



Welcome to our production line

The Habbit Factory Annual Report - April 2017 – March 2018



141 Abbs Cross Lane

Hornchurch

RM12 4NA



**Top-Pic
Photography**

Annual Report of The Habbit Factory
Presented at the Annual General Meeting
1st November 2017

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Mission Statement:

MISSION STATEMENT

TO ADVANCE THE EDUCATION, LIFE SKILLS AND IN GENERAL IMPROVE THE CONDITIONS OF LIFE FOR CHILDREN AND YOUNG PEOPLE, IN PARTICULAR BUT NOT EXCLUSIVELY, THOSE WHO ARE DISADVANTAGED AND THOSE WITH DISABILITIES, IN THE GREATER LONDON AREA WHERE SUCH OPPORTUNITIES WOULD NOT NORMALLY BE AVAILABLE.

An overview of the past year Lee Giles

Since our last AGM we have put on a 4-performance show at the Queens Theatre with our children's group as well as 1 performance with our adults group. We also ran two successful summer schools.

In June 2018 we performed 4 performances at the Queens. This was the greatest number of performances we have put on for any one show and unfortunately the ticket sales didn't match the quality of performance. The show didn't sell as well as it could, but we will learn from this and will better advertise and our next performance. With extra time we had to prepare for the technical side of the performance I think the show itself was the smoothest to date. There were some sound issues but unfortunately that had a lot to do with the number of microphones we were using. Next year's performance we will be using fewer microphones, which we hope will alleviate the sound problems to create a smoother performance. I'm looking forward to that challenge.

The programmes were a huge success this year, in my opinion the best ones we have ever produced. Thank you to all who helped with that. The after-show party was once again a huge success lead by our parents and Blue Tees volunteering their time. That is something we will continue

The History performances received amazing reviews from many different audience goers; parents, carers, other family members, school teachers / head teachers, youth workers and the then mayor and mayoress of Havering.

Our Adults performance of It's just a variety show was also a huge success. Many of our performers on the day taking to the stage for the very first time. The adult's group is here to stay and we are working heavily towards their next production. I will be passing on the role of sound guy (not my strength) to people who I know will do a much better job than I did.



The next Adult Group performance is at the Myplace centre on February 22nd at 7pm. Named "It's just a night in front of the TV" it is based on the TV programme "Gogglebox". The performance will be looking at TV and films over the years. The show is a real collaborative effort with many of the members involved in the writing process. Make sure you get along to see it.

Since the performance's we have returned to general sessions and have taken ideas from members to create the next performance. I'm about to announce the title publicly for the first time. The show will be called "Follow the Red Brick Road", which will be performed at The Queens Theatre, Hornchurch on June 8th and 9th. The performance is a follow on from the film "The Wizard Of Oz". Early indications show this to be one of the best performances to date. The performance is slightly darker with more hidden twists and turns than in previous performances. In sessions this year we have chosen to concentrate a lot more on singing. In previous years we have noticed that "singing louder" was not always the best option. Hannah and my musical abilities aren't as good as we would like but we have managed to sing successful three part harmonies during sessions. The purchase of a condenser microphone has come in handy as it gives us the opportunity to record and let our members listen back.

We have moved our Adults group from Tesco's as the group grew too large. We are now at St Albans Church in Elm park. We also have the YMCA very interested in this group!

We are currently running 5 evening sessions a week plus the adults group along with 4 after school clubs. Those school are Drapers, Brookside Infants and Juniors on a Monday and Wednesday, St Ursula's Catholic School on a Tuesday and Mead Primary School on a Friday. We have also run sessions for Broadford and Pyrgo within the year.

A successful summer school took place during the holidays. The sessions themselves were a vast improvement on the previous year which lead to better performances. I must thank all the Blue Tees for their hard work as they helped produce and direct excellent performances.

I would also like to thank all those who made donations this year. Without external funding we would not be able to continue delivering the many sessions currently on offer.

Website updates have currently halted. We are working on this and I'd like to thank Reece for his hard work. Social media has become a key tool for us to advertise and promote services and performances. Social media is free and therefore is our best friend. Daily video uploads on Facebook, Twitter and Instagram means that parents, members and new audiences are reached easily and freely. We currently have roughly 1300 people following us on the various platforms.

Hannah left in July to take maternity leave and during her absence I am pleased to say that she and Rob became proud parents to Baby Nala, who is the cutest person on the planet! We were so happy when Hannah popped in to see us all with Nala. In Hannah's absence it has been tough running things solo and I could not have done it without the full support of the Blue Tees. On the subject of Blue Tees, we had a slight decrease in numbers, however, I must say we have quality over quantity, which is proving to have a better impact on the sessions. Currently we have 24 volunteers I would like to introduce a few more but on specific days. If you know anyone over the age of 18 please contact me directly. I know I speak for all when I say we cannot wait for Hannah's return. She has an energy in sessions that we sorely miss.

With no advertising we have kept a steady number of members. Hopefully in the new year we can introduce the new website as well as better advertising for members/Blue tees/ events which should help us!

I would like to take this opportunity to thank everyone for their considerable help. Our members are the reason the Habbit Factory exist.

PS Hannah and I recently had a conversation about 2020 performances for adults and Children's groups... we are excited...

All the best Lee

Future Plans:

- 1) To continue to expand our current workshops
- 2) To grow our adults group
- 3) To generate greater funding through trusts and local events
- 4) To become a company limited by guarantee
- 5) To become an employer
- 6) To introduce outside professional artists
- 7) To deliver bigger and better performances—working towards a West End production
- 8) To source permanent premises which is suitable to deliver both admin/ theatre workshops



Welcome to our production line

Report for the Annual General Meeting of the
Habbit Factory – Tuesday 11 December 2018

The Financial Year April 2017- March 2018

Our income for the year	£39,234.00
Our expenditure for the year	<u>£34,880.00</u>
Net Surplus.....	£ 4,354.00
Balance at the start of the period	<u>£24,365.00</u>
Total	£28,719.00

Income basically remained the same as the previous year. Of note were voluntary subscriptions £13,521 – donations £8,254 and fee paying schools £8,040.

Expenditure increased over the previous year due to investment in current tutorial staff and funds allocated for the management and development of our workshops. This was partially offset by a reduction in costs for hall hire of some £3,488.

Overview

Our core and most expensive projects remain the provision of workshops and public performance opportunities for our members' at the Queen's Theatre. Restricted funds remain allocated to those activities. The cost of our last performances amounted to £16,465 - income totalled £12,567. The deficit was substantially reduced by bucket donations and the post show Fundraiser Party resulting in a sustainable loss of just £1,914.

The costs of running the Charity excluding workshops, tutorial fees and theatrical performances remained minimal with small outlays for legalities, administration and administrative materials. The Board of Trustees remains entirely voluntary i.e. without cost to the Charity.

Current Financial Position -

November figures are yet to be compiled but I am pleased to report that the respective credit balances recorded at the end of October this year were as follows:-

Current Account Credit Balance	£14,269.64
Business Reserve Account	<u>£17,013.80</u>
Total.....	£31,283.44

Acknowledgements

As is clearly illustrated by this report we are indebted to and thank all our members and supporters, without whose generosity we would be unable to maintain our annual programme. We also acknowledge the kind support of Tesco Romford for free workshop accommodation and Fox Accountancy Hornchurch for undertaking our annual accounts without charge.

In closing a note of thanks to Su Giles is to be recorded for her invaluable support in organising our banking and undertaking our ledger keeping without which this report and our general accountancy would not be possible.

B.M. 12/2018

For and on Behalf of the Chair and Trustees

Tony Dance – Chairman

Welcome to our Production Line

I would like to begin my report by firstly thanking Lee for putting in a great effort to keep the cogs turning at the Habbit Factory during the past 12 months. Despite our efforts to get a temporary replacement whilst Hannah is away, the task proved to be more difficult than imagined. With Lee's commitment and the invaluable support of our wonderful Blue T's we have managed to achieve another successful year. As the accounts have shown, we have continued to make steady growth and have managed to hold 6 months running costs within our reserve account. The healthy financial position has allowed us to take up 6 days at the Queens Theatre for next years show, 4 days to get in and 2 for the performance, giving Lee and the team the best possible opportunity to create a professional polished production.

I am also pleased to see the adults group continue to flourish and am very much looking forward to their performance on February 22.

We had a number of people fundraising on our behalf this year and I would like to thank all those who have helped to bolster our bank balance. Special mention must go to Michelle Parrot for her epic London Marathon run and to the Havering Miniature Railway who donated a whole day of fundraising on our behalf.

Reece has been feverishly working on the new website, this should hopefully simplify a lot of the administrative work currently being undertaken by Lee. Many thanks to Reece for taking on such an epic task, we are extremely grateful for the time and effort that you continue to put into the Habbit Factory.

Zak and Julia have stepped away from their roles within the charity and on behalf of the board would like to thank them both for their invaluable contributions.

As part of our plans going forward, Habbit Factory will begin the process of becoming a company limited by guarantee, we will also become an employer, offering both Lee and Hannah the opportunity to become paid employees and to take advantage of the benefits that this comes with.

Kieran and Ryan will be pursuing the options of finding a permanent home for the Habbit Factory, they have already made in-roads with the Big Lottery fund and I'm hoping we will be well on our way come the summer.

And on the subject of future plans and having been in the role of chairman for the past five years, the board and I believe it is now time to bring someone new to the role, someone who has fresh and new ideas for the Habbit Factory going forward. Following our recent trustees meeting I am pleased to say it was unanimously agreed that Sean Wade would be the perfect replacement. I will stay on as a trustee in the newly appointed role of vice chair and will be on hand to offer support where needed. Personally, it's been a pleasure to work with a board of trustees past and present, who have voluntarily and whole heartedly given their time, energy and commitment to help make the Habbit Factory what it is today. As I step down from my role I think it is very important that we and everyone sitting in this room continue to focus on the one common denominator that drives us all, and that's the children. We are all working for what's best for them and we shouldn't lose sight of that fact.

Tony.

Please use your preferred method to contact us:

Phone: 07985 377781

Email: leegiles@thehabbitfactory.org hannahsalmon@thehabbitfactory.org

Facebook: [Habbit Factory](#)

Twitter [@Habbitfactory](#)

Instagram: [@habbitfactory](#)

Youtube: [TheHabbitFactory](#)



The Habbit Factory

Unaudited Accounts

31 March 2018

Registered Charity Number:
1162418

**The Habbit Factory
Business Information**

Trustees

Tony Dance
Teresa Orpin
Suzanne Giles
John Appleton
Ryan Havis
Barry Malcomber
Julia Mustafa- Vicente
Kieran O'Callaghan
Sean Wade

Accountants

Fox Accountancy Limited
144 Hall Lane
Upminster
Essex
RM14 4AT

Bankers

NatWest
Hornchurch Branch
120/122 High Street
Hornchurch Branch
Essex
RM12 4UL

Registered Charity address

141 Abbs Cross Lane
Hornchurch
Essex
RM12 4NA

The Habbit Factory

Approval statement

We approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. We acknowledge our responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing Fox Accountancy Limited with all information and explanations necessary for their compilation.



Barry Malcomber (Trustee)

Date: 19-10-19



Tony Dance (Chair)

**The Habbit Factory
Profit and Loss Account
for the year ended 31 March 2018**

	2018 £	2017 £
Income		
Voluntary subscriptions	13,521	13,278
Donations	8,254	13,060
Fundraising	1,265	1,201
After school and during school sessions fees	8,040	5,954
Summer workshop	2,185	2,115
Ticket sales	5,140	3,625
Programme sales	700	-
Advertising	125	-
Bank interest	4	1
	<u>39,234</u>	<u>39,234</u>
Expenditure		
Tutorial fees	19,235	14,145
Hall rental	3,275	6,763
Workshop administration	50	1,780
Promotional events	-	180
Tickets and programmes	354	35
Equipment expenses	1,610	675
Production staff	1,500	-
Props and costumes	180	104
Staff clothing	-	344
Management and development	6,320	-
Website	933	420
Flyers and posters	-	200
Printing, postage and stationery	538	18
Refreshments	163	-
Telephone	190	213
Legalities	178	358
Staff and volunteer training	345	480
Volunteer travel expenses	8	40
Sundry expenses	1	-
	<u>34,880</u>	<u>25,755</u>
Surplus	<u>4,354</u>	<u>13,479</u>

The Habbit Factory
Balance Sheet
as at 31 March 2018
Registered Charity Number: 1162418

	2018 £	2017 £
Assets		
Trade debtors	480	600
Bank/building society balances	31,299	23,947
Cash in hand (Petty cash)	20	55
	<u>31,799</u>	<u>24,602</u>
Liabilities		
Trade creditors	3,080	237
	<u>3,080</u>	<u>237</u>
	<u>28,719</u>	<u>24,365</u>
Net business assets represented by		
Capital account:		
Balance at start of period	24,365	10,886
Net surplus	4,354	13,479
	<u>28,719</u>	<u>24,365</u>
Surplus funds		
Restricted expenditure	25,540	13,490
Unrestricted expenditure	3,179	10,875
	<u>28,719</u>	<u>24,365</u>

The Habbit Factory
Notes to the Accounts
for the year ended 31 March 2018

1 Accounting basis

The accounts have been compiled on an accruals basis that enables profits to be calculated in accordance with the provisions of FRS 102 and that provides sufficient and relevant information to enable the completion of a tax return.

INDEPENDENT REPORT TO THE TRUSTEES OF HABBIT FACTORY

I report on the financial statement of THE HABBIT FACTORY for the year ended 31st March 2018, which are set out on pages 3 & 4.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINERS

This report is made solely to the trustees, who as a body are responsible for the preparation of the accounts. In accordance with Section 144(2) of the Charities Act 2011 (the 2011 Act) The trustees consider that an audit is not required and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under any company law and is eligible for an independent examination, it is my responsibility to:

- (a) examine the accounts under section 145 of the 2011 Act
- (b) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- (c) to state whether matters have come to my attention

BASIS OF INDEPENDENT EXAMINERS REPORT

An examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out on the statement below.

INDEPENDENT EXAMINERS STATEMENT

In connection with my examination, no matter has come to my attention:

- (1) that gives me reasonable cause to believe that in any material respect the requirements:
 - (a) to keep accounting records in accordance with section 396 of the Companies Act 2006, and;
 - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts be reached.

Signed:


John Appleton

Dated:

29/11/19.

11 New Place Gardens, Upminster. RM14 3DG