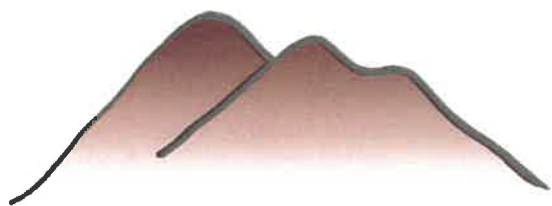


**Highlights Productions**  
**Report of the Directors and Trustees**  
**and Financial Statements for the year ended**  
**31 March 2022**



**Keswick**  
**ACCOUNTANTS**

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## **Highlights Productions**

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## Highlights Productions

### Charity Information for the year ended 31 March 2022

<b>DIRECTORS AND TRUSTEES:</b>	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
<b>COMPANY SECRETARY</b>	Ms H Askew
<b>CHIEF EXECUTIVE OFFICERS:</b>	Ms K Lynch
<b>BUSINESS ADDRESS</b>	Mostyn Hall Friargate Penrith Cumbria CA11 7XR
<b>REGISTERED OFFICE:</b>	Mostyn Hall Friargate Penrith Cumbria CA11 7XR
<b>CHARITY NUMBER:</b>	1100920
<b>COMPANY NUMBER:</b>	4646007
<b>ACCOUNTANT AND INDEPENDENT EXAMINER</b>	Frances Clark ACA Keswick Accountants Appleside 4 Leonard Street Keswick Cumbria CA12 4EJ
<b>BANKERS:</b>	Co-Operative Bank PO Box 250 Delf House Southway Skelmersdale WN8 6WT

## **Highlights Productions**

### **Report of the Trustees for the year ended 31 March 2022**

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 2022.

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 J Galloway  
Ms C Hardy  
Mr J Holland  
Ms M Ingham  
Mr T G Keys  
Ms E Lugg  
Ms S O'Brien  
Mr K Rahnama  
Mr O Tallis

#### **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 2022

#### Review of the development, activities and achievements of the Company

The ongoing impact and uncertainty around the Covid-19 pandemic, has meant that 2021/22 has taken a somewhat different shape to pre-pandemic years. The organisation has worked hard to deliver work across the region, providing live events to smaller audiences across the region.

2021/22 was the fourth year of the National Portfolio 4 year agreement with the Arts Council of England (ACE). (NB. In the light of the Covid-19 pandemic, 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 H as the lead partner. Local authority funding from Cumbria, County Durham and South Lakeland remained at a standstill amount. Our grant from Northumberland County Council was subject to a reduction of 2.79%.

The Management Committee started and ended the year with ten members. John Holland is Chair, Susan Coffey is Vice-Chair. Kate Lynch remains Director, Heather Askew remains General Manager and Kate Halsall remains Creative Engagement Officer. Matt Corns, Communications Officer, left the role in February 2022 and the position will be filled from 1 April 2022. 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 and national lockdown in early 2021, we postponed our scheduled Spring 2021 to June/July 2021 and played to smaller, socially distanced audiences with reduced minimum returns for halls. Highlights delivered a normal Autumn season, with a typical number of companies and performances. Two Autumn performances were cancelled due to Storm Arwen, one was aborted part way through due to the ongoing power outages in Northumberland. A usual Spring season was scheduled, starting in late February 2022. Four performances in March 22 were postponed to May 2022 due to the artist testing positive for Covid-19.

The Highlights Participate programme has worked in primary schools across Cumbria, County Durham and Northumberland, delivering workshops from regional and national artists.

In summer 2, Highlights piloted the Creative Highlights programme – a series of arts and crafts workshops delivered by regional artists in village halls and community spaces. These were well-received by promoters and participants alike and will be repeated in Spring 2022.

Promoters, artists and audiences have been grateful to be able to deliver and attend live events again and feedback has been positive. But audiences remain inconsistent, with spikes in Covid-19 variants (eg. Omicron) causing falls in numbers.

In July 2021, the Highlights staff and board took part in two away days with external facilitator David Dolan Martin, working on the vision, mission and values in order to inform our future planning and funding applications.

Snap-shot relating to targets for the year:

1. Continue to react and respond to the impact of the Covid-19 pandemic. *Our Spring 21 season was moved to early summer (May – July) in response to the national lockdown. We reduced the minimum guarantee in Spring and Autumn 21 to promoters, to ensure that they felt confident in hosting shows for reduced capacity audiences. We ran online training sessions to help promoters understand current guidelines and how best to run a covid-secure event.*

## Highlights Productions

### Report of the Trustees, contd. for the year ended 31 March 2022

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

2. Programme around 150 shows. *We programmed 156 performances during 2021-22. Two were cancelled due to Storm Arwen, one was cancelled due to local concern about the Covid-19 omicron variant. Four performances were postponed into 2022-23 due to the artist testing positive for Covid-19*
3. Continue to explore alternative income sources. *We were awarded a grant from the DCMS/ACE Culture Recovery Fund totalling £28,733.*
4. With external facilitator, David Dolan Martin, embark on a process of visioning for Highlights with staff, board members and key stakeholders. *We undertook this work in July 2021 with two in person away days, with a new vision, mission and values being launched for the organisation in Autumn 2021 and available on our website.*
5. Evaluate Creative Highlights; a programme of workshops (arts & crafts) offered to the village hall promoters alongside the performance menu in 2021. *10 workshops took place in 2021 and evaluation received from promoters and participants. The ongoing uncertainty around covid meant that the picture isn't absolutely clear, but we had positive responses and committed to programming a series of workshops for Spring 2022, 3 of which took place before 31 March 2022.*
6. Start work on the next NPO funding round (2023-26); with work anticipated to begin on the application process in Autumn 2021. *Delays at ACE meant that the bulk of this work started in 2022, with first drafts being circulated in March 2022. Submission date is 18 May 2022.*
7. Continue to monitor out creative engagement programme (Participate), applying for funding for our work with school. *The Participate programme has gone from strength to strength, with schools now approaching us to access our work and a really strong cohort of artists (regional and national) working with us on delivery. We applied for a Paul Hamlyn grant (unsuccessful) but are looking at how we use core funds to ensure that this work can continue to build.*
8. Work on profile raising for the organisation, putting together a PR strategy for local, regional and national coverage. *We worked with PR consultant Amanda Astrop on a series of articles and features in Autumn 2021, with some fantastic coverage in print media and a range of contacts to build relationships with. We also pulled together a great suite of images from performances for use in the future.*
9. With the Northern Consortium and other partners, continue partnership working and diverse programming. Consider the future of international programming. *We have worked with the Northern Consortium of Rural Touring Schemes to consider programming, dance in the north and also on our HANDS project – a programme of work which introduces artists to rural touring and offers mentoring opportunities. A cohort of 4 new companies was selected in March 2022.*
10. Continue to work in partnership with the National Rural Touring Forum. *NRTF have hosted various online support and networking groups throughout the year. Kate Lynch and Heather Askew attended the in-person conference held for rural touring schemes in June 2021.*

## **Highlights Productions**

### **Report of the Trustees, contd. for the year ended 31 March 2022**

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

Plans for 22-23

1. Continue to monitor the impact of Covid-19 pandemic and support our promoters to build back their audiences.
2. Programme around 147 performances.
3. Programme around 16 Creative Highlights workshops.
4. Continue to build our Participate programme, increasing the income received from participating schools and the range of artists and work on offer and delivering at least 40 workshops.
5. Recruit a General Manager for the organisation, after Heather Askew moves on in May 2022.
6. Funding dependent (Esme Fairbairn in place, ACE TBC), Highlights to become the northern partner of the next round of the Rural Touring Dance Initiative, working with The Place, London, NRTF, Take Art Somerset and Sonia Sabri Company.
7. In response to the decision made by ACE on our NPO application in October 2022, plan our future work accordingly.
8. Continue our Artist Development work, alongside partners such as RTDI (above), NRTF and the Northern Consortium of Rural Schemes.
9. Explore alternative income sources.
10. Continue to work in partnership with our NPO Consortium partner, Arts Out West.

#### **Finances**

The organisation made an overall surplus of £6,545 (2021 - £33,445). This was made up of a surplus of £4,333 on unrestricted funds, and a deficit on restricted funds and projects of £2,212. When the overall surplus was added to the reserves brought forward of £151,814 it gave closing reserves for the charity of £158,359 of which £14,187 are for restricted funds or projects. This leaves general reserves of £144,172 as at 31 March 2022. Of that, £5,770 relate to fixed assets and so the unrestricted free reserves at the end of the year were £138,402.

#### **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 2022 unrestricted reserves were above this minimum level.

## Highlights Productions

### Report of the Trustees, contd. for the year ended 31 March 2022

#### 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

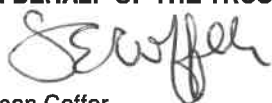
The Directors are required under the Companies Act 2006 and the Charities Act 2011 to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of its net surplus or deficit for that period. In preparing those financial statements,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



Susan Coffey

Director and Trustee

Date: 11/7/22



## Highlights Productions

### Independent Examiners Report for the year ended 31 March 2022

I report on the accounts for the Trust for the year ended 31 March 2022 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 2022

		31 March 2022			31 March 2021
	Notes	Restricted	Unrestricted	Total	Total
		£	£	£	£
<b>INCOME</b>					
<b>Donations and grants</b>					
Grants receivable	2	85,789	127,230	213,019	183,063
<b>Income from charitable activities</b>					
Promotions	3	1,700	53,375	55,075	1,246
<b>Other trading activities</b>					
Fundraising	4	-	-	-	-
<b>Income from investments</b>					
Investment income	5	-	109	109	360
<b>Total Income</b>		<b>87,489</b>	<b>180,714</b>	<b>268,203</b>	<b>184,669</b>
<b>EXPENDITURE</b>					
<b>Costs of raising funds</b>					
Fundraising costs	6	-	-	-	-
<b>Expenditure on charitable activities</b>					
Charitable activities	7	85,277	176,381	261,658	151,224
<b>Total expenditure</b>		<b>85,277</b>	<b>176,381</b>	<b>261,658</b>	<b>151,224</b>
<b>Net income / (expenditure)</b>		<b>2,212</b>	<b>4,333</b>	<b>6,545</b>	<b>33,445</b>
Total funds brought forward		43,197	108,617	151,814	118,369
Transfers between funds		(31,222)	31,222	-	-
<b>Total funds carried forward</b>	14	<b>14,187</b>	<b>144,172</b>	<b>158,359</b>	<b>151,814</b>
Fixed Asset Reserves		-	5,770	5,770	7,702
General Reserves		14,187	138,402	152,589	144,112
<b>Total</b>		<b>14,187</b>	<b>144,172</b>	<b>158,359</b>	<b>151,814</b>

There were no gains or losses in the year to 31 March 2022 or 2021, 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 2021

	Restricted	Unrestricted	Total
	£	£	£
<b>INCOME</b>			
<b>Donations and grants</b>			
Grants receivable	47,559	135,504	183,063
<b>Income from charitable activities</b>			
Promotions	153	1,093	1,246
<b>Other trading activities</b>			
Fundraising	-	-	-
Trading income	-	-	-
<b>Income from investments</b>			
Investment income	-	360	360
<b>Total Income</b>	<b>47,712</b>	<b>136,957</b>	<b>184,669</b>
<b>EXPENDITURE</b>			
<b>Costs of raising funds</b>			
Fundraising costs	-	-	-
<b>Expenditure on charitable activities</b>			
Charitable activities	57,823	93,401	151,224
<b>Total expenditure</b>	<b>57,823</b>	<b>93,401</b>	<b>151,224</b>
<b>Net income / (expenditure)</b>	<b>(10,111)</b>	<b>43,556</b>	<b>33,445</b>
Total funds brought forward	55,948	62,421	118,369
Transfers between funds	(2,640)	2,640	-
<b>Total funds carried forward</b>	<b>43,197</b>	<b>108,617</b>	<b>151,814</b>
Fixed Asset Reserves	-	7,702	7,702
General Reserves	43,197	100,915	144,112
<b>Total</b>	<b>43,197</b>	<b>108,617</b>	<b>151,814</b>

## Highlights Productions

### Balance Sheet as at 31 March 2022

	Notes	31 March 2022		31 March 2021	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible fixed assets	10		5,770		7,702
			<u>5,770</u>		<u>7,702</u>
<b>Current Assets</b>					
Debtors	11	6,280		7,500	
Cash at bank and in hand		153,391		139,289	
		<u>159,671</u>		<u>146,789</u>	
<b>Creditors: amounts falling due within one year</b>					
Creditors and accruals	12	7,082		2,677	
		<u>152,589</u>		<u>144,112</u>	
<b>Net Current Assets</b>					
			<u>158,359</u>		<u>151,814</u>
<b>Total Assets less Current Liabilities</b>					
<b>Creditors: amounts falling due in more than one year</b>					
Grants	10		-		-
			<u>158,359</u>		<u>151,814</u>
<b>NET ASSETS</b>					
<b>Funds</b>					
Restricted funds	13		14,187		43,197
Unrestricted funds			144,172		108,617
			<u>158,359</u>		<u>151,814</u>
	14		<u>158,359</u>		<u>151,814</u>

For the year ending 31 March 2022 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 2022

The directors acknowledge their responsibilities for:

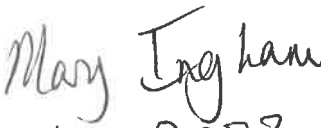
- a) ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006, and
- b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial 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

  
Susan Coffey

Mary Ingham

  
1-07-2022

Date: 1-07/22

## Highlights Productions

### Notes to the Financial Statements for the year ended 31 March 2022

#### 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:

	2022	2021
	£	£
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 2022

	31 March 2022			31 March 2021 £
	Restricted £	Unrestricted £	Total £	
<b>2 Grants receivable</b>				
ACE NPO Funds	14,496	73,198	87,694	87,693
ACE NPO Funds (AOW)	34,310	-	34,310	34,311
ACE CRF Grant	6,896	21,837	28,733	-
ACE HANDS	24,687	-	24,687	-
Blaize Theatre Co	600	-	600	-
Cumbria County Council	1,000	9,000	10,000	10,000
Cheshire Rural Arts	600	-	600	-
Durham County Council	1,000	8,374	9,374	9,374
EDC COVID Support Grant	-	-	-	8,835
EDC Highlighting Eden Grant	-	-	-	15,000
NRTF	-	1,000	1,000	2,750
Northumberland CC	1,000	8,721	9,721	10,000
Rural Arts	600	-	600	-
South Lakeland DC	-	5,100	5,100	5,100
Spot On	600	-	600	-
	<u>85,789</u>	<u>127,230</u>	<u>213,019</u>	<u>183,063</u>
<b>3 Promotions</b>				
Workshop income	1,700	-	1,700	153
Ticket sales	-	47,153	47,153	186
Reimbursed expenses	-	886	886	-
Other income	-	-	-	646
Gift aid	-	217	217	-
Donations	-	1,869	1,869	261
Promoters membership fees	-	3,250	3,250	-
	<u>1,700</u>	<u>53,375</u>	<u>55,075</u>	<u>1,246</u>
<b>4 Fundraising</b>				
Sponsorship	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>5 Investment income</b>				
Bank interest received	-	109	109	360
	<u>-</u>	<u>109</u>	<u>109</u>	<u>360</u>
<b>6 Costs of raising funds</b>				
Fundraising costs	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

## Highlights Productions

### Notes to the Financial Statements for the year ended 31 March 2022

	31 March 2022			31 March 2021
	Restricted £	Unrestricted £	Total £	£
<b>7 Charitable activities</b>				
Promotions Costs	20,752	94,749	115,501	26,737
Staff costs	20,999	67,467	88,466	68,275
Administration	983	5,297	6,280	6,688
Marketing and Advertising	8,233	-	8,233	4,507
Grants payable	34,310	600	34,910	34,911
Premises and other costs	-	5,466	5,466	6,775
Interest and charges	-	-	-	-
Depreciation	-	1,932	1,932	2,561
Legal and professional	-	870	870	770
	<u>85,277</u>	<u>176,381</u>	<u>261,658</u>	<u>151,224</u>

<b>8 Employee Remuneration</b>	31 March 2022	31 March 2021
	£	£
Staff costs		
Wages	67,591	62,154
Employers Pensions	1,645	1,546
Freelance work	14,705	3,250
Travel	3,943	31
Recruitment	150	-
Staff training	432	1,294
	<u>88,466</u>	<u>68,275</u>

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

	31 March 2022 No.	31 March 2021 No.
<b>Direct staff</b>	4	2
<b>Admin and office staff</b>	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 2022

#### 10 Tangible Fixed Assets

	Capital Equipment £	Fixtures & Fittings £	Total £
<b>COST</b>			
At 1 April 2021	20,247	9,288	29,535
Additions	-	-	-
At 31 March 2022	<u>20,247</u>	<u>9,288</u>	<u>29,535</u>
<b>DEPRECIATION</b>			
At 1 April 2021	(12,993)	(8,840)	(21,833)
Charge for year	(1,812)	(120)	(1,932)
At 31 March 2022	<u>(14,805)</u>	<u>(8,960)</u>	<u>(23,765)</u>
<b>NET BOOK VALUE</b>			
At 31 March 2022	<u>5,442</u>	<u>328</u>	<u>5,770</u>
At 31 March 2021	<u>7,254</u>	<u>448</u>	<u>7,702</u>

11 Debtors	31 March 2022	31 March 2021
	£	£
Trade debtors	6,280	7,500
	<u>6,280</u>	<u>7,500</u>

#### 12 Creditors: amounts falling due within one year

	31 March 2022	31 March 2021
	£	£
Trade creditors	3,288	1,224
Other creditors	-	-
Other taxation & social security	1,324	583
Accruals	2,470	870
Deferred income	-	-
	<u>7,082</u>	<u>2,677</u>

## Highlights Productions

### Notes to the Financial Statements for the year ended 31 March 2022

13 Funds	At 1 April 2021 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2022 £
<b>Projects &amp; Restricted funds</b>					
HANDS	-	27,087	(13,350)	450	14,187
Arts Out West	-	34,310	(34,310)	-	-
Participate	5,052	14,274	(19,326)	-	-
Catalyst Fundraising	31,672	-	-	(31,672)	-
Comms and Website Project	6,473	11,818	(18,291)	-	-
	<b>43,197</b>	<b>87,489</b>	<b>(85,277)</b>	<b>(31,222)</b>	<b>14,187</b>

### COMPARATIVE

#### Projects & Restricted funds 31 March 2021

	At 1 April 2020 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2021 £
Arts Out West	-	34,311	(34,311)	-	-
Participate	6,406	8,733	(10,087)	-	5,052
Catalyst Fundraising	35,083	-	-	(3,411)	31,672
Comms and Website Project	14,459	4,668	(13,425)	771	6,473
	<b>55,948</b>	<b>47,712</b>	<b>(161,391)</b>	<b>(2,640)</b>	<b>43,197</b>

14 Net Assets by fund	Restricted £	Unrestricted £	Designated £	Total £
Tangible fixed assets	-	5,770	-	5,770
Current assets	14,187	145,484	-	159,671
Creditors: amounts falling due within one year	-	(7,082)	-	(7,082)
<b>Total net assets</b>	<b>14,187</b>	<b>144,172</b>	<b>-</b>	<b>158,359</b>

### COMPARATIVE

#### Net Assets by fur 31 March 2021

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

## **Highlights Productions**

### **Notes to the Financial Statements for the year ended 31 March 2022**

#### **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 2022**

The following pages do not form part of the  
Statutory Accounts

**Highlights Productions  
Income and Expenditure Account  
for the year ended  
31 March 2022**

	<b>31 March 2022</b>	<b>31 March 2021</b>	
<b>INCOME</b>			
<b>Grants receivable</b>			
ACE NPO Funds	87,694	87,693	
ACE NPO Funds (AOW)	34,310	34,311	
ACE CRF Grant	28,733	-	
ACE HANDS	24,687	-	
Blaize Theatre Co	600	-	
Cumbria County Council	10,000	10,000	
Cheshire Rural Arts	600	-	
Durham County Council	9,374	9,374	
EDC COVID Support Grant	-	8,835	
EDC Highlighting Eden Grant	-	15,000	
NRTF	1,000	2,750	
Northumberland CC	9,721	10,000	
Rural Arts	600	-	
South Lakeland DC	5,100	5,100	
Spot On	600	-	
	<u>213,019</u>	<u>183,063</u>	
<b>Income from charitable activities</b>			
<b>Promotions</b>			
Workshop income	1,700	153	
Ticket sales	47,153	186	
Reimbursed expenses	886	-	
Other income	-	646	
Gift aid	217	-	
Donations	1,869	261	
Promoters membership fees	3,250	-	
	<u>55,075</u>	<u>1,246</u>	
<b>Income from fundraising</b>			
Sponsorship	<u>-</u>	<u>-</u>	
	-	-	
<b>Investment income</b>			
Bank interest received	<u>109</u>	<u>360</u>	
	109	360	
<b>Total income</b>	<u><u>268,203</u></u>	<u><u>184,669</u></u>	

**Highlights Productions  
Income and Expenditure Account  
for the year ended  
31 March 2022**

	<b>31 March 2022</b>		<b>31 March 2021</b>	
	£	£	£	£
<b>Incoming resources, brought forward</b>		268,203		184,669
<b>EXPENDITURE</b>				
<b>Expenditures on charitable activities</b>				
<b>Promotions Costs</b>				
Accommodation	4,200		-	
Artists fees	94,177		11,884	
Workshop costs	-		3,000	
Workshop materials	-		867	
Workshop artist fees	15,688		10,410	
Promotion	284		-	
Promoter training	1,152		576	
		115,501		26,737
<b>Staff costs</b>				
Wages	67,591		62,154	
Employers Pensions	1,645		1,546	
Freelance work	14,705		3,250	
Travel	3,943		31	
Recruitment	150		-	
Staff training	432		1,294	
		88,466		68,275
<b>Administration</b>				
Printing and stationery	251		603	
Refreshments	654		206	
Postage	326		648	
Telephone	494		667	
General expenses	-		925	
Computer & website expenses	1,346		2,027	
Photocopying	922		681	
Subscriptions	1,058		1,076	
Administration	221		-	
Research costs	1,008		(210)	
Bad debt	-		65	
		6,280		6,688
<b>Marketing and Advertising</b>				
Advertising and marketing	981		1,369	
Brochures	6,716		2,902	
Mailing list	311		236	
Photographs	225		-	
		8,233		4,507
<b>Grants payable</b>				
Arts Out West Grants	34,310		34,311	
Heron Theatre	600		600	
		34,910		34,911
<b>Resources expended carry forward</b>		253,390		141,118

**Highlights Productions  
Income and Expenditure Account  
for the year ended  
31 March 2022**

	<b>31 March 2022</b>		<b>31 March 2021</b>	
	£	£	£	£
<b>RESOURCES EXPENDED (brought forward)</b>		253,390		141,118
<b>Premises and other costs</b>				
Rates and water	-		328	
Insurance	1,019		1,193	
Repairs and renewals	592		-	
Laundry and cleaning	362		201	
Room hire	370		-	
Light and heat	723		493	
Rent	2,400		4,560	
		5,466		6,775
<b>Interest and charges</b>				
Bank charges	-		-	
		-		-
<b>Depreciation</b>				
Equipment	1,932		2,561	
		1,932		2,561
<b>Legal and professional</b>				
Accountancy Fee	870		770	
		870		770
<b>Total Resources Expended</b>		<u>261,658</u>		<u>151,224</u>
<b>Net Incoming / (Outgoing) Resources</b>		<u>6,545</u>		<u>33,445</u>