,998
Audit and accountancy	-	-	7,813	7,813
Affiliations and subscriptions	-	-	744	744
Bank charges	-	-	88	88
Sub-total	48,611	222,975	90,104	361,690
Allocation of support and governance costs	21,291	68,813	(90,104)	-
Total expenditure	69,902	291,788	-	361,690

Total governance costs were £7,813.

acta Community Theatre Ltd

Notes to the financial statements

For the year ended 31 March 2022

6. Total expenditure (continued)

Prior period comparative

	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	<u>20,234</u>	<u>65,399</u>	<u>(85,633)</u>	<u>-</u>
Total expenditure	<u>64,682</u>	<u>245,546</u>	<u>-</u>	<u>310,228</u>

Total governance costs were £3,900.

acta Community Theatre Ltd

Notes to the financial statements

For the year ended 31 March 2022

7. Net movement in funds

This is stated after charging:

	2022	2021
	£	£
Depreciation	3,860	3,138
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	45	78
Independent examiner's remuneration:		
▪ Independent examination (including VAT)	1,800	1,740
▪ Other services	6,479	-

Trustee reimbursed expenses relate to travel expenses for two trustees (2021: two trustees).

8. Staff costs and numbers

Staff costs were as follows:

	2022	2021
	£	£
Salaries and wages	226,710	227,784
Social security costs	17,309	16,198
Pension costs	5,177	5,173
	249,196	249,155

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 £82,073 (2021: £74,463).

	2022	2021
	No.	No.
Average head count	8.5	9.0

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 2022

10. Tangible fixed assets

	Stage equipment £	Office fittings & equipment £	Total £
Cost			
At 1 April 2021	122,606	60,590	183,196
Additions in year	-	2,152	2,152
At 31 March 2022	<u>122,606</u>	<u>62,742</u>	<u>185,348</u>
Depreciation			
At 1 April 2021	115,465	53,794	169,259
Charge for the year	<u>1,785</u>	<u>2,075</u>	<u>3,860</u>
At 31 March 2022	<u>117,250</u>	<u>55,869</u>	<u>173,119</u>
Net book value			
At 31 March 2022	<u>5,356</u>	<u>6,873</u>	<u>12,229</u>
At 31 March 2021	<u>7,141</u>	<u>6,796</u>	<u>13,937</u>

11. Debtors

	2022 £	2021 £
Trade debtors	350	-
Prepayments	3,606	3,437
Other debtors	<u>20,846</u>	<u>7,243</u>
	<u>24,802</u>	<u>10,680</u>

12. Creditors : amounts due within 1 year

	2022 £	2021 £
Trade creditors	7,338	156
Accruals	1,800	2,219
Other taxation and social security	5,759	5,838
Deferred income	-	2,520
Other creditors	<u>1,235</u>	<u>529</u>
	<u>16,132</u>	<u>11,262</u>

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

acta Community Theatre Ltd

Notes to the financial statements

For the year ended 31 March 2022

13. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	12,229	-	12,229
Current assets	122,553	15,000	116,651	254,204
Current liabilities	-	-	(16,132)	(16,132)
Net assets at 31 March 2022	122,553	27,229	100,519	250,301
Prior year comparative				
	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	43,951	23,937	89,980	157,868

acta Community Theatre Ltd

Notes to the financial statements

For the year ended 31 March 2022

14. Movements in funds

	At 1 April 2021 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2022 £
Restricted funds					
Paul Hamlyn Foundation:					
Cornerstone	8,955	180,000	(103,213)	4,258	90,000
BBC Children in Need:					
Lockleaze Kids	7,201	21,459	(28,853)	-	(193)
Nisbet Charitable Trust:					
Phoenix	4,300	10,000	(12,661)	-	1,639
Community Fund: Holding					
On	5,041	-	(5,041)	-	-
EU Creative Europe:					
RAPPORT	4,507	20,000	(37,102)	12,595	-
Bramble Trust: Young					
Carers	2,000	-	(2,000)	-	-
Quartet: Lockleaze YT	4,900	-	(4,900)	-	-
Stop the Loan Sharks:					
Lockleaze Stories	5,047	-	(5,047)	-	-
Quartet: Young Carers	-	4,945	(2,307)	-	2,638
Lottery: Sudanese Youth					
Theatre	-	9,995	-	-	9,995
Sufia	-	4,000	(280)	-	3,720
St Monica Trust	-	19,836	(13,985)	-	5,851
Postcode Lottery: Pick n Mix	-	10,890	(4,987)	-	5,903
WECA: Turn Up	-	9,982	(10,067)	85	-
Wellbeing café	-	3,000	-	-	3,000
Other small grants (various)	2,000	-	(2,000)	-	-
Total restricted funds	43,951	294,107	(232,443)	16,938	122,553
Unrestricted funds					
<i>Designated funds:</i>					
Premises repairs reserve	10,000	-	-	-	10,000
Equipment reserve	13,937	-	(3,860)	2,152	12,229
Thresholds	-	-	-	5,000	5,000
<i>Total designated funds</i>	23,937	-	(3,860)	7,152	27,229
General funds	89,980	160,016	(125,387)	(24,090)	100,519
Total unrestricted funds	113,917	160,016	(129,247)	(16,938)	127,748
Total funds	157,868	454,123	(361,690)	-	250,301

acta Community Theatre Ltd

Notes to the financial statements

For the year ended 31 March 2022

14. Movements in funds (continued)

Prior period comparative

	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:	-	10,000	(10,000)	-	-
Other small grants	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>	<i>11,580</i>	<i>-</i>	<i>-</i>	<i>12,357</i>	<i>23,937</i>
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

Notes to the financial statements

For the year ended 31 March 2022

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	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.
Quartet: Young Carers	Weekly youth theatre for young carers, meeting online this year.
Lottery: Sudanese Youth Theatre	Support for weekly drama and youth theatre workshops for children from the Sudanese community of Bristol.
Sufia	A free participatory arts programme by and for Sudanese people living in Bristol. It includes; youth theatre, women's storytelling, men's drumming, creative arts intensives for young people, and Sudafest - a festival celebrating Sudanese culture & arts.
St Monica Trust	Supports Making Time 2, a creative arts group for over 55's including a home cooked hot meal.
Postcode Lottery: Pick n Mix	A weekly, creative arts group for over 55's, which includes a home cooked hot meal.
WECA: Turn Up	Working with Muslim women and girls in St Pauls, Bristol. Using audio technology, the group recorded their own podcast, reflecting on issues relevant to them.

acta Community Theatre Ltd

Notes to the financial statements

For the year ended 31 March 2022

14. Movements in funds (continued)

Purposes of restricted funds

Wellbeing café A safe and welcoming space for communities, reducing isolation and making a positive impact on residents' mental health and wellbeing.

Other small grants (various) Various smaller grants to support the local programme.

Purposes of designated funds

Premises repairs reserve Funding designated for major repairs and upgrades to the external and internal condition of the premises.

Equipment reserve Funding designated to ensure acta have the capacity to maintain and upgrade technology without impacting on the day to day running of the organisation.

Thresholds Donation to support current and/or future projects by acta.

Transfers

Transfers to restricted funds are to cover the overspend on restricted projects.

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 Lottery, 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	2022 Total
	£	£	£
Arts Council England NPO Funding	-	81,472	81,472
Bristol City Council Key Arts Provider	-	20,400	20,400
National Lottery	9,995	-	9,995
West of England Combined Authority	9,982	-	9,982
Coronavirus Job Retention Scheme grant	-	610	610
Total government grants	19,977	102,482	122,459

acta Community Theatre Ltd

Notes to the financial statements

For the year ended 31 March 2022

16. Government grants (continued)

Prior year comparative

	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
	<hr/>	<hr/>	<hr/>
Total government grants	-	186,865	186,865