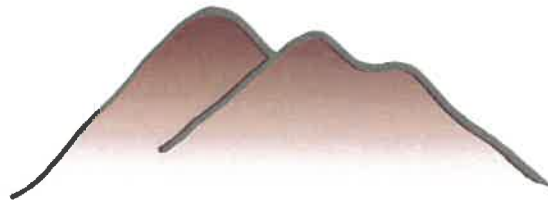


Highlights Productions
Report of the Directors and Trustees
and Financial Statements for the year ended
31 March 2021



Keswick
ACCOUNTANTS

Highlights Productions

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Highlights Productions

Charity Information
for the year ended
31 March 2021

DIRECTORS AND TRUSTEES:	Ms S Coffey Ms J Galloway Ms C Hardy Mr J Holland - Chair Ms M Ingham Mr T G Keys Ms E Lugg Ms S O'Brien Mr K Rahnama Mr O Tallis
COMPANY SECRETARY	Ms H Askew
CHIEF EXECUTIVE OFFICERS:	Ms K Lynch
BUSINESS ADDRESS	Mostyn Hall Friargate Penrith Cumbria CA11 7XR
REGISTERED OFFICE:	Mostyn Hall Friargate Penrith Cumbria CA11 7XR
CHARITY NUMBER:	1100920
COMPANY NUMBER:	4646007
ACCOUNTANT AND INDEPENDENT EXAMINER	Frances Clark ACA Keswick Accountants Appleside 4 Leonard Street Keswick Cumbria CA12 4EJ
BANKERS:	Co-Operative Bank PO Box 250 Delf House Southway Skelmersdale WN8 6WT

Highlights Productions

Report of the Trustees for the year ended 31 March 2021

The Trustees (Management Committee), who are the directors of the Company for the purposes of company law, present their report together with the financial statements of the Charity for the year ended 31 March 2021.

The accounts have been prepared in accordance with the Charities Act 2011, the Companies Act 2006, and the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Governing Document

Highlights Productions is a company limited by guarantee and registered charity. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company, and is governed under its Articles of Association.

Objectives

The object of the charity is to advance the education of the public in the practice and appreciation of the arts, especially in the counties of Durham, Northumberland and Cumbria, through the provision of a rural arts service. The company aims to meet its objectives by presenting and promoting a programme of drama, dance, literature, music, storytelling and visual arts. It achieves these aims through:-

- continuing support of volunteer promoters to enable them to provide a professional service in providing a programme of high quality events in their venues;
- continuing choice of a wide range of performances to the highest quality
- securing the necessary funds to put these objectives in place and ensure the sustainability of the programme.

Directors

The directors who acted during the period were as follows:

Ms S Coffey
Ms I Faith - resigned July 2020
Ms J Galloway
Ms C Hardy - appointed March 2021
Mr J Holland
Ms M Ingham - appointed March 2021
Mr T G Keys
Ms E Lugg
Ms S O'Brien - appointed March 2021
Mr K Rahnama - appointed March 2021
Mr O Tallis - appointed March 2021

Management Structure

At the end of each Annual General Meeting, one third of the Trustees must retire from office. The members to retire shall be those longest in office since their last election. Retiring members may be eligible for re-election with no maximum period of service. The Trustees may co-opt persons onto the board to fill any casual vacancies. All co-opted members should stand down at the AGM following their co-option. Trustees are given an induction pack and undertake an interview process to assess suitability for both parties.

The strategy is developed by the Chief Executive Officer and approved by the Board. The day to day activities are carried out by 4 members of staff.

Highlights Productions

**Report of the Trustees, contd.
for the year ended
31 March 2021**

Review of the development, activities and achievements of the Company

As for so many organisations, the Covid-19 pandemic has meant that 2020/21 has been a very different year to usual for Highlights, presenting a great many challenges. The organisation has worked hard to flex with the uncertainty and to engage with its volunteers, artists and audiences in new and imaginative ways.

2020/21 was the third year of the National Portfolio 4 year agreement with Arts Council of England [ACE]. (NB in the light of the Covid-19 pandemic, the ACE announced that the current NPO agreement will be extended until April 2023). The NPO agreement is awarded to Highlights (H) and Arts Out West (AOW) together, with Highlights as the lead partner. There was a small inflationary increase in the award for 2020-21. Local Authority funding from Cumbria, Northumberland, County Durham and South Lakeland remained at a standstill amount.

The Management Committee started the year with six members; and ended the year with ten (1 of whom is a Highlights volunteer promoter). In July 2020 Irene Faith resigned, and Shelley O'Brien joined the board. In Autumn 2020 Highlights ran a recruitment campaign for new board members. The four applicants were interviewed by John Holland (Chair) and Kate Lynch (Director), and were all invited to join the board at the March 2021 meeting. The four new members are Cinzia Hardy, Mary Ingham, Kaveh Rahnama and Oliver Tallis.

We said goodbye to Co-Director Rosie Cross, who retired on 30 September 2020. On 1 October Kate Lynch became Director and Heather Askew became General Manager. The Communications and Creative Engagement Officers roles remain unchanged. The budget retains some flexibility to employ contractors as necessary and in response to the needs of the organisation.

Highlights continues to work in partnership with over 60 village halls, community centres and schools across Cumbria, County Durham and Northumberland. Due to the Covid-19 pandemic 28 shows using 9 companies were cancelled in the Spring season, April – June 2020, with all companies paid 75% of their fee. Four performances were cancelled due to ill health.

Eight performances were scheduled as test events in November and December 2020. Due to the November national lockdown and the local tier system, only one of these performances went ahead – The Scrooge Diaries at Helsington & Brigsteer Village Hall on Fri 12 December.

After some optimism in late summer 2020, Highlights ran 6 online promoter launch events for a Spring 2021 season. As the early part of this Spring season 24 performances were scheduled between 4 March 2021 and 31 March 2021, using seven companies. In the same period, five Creative Highlights workshops were scheduled with two regional artists. Due to the national lockdown announced in January 2021, two of these events were cancelled and the rest were postponed until June 2021.

Due to the lack of live performances, Highlights turned to alternative ways of delivering activity. In Spring, we sent postcard packs to all volunteer promoters and a number of artists. During summer 2020, Highlights presented three Zoom Café performances, live digital performances from Black Country Touring. A further four performances were hosted by four volunteer promoters for their own communities. We commissioned broadcast-ready performances for the radio, Highlights at Home. Three 10-minute audio productions were created by musician Rob Heron, storyteller Nick Hennessey and theatre company Ladies That Bus. They were premiered on BBC Radio Cumbria in September 2020, alongside interviews with the artists, volunteer promoters and audience members. In October 2020 Highlights presented a performance of Keeping The Lights On, an audio performance delivered via Zoom followed by a live question and answer session. The Creative Engagement programme moved online, with music and performance workshops delivered to four primary schools.

Highlights Productions

**Report of the Trustees, contd.
for the year ended
31 March 2021**

Review of the development, activities and achievements of the Company (cont)

Highlights hosted training courses in *Unconscious Bias (2 courses)* and *Equality, Diversity and Inclusivity (1 course)* for the full staff, board members and offered places to volunteer promoters. These were facilitated by Tonic Theatre.

In Spring 2021, Highlights undertook a community arts project with Eden District Council. Originally planned to include live events, the project moved online after the announcement of the third national lockdown. Culminating in a 'Light Up Eden' festival on Saturday 20 March for the Spring Equinox, the project included a series of online workshops; live online storytelling; public art installations and lantern making kits distributed to local communities across the district.

Highlights have not used the Government furlough scheme as our staff were funded from either our NPO funding or other grant funding in 20/21. We took advantage of the local authority scheme for rate paying businesses, giving us three grants totalling £8,835 which in part have been used to buy laptops to allow staff to work from home effectively. In March 2021 we were awarded a grant from the DCMS / ACE Culture Recovery Fund to assist Highlights to restart our work in 2020-2021.

In March 2021, Highlights moved its office from Appleby to the BlueJam Arts building in Penrith.

Snap-shot relating to Targets for the year:

1. Programme around 150 shows: *64 shows and five artist workshops were programmed. All but one of these were cancelled or postponed into 2021/22.*
2. Continue to explore alternative income sources: *Highlights received three grants via the local authority scheme for rate paying businesses, totalling £8,835. We received an NRTF bursary of £1750 to support Highlights at Home radio commissions. In March 2021 we were awarded a grant from the DCMS/ACE Culture Recovery Fund totalling £28,733. This grant will be recognised in the 2021-22 accounts.*
3. Research and pilot the Maker's Menu; a programme of workshops (writing, arts and craft etc ...) offered to the village hall promoters alongside the performance menu: *We programmed 3 artists to deliver workshops in Spring 2021 under the title Creative Highlights – Cabinet of Curiosity; Liz Jones Studio and The Hide. We programmed 14 workshops during the Spring 2021 season. Due to national lockdown one of these was cancelled and the rest have been postponed into 2021/22.*
4. Monitor the 2018-22 Highlights/Arts Out West Business Plan and Audience Development Plans. *Updates of the Action Plan were discussed regularly at Management Committee meetings and also at the joint H/AOW Collaborative Review Group. NB Given the revised dates for the next NPO funding round [2023 – 2027], work will begin on the application in Autumn 2021*
5. Continue the refinement of the Highlights brand, based on the new look we have used on the website and recent brochures. *Matt Corns, Communications Officer, has worked on refining the branding for the organisation, creating new brand guidelines and colour palette.*

Highlights Productions

Report of the Trustees, contd. for the year ended 31 March 2021

Review of the development, activities and achievements of the Company (cont)

6. Continue to build our online presence, through the website, meaningful content on the social media channels, regular emails and online ticketing: *Despite having only one live performance in 2020/21 and little online ticketing, we have built our presence online – hosting online workshops; events and performances. When we haven't had Highlights planned events, we have signposted to events hosted by our friends and colleagues elsewhere.*
7. Continue to monitor our Creative Engagement programme, researching funds for new projects and refining the groups and areas we are working with and in. *Kate Halsall has made some good connections with schools during 2020/21 and we have offered a number of online workshop programmes. We are researching grant funding in order to secure this work in the years to come.*
8. With the Northern Consortium, and other partners continue partnership working and international and diverse programming: *We have continued to have regular meetings with the Northern Consortium via Zoom, and have submitted an ACE Project Grants application for further pitching and mentoring work in 2021/22, specifically targeting diverse artists and companies. International programming remains uncertain due to the global pandemic.*
9. Continue to work in partnership with the National Rural Touring Forum: *NRTF have hosted regular catch up meetings for schemes, artists and promoters which we have attended. All Highlights staff attended the NRTF digital conference in October 2020.*
10. With Co-Director Rosie Cross leaving at the end of September 2020, ensure that the organisation settles within the new staff structure, carrying on with our careful monitoring of all aspects of the business: *Despite the obvious difficulties of this year, Highlights has settled well into the new structure. We hope that 2021/22 will allow the team to concentrate on the more usual work of the organisation.*

Plans for 2021-2022

1. Continue to react and respond to the impact of the Covid-19 pandemic.
2. Programme around 150 shows.
3. Continue to explore alternative income sources.
4. With external facilitator, David Dolan Martin, embark on a process of visioning for Highlights with staff, board and key stakeholders.
5. Evaluate Creative Highlights; a programme of workshops (writing, arts and craft etc ...) offered to the village hall promoters alongside the performance menu in Spring 2021.
6. Start work on the next NPO funding round [2023 – 2027]; with work anticipated to begin on the application in Autumn 2021.
7. Continue to monitor our Creative Engagement programme, applying for funding for our work with schools.
8. Work on profile raising for the organisation, putting together a PR strategy for local, regional and national coverage.
9. With the Northern Consortium, and other partners continue partnership working and diverse programming. Consider the future of international programming.
10. Continue to work in partnership with the National Rural Touring Forum.

Finances

The organisation made an overall surplus of £33,445. This was made up of a surplus of £43,556 on unrestricted funds, and a deficit on restricted funds and projects of £10,111. When the overall surplus was added to the reserves brought forward of £118,369 it gave closing reserves for the charity of £151,814 of which £43,197 are for restricted funds or projects. This leaves general reserves of £108,617 as at 31 March 2021. Of that, £7,702 relate to fixed assets and so the unrestricted free reserves at the end of the year were £100,915.

Reserves Policy

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which provides sufficient funds to cover management, administration and support costs for six months. At the 31 March 2021 unrestricted reserves were above this minimum level.

Highlights Productions

Report of the Trustees, contd. for the year ended 31 March 2021

Investment Policy

The Memorandum and Articles of Association of the Charity permit wide powers of investment. The Trustees should invest the money of the charity not immediately required for its purposes, in or upon such investments, securities or properties as may be thought fit.

Risk Assessment

The Trustees regularly review the risks to which the charity is exposed and consider the implications of those risks. The Trustees consider the COVID-19 pandemic and associated future funding implications as a significant risk. They are keeping this risk under continuous review.

Statement of Directors Responsibilities


The Directors are required under the Companies Act 2006 and the Charities Act 2011 to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of its net surplus or deficit for that period. In preparing those financial statements, the directors are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements;
- d) prepare the financial statements on the going concern basis unless it is inappropriate to presume the company will continue in operation.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the Trust and to enable them to ensure that the financial statements comply with applicable law, accounting standards and the Charities SORP. They 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.

This report is prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective April 2008) relating to small companies.

ON BEHALF OF THE TRUSTEES


Mr J Holland

Director and Trustee
Date:

Highlights Productions

Independent Examiners Report for the year ended 31 March 2021

I report on the accounts for the Trust for the year ended 31 March 2021 which are set out on pages 7 - 14.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year, under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examiners report is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- 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
- to state whether particular matters have come to my attention.

Basis of independent examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of accounting records kept by the charity and a comparison of the accounts presented with these 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, I do not express an audit opinion on the view given by the accounts.

Independent examiners' statement

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

(1) which gives me reasonable cause to believe that, in any material respect, the requirements to:

- keep accounting records in accordance with s130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

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 to be reached.

Frances Clark ACA
Keswick Accountants
Appleside
4 Leonard Street
Keswick
Cumbria CA12 4EJ

Highlights Productions

Statement of Financial Activities for the year ended 31 March 2021

	Notes	31 March 2021			31 March 2020
		Restricted	Unrestricted	Total	Total
		£	£	£	£
INCOME					
Donations and grants					
Grants receivable	2	47,559	135,504	183,063	197,388
Income from charitable activities					
Promotions	3	153	1,093	1,246	68,398
Other trading activities					
Fundraising	4	-	-	-	1,000
Income from investments					
Investment income	5	-	360	360	503
Total Income		47,712	136,957	184,669	267,289
EXPENDITURE					
Costs of raising funds					
Fundraising costs	6	-	-	-	-
Expenditure on charitable activities					
Charitable activities	7	57,823	93,401	151,224	268,869
Total expenditure		57,823	93,401	151,224	268,869
Net income / (expenditure)		(10,111)	43,556	33,445	(1,580)
Total funds brought forward		55,948	62,421	118,369	119,949
Transfers between funds		(2,640)	2,640	-	-
Total funds carried forward	14	43,197	108,617	151,814	118,369
Fixed Asset Reserves		-	7,702	7,702	5,492
General Reserves		43,197	100,915	144,112	112,877
Total		43,197	108,617	151,814	118,369

There were no gains or losses in the year to 31 March 2021 or 2020, other than those included above.

The notes form part of these financial statements

Highlights Productions

Statement of Financial Activities Full Comparative for the year ended 31 March 2020

	Restricted	Unrestricted	Total
	£	£	£
INCOME			
Donations and grants			
Grants receivable	83,831	113,557	197,388
Income from charitable activities			
Promotions	2,328	66,070	68,398
Other trading activities			
Fundraising	0	1,000	1,000
Trading income			
Income from investments			
Investment income	0	503	503
Total Income	86,159	181,130	267,289
EXPENDITURE			
Costs of raising funds			
Fundraising costs	-	-	-
Expenditure on charitable activities			
Charitable activities	68,142	200,727	268,869
Total expenditure	68,142	200,727	268,869
Net income / (expenditure)	18,017	(19,597)	(1,580)
Total funds brought forward	37,931	82,018	119,949
Transfers between funds	0	0	0
Total funds carried forward	55,948	62,421	118,369
Fixed Asset Reserves	-	5,492	5,492
General Reserves	55,948	56,929	112,877
Total	55,948	62,421	118,369

Highlights Productions

Balance Sheet as at 31 March 2021

	Notes	31 March 2021		31 March 2020	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	10		7,702		5,492
			<hr/>		<hr/>
			7,702		5,492
Current Assets					
Debtors	11	7,500		2,412	
Cash at bank and in hand		139,289		112,381	
		<hr/>		<hr/>	
		146,789		114,793	
Creditors: amounts falling due within one year					
Creditors and accruals	12	2,677		1,916	
		<hr/>		<hr/>	
Net Current Assets			144,112		112,877
			<hr/>		<hr/>
Total Assets less Current Liabilities			151,814		118,369
Creditors: amounts falling due in more than one year					
Grants	10	-		-	
		<hr/>		<hr/>	
NET ASSETS			151,814		118,369
			<hr/> <hr/>		<hr/> <hr/>
Funds					
Restricted funds	13	43,197		55,948	
Unrestricted funds		108,617		62,421	
		<hr/>		<hr/>	
	14		151,814		118,369
			<hr/> <hr/>		<hr/> <hr/>

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

The notes form part of these financial statements

Highlights Productions

Balance Sheet as at 31 March 2021

The directors acknowledge their responsibilities for:

- a) ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006, and
- b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'

Approved by the trustees and signed on their behalf

Mr J Holland



Ms S Coffey



Date:

9 July 2021

Highlights Productions

Notes to the Financial Statements for the year ended 31 March 2021

1 Accounting Policies

General

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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note (s).

Cash Flow Statement

The charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

Tangible Fixed Assets and Depreciation

Assets used for charitable purposes, with an expected useful life exceeding one year, are capitalised on the balance sheet. Depreciation is provided at the following annual rates in order to write off each asset over its expected useful life:

Computers	33.34% on reducing balance
Fixture & Fittings	25% on reducing balance

Income

Income consists of grants received and income from promotions, accounted for on a receivable basis. Where income is received for a specific purpose, as defined by the donor, this income is classed as restricted. Income received towards the general objects of the charity is classed as unrestricted.

Expenditure

Expenditure is accounted for on an accruals basis. Where it relates to a specific project it is allocated to that project as restricted expenditure. Expenditure that relates to the objects of the charity is classified as charitable activities. Any legal or professional costs are classified as governance costs. The costs of generating funds are separately identified.

Funds

General funds are those where no restrictions have been placed upon the specific spending of the funds by the donor. Designated funds are those funds where the directors have chosen to earmark general funds for a specific purpose. Restricted funds are those funds where the donation is received for a specific purpose as set out by the donor.

Corporation Tax

As a 'not for profit' company with charitable status the Company is exempt from the payment of corporation tax.

2 Payment to Accountants

The payment to the accountants included in the expenditure is split as follows:

	2021	2020
	£	£
Payment for preparation of accounts	680	680
Payment for Independent Examination	190	190
	<u>870</u>	<u>870</u>

Highlights Productions

Notes to the Financial Statements for the year ended 31 March 2021

	31 March 2021			31 March 2020
	Restricted £	Unrestricted £	Total £	£
2 Grants receivable				
ACE NPO Funds	12,724	74,969	87,693	85,831
ACE NPO Funds (AOW)	34,311	-	34,311	33,969
ACE Catalyst (Arts Alive)	-	-	-	16,567
Cumbria County Council	-	10,000	10,000	10,000
Cumbria Community Foundation	-	-	-	700
Durham County Council	524	8,850	9,374	9,374
EDC COVID Support Grant	-	8,835	8,835	-
EDC Highlighting Eden Grant	-	15,000	15,000	-
Foyle Foundation	-	-	-	15,000
NRTF	-	2,750	2,750	1,847
Northumberland Community Foundation	-	-	-	1,000
Northumberland CC	-	10,000	10,000	10,000
Shears Foundation	-	-	-	5,000
South Lakeland DC	-	5,100	5,100	5,100
Willan Charitable Trust	-	-	-	3,000
	<u>47,559</u>	<u>135,504</u>	<u>183,063</u>	<u>197,388</u>
3 Promotions				
Workshop income	153	-	153	760
Ticket sales	-	186	186	60,152
Reimbursed expenses	-	-	-	70
Other income	-	646	646	1,284
Gift aid	-	-	-	335
Donations	-	261	261	2,189
Promoters membership fees	-	-	-	3,608
	<u>153</u>	<u>1,093</u>	<u>1,246</u>	<u>68,398</u>
4 Fundraising				
Sponsorship	-	-	-	1,000
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000</u>
5 Investment income				
Bank interest received	-	360	360	503
	<u>-</u>	<u>360</u>	<u>360</u>	<u>503</u>
6 Costs of raising funds				
Fundraising costs	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Highlights Productions

Notes to the Financial Statements for the year ended 31 March 2021

	31 March 2021			31 March 2020 £
	Restricted £	Unrestricted £	Total £	
7 Charitable activities				
Promotions Costs	2,050	24,687	26,737	111,615
Staff costs	16,911	51,364	68,275	88,329
Administration	394	6,294	6,688	12,814
Marketing and Advertising	4,157	350	4,507	11,222
Grants payable	34,311	600	34,911	34,569
Premises and other costs	-	6,775	6,775	7,613
Interest and charges	-	-	-	13
Depreciation	-	2,561	2,561	1,824
Legal and professional	-	770	770	870
	<u>57,823</u>	<u>93,401</u>	<u>151,224</u>	<u>268,869</u>

8 Employee Remuneration	31 March 2021	31 March 2020
	£	£
Staff costs		
Wages	62,154	60,250
Employers Pensions	1,546	1,448
Freelance work	3,250	16,007
Travel	31	9,113
Recruitment	-	-
Staff training	1,294	1,511
	<u>68,275</u>	<u>88,329</u>

The average number of staff employed by the trust during the year was as follows;

	31 March 2021	31 March 2020
	No.	No.
Direct staff	4	2
Admin and office staff	1	1
	<u>5</u>	<u>3</u>

9 Trustee Remuneration and Expenses

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any trustee or to any person or persons known to be connected with any of them.

Two trustees were reimbursed for travel expenses in the year and the amount reimbursed in total was £268.40

Highlights Productions

Notes to the Financial Statements for the year ended 31 March 2021

10 Tangible Fixed Assets

	Capital Equipment £	Fixtures & Fittings £	Total £
COST			
At 1 April 2020	15,476	9,288	24,764
Additions	4,771	-	4,771
At 31 March 2021	<u>20,247</u>	<u>9,288</u>	<u>29,535</u>
DEPRECIATION			
At 1 April 2020	(10,576)	(8,696)	(19,272)
Charge for year	(2,417)	(144)	(2,561)
At 31 March 2021	<u>(12,993)</u>	<u>(8,840)</u>	<u>(21,833)</u>
NET BOOK VALUE			
At 31 March 2021	<u>7,254</u>	<u>448</u>	<u>7,702</u>
At 31 March 2020	<u>4,900</u>	<u>592</u>	<u>5,492</u>

11 Debtors	31 March 2021	31 March 2020
	£	£
Trade debtors	7,500	2,412
	<u>7,500</u>	<u>2,412</u>

12 Creditors: amounts falling due within one year

	31 March 2021	31 March 2020
	£	£
Trade creditors	1,224	1,506
Other creditors	-	-
Other taxation & social security	583	(390)
Accruals	870	800
Deferred income	-	-
	<u>2,677</u>	<u>1,916</u>

Highlights Productions

Notes to the Financial Statements for the year ended 31 March 2021

13 Funds	At 1 April 2020	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2021
Projects & Restricted funds	£	£	£	£	£
Creative Engagement	6,406	8,733	(10,087)	-	5,052
Arts Out West	-	34,311	(34,311)	-	-
Catalyst Fundraising	35,083	-	-	(3,411)	31,672
Comms and Website Project	14,459	4,668	(13,425)	771	6,473
	<u>55,948</u>	<u>47,712</u>	<u>(57,823)</u>	<u>(2,640)</u>	<u>43,197</u>

14 Net Assets by fund	Restricted £	Unrestricted £	Designated £	Total £
Tangible fixed assets	-	7,702	-	7,702
Current assets	43,197	103,592	-	146,789
Creditors: amounts falling due within one year	-	(2,677)	-	(2,677)
Total net assets	<u>43,197</u>	<u>108,617</u>	<u>-</u>	<u>151,814</u>

15 Members liability

The liability of the members is limited. Every member of the charity undertakes to contribute to the assets of the charity in the event of the organisation being wound up while he or she is a member, or within one year after he or she ceases to be a member, for payment of the debts and liabilities of the charity contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributors among themselves, such amount as may be required, but not exceeding £1.

Highlights Productions

**Financial Statements
for the year ended
31 March 2021**

The following pages do not form part of the
Statutory Accounts

**Highlights Productions
Income and Expenditure Account
for the year ended
31 March 2021**

	31 March 2021	31 March 2020	
INCOME			
Grants receivable			
ACE NPO Funds	87,693	85,831	
ACE NPO Funds (AOW)	34,311	33,969	
ACE Catalyst (Arts Alive)	-	16,567	
Cumbria County Council	10,000	10,000	
Cumbria Community Foundation	-	700	
Durham County Council	9,374	9,374	
EDC COVID Support Grant	8,835	-	
EDC Highlighting Eden Grant	15,000	-	
Foyle Foundation	-	15,000	
NRTF	2,750	1,847	
Northumberland Community Foundation	-	1,000	
Northumberland CC	10,000	10,000	
Shears Foundation	-	5,000	
South Lakeland DC	5,100	5,100	
Willan Charitable Trust	-	3,000	
	<u>183,063</u>	<u>197,388</u>	
Income from charitable activities			
Promotions			
Workshop income	153	760	
Ticket sales	186	60,152	
Reimbursed expenses	-	70	
Other income	646	1,284	
Gift aid	-	335	
Donations	261	2,189	
Promoters membership fees	-	3,608	
	<u>1,246</u>	<u>68,398</u>	
Income from fundraising			
Sponsorship	-	1,000	
	<u>-</u>	<u>1,000</u>	
Investment income			
Bank interest received	360	503	
	<u>360</u>	<u>503</u>	
Total income	<u><u>184,669</u></u>	<u><u>267,289</u></u>	

**Highlights Productions
Income and Expenditure Account
for the year ended
31 March 2021**

	31 March 2021		31 March 2020	
	£	£	£	£
Incoming resources, brought forward		184,669		267,289
EXPENDITURE				
Expenditures on charitable activities				
Promotions Costs				
Exhibitions	-		840	
Accommodation	-		542	
Artists fees	11,884		105,030	
Artists travel	-		17	
Workshop costs	3,000		-	
Workshop materials	867		34	
Workshop artist fees	10,410		2,157	
Promotion	-		90	
Promoter training	576		2,005	
Event monitoring	-		900	
		<u>26,737</u>	<u>111,615</u>	
Staff costs				
Wages	62,154		60,250	
Employers Pensions	1,546		1,448	
Freelance work	3,250		16,007	
Travel	31		9,113	
Staff training	1,294		1,511	
		<u>68,275</u>	<u>88,329</u>	
Administration				
Room hire	-		160	
Printing and stationery	603		583	
Refreshments	206		935	
Postage	648		225	
Telephone	667		1,073	
General expenses	925		53	
Computer & website expenses	2,027		6,909	
Photocopying	681		949	
Subscriptions	1,076		1,304	
Research costs	(210)		558	
Bad debt	65		65	
		<u>6,688</u>	<u>12,814</u>	
Marketing and Advertising				
Advertising and marketing	1,369		1,886	
Brochures	2,902		8,759	
Mailing list	236		198	
Posters	-		361	
Tickets	-		18	
		<u>4,507</u>	<u>11,222</u>	
Grants payable				
Arts Out West Grants	34,311		33,969	
Heron Theatre	600		600	
		<u>34,911</u>	<u>34,569</u>	
Resources expended carry forward		141,118		258,549

**Highlights Productions
Income and Expenditure Account
for the year ended
31 March 2021**

	31 March 2021		31 March 2020	
	£	£	£	£
RESOURCES EXPENDED (brought forward)		141,118		258,549
Premises and other costs				
Rates and water	328		471	
Insurance	1,193		1,193	
Repairs and renewals	-		149	
Laundry and cleaning	201		506	
Equipment rental	-		184	
Light and heat	493		1,270	
Rent	4,560		3,840	
Equipment repairs and renewals	-		-	
		<u>6,775</u>	<u>7,613</u>	
Interest and charges				
Bank charges	-		13	
		<u>-</u>	<u>13</u>	
Depreciation				
Equipment	2,561		1,824	
		<u>2,561</u>	<u>1,824</u>	
Legal and professional				
Accountancy Fee	770		870	
		<u>770</u>	<u>870</u>	
Total Resources Expended		<u>151,224</u>	<u>268,869</u>	
Net Incoming / (Outgoing) Resources		<u>33,445</u>	<u>(1,580)</u>	