

Heads Together Productions Ltd

Company No. 03623974

Directors' Report and Unaudited Accounts

31 March 2019

Heads Together Productions Ltd  
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Heads Together Productions Ltd

COMPANY INFORMATION

Directors

S. Ball

S. Cameron

K. Harker

A.J. Macaluso

G. Pope

J. Richardson

A. Sinclair

Secretary

A. Sinclair

Registered Office

Chapel FM

York Road

LS14 6JB

Accountants

Burrow & Crowe Ltd

8/9 Feast Field

Town Street

Horsforth

Leeds

LS18 4TJ

Heads Together Productions Ltd  
DIRECTORS REPORT

The Directors present their report and the accounts for the year ended 31 March 2019.

Principal activities

The principal activity of the company during the year under review was use of the medium of arts and other media to inspire community.

Directors

The Directors who served at any time during the year were as follows:

S. Ball	
S. Bedford	(Resigned 10 October 2018)
S. Cameron	
K. Harker	(Appointed 10 October 2018)
A.J. Macaluso	(Appointed 10 January 2019)
A. Marr	(Resigned 10 October 2018)
G. Pope	
J. Richardson	
A. Sinclair	

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006.

Signed on behalf of the board

A. Sinclair  
Company Secretary  
23 September 2019

Heads Together Productions Ltd  
ACCOUNTANTS REPORT ACCA

Report to the Board of Directors of Heads Together Productions Ltd on the preparation of the unaudited statutory accounts for the year ended 31 March 2019

In order to assist you to fulfil your duties under the Companies Act 2006 and in accordance with your instructions, we have prepared for your approval the accounts of Heads Together Productions Ltd for the year ended 31 March 2019 set out on pages 5 to 12 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at [www.accaglobal.com/rulebook](http://www.accaglobal.com/rulebook).

This report is made solely to the Board of Directors of Heads Together Productions Ltd, as a body, in accordance with the terms of our engagement letter dated 18 April 2018. Our work has been undertaken solely to prepare for your approval the accounts of Heads Together Productions Ltd and state those matters that we have agreed to state to the Board of Directors of Heads Together Productions Ltd, as a body, in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at [www.accaglobal.com/factsheet163](http://www.accaglobal.com/factsheet163). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Heads Together Productions Ltd and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that Heads Together Productions Ltd has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and surplus of Heads Together Productions Ltd. You consider that Heads Together Productions Ltd is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Heads Together Productions Ltd. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

Burrow & Crowe Ltd  
Accountants  
8/9 Feast Field  
Town Street  
Horsforth  
Leeds  
LS18 4TJ  
23 September 2019

Heads Together Productions Ltd  
 INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 March 2019

	Notes	2019	2018
		£	£
Turnover		261,135	222,096
Cost of Sales		<u>(64,789)</u>	<u>(58,693)</u>
Gross profit		196,346	163,403
Distribution costs and selling expenses		(6,871)	(12,904)
Administrative expenses		(194,346)	(197,683)
Other operating income		34,057	54,425
Operating surplus		<u>29,186</u>	<u>7,241</u>
Other interest receivable		44	15
Interest payable and similar charges		(9)	-
Surplus on ordinary activities before taxation		<u>29,221</u>	<u>7,256</u>
Taxation		(5,768)	(5,062)
Surplus for the financial year after taxation		<u><u>23,453</u></u>	<u><u>2,194</u></u>

Heads Together Productions Ltd

BALANCE SHEET

at 31 March 2019

Company No. 03623974	Notes	2019 £	2018 £
Fixed assets			
Tangible assets	3	505,408	537,767
		<u>505,408</u>	<u>537,767</u>
Current assets			
Debtors	4	616	9,704
Cash at bank and in hand		136,764	101,415
		<u>137,380</u>	<u>111,119</u>
Creditors: Amount falling due within one year	5	(27,550)	(23,044)
Net current assets		109,830	88,075
Total assets less current liabilities		615,238	625,842
Creditors: Amounts falling due after more than one year	6	(505,104)	(539,161)
Net assets		<u>110,134</u>	<u>86,681</u>
Reserves			
Income and expenditure account		110,134	86,681
Total equity		<u>110,134</u>	<u>86,681</u>

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies regime of the Companies Act 2006.

For the year ended 31 March 2019 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.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 23 September 2019

And signed on its behalf by:

S. Ball

Director

23 September 2019

Heads Together Productions Ltd  
STATEMENT OF CHANGES IN EQUITY  
for the year ended 31 March 2019

	Income and Expenditure Account £	Total equity £
At 1 April 2017	84,487	84,487
Surplus for the year	2,194	2,194
	<hr/>	<hr/>
At 31 March 2018 and 1 April 2018	86,681	86,681
Surplus for the year	23,453	23,453
At 31 March 2019	<u>110,134</u>	<u>110,134</u>



for the year ended 31 March 2019

## 1 Accounting policies

### Basis of preparation

The accounts have been prepared in accordance with FRS 102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard) and the Companies Act 2006 . There were no material departures from that standard.

The accounts have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and in accordance with the accounting policies set out below.

The accounts are presented in Sterling, which is the functional currency of the company.

### Turnover

Turnover is measured at the fair value of the consideration received or receivable. Turnover is reduced for estimated customer returns, rebates and other similar allowances.

Revenue from the sale of goods is recognised when all the following conditions are satisfied:

- the Company has transferred to the buyer the significant risks and rewards of ownership of the goods;
  - the Company retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold;
  - the amount of revenue can be measured reliably;
  - it is probable that the economic benefits associated with the transaction will flow to the Company;
- and
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

Specifically, revenue from the sale of goods is recognised when goods are delivered and legal title is passed.

### Tangible fixed assets and depreciation

Tangible fixed assets held for the company's own use are stated at cost less accumulated depreciation and accumulated impairment losses.

At each balance sheet date, the company reviews the carrying amount of its tangible fixed assets to determine whether there is any indication that any items have suffered an impairment loss. If any such indication exists, the recoverable amount of an asset is estimated in order to determine the extent of the impairment loss.

Depreciation is provided at the following annual rates in order to write off the cost or valuation less the estimated residual value of each asset over its estimated useful life:

Leasehold land and buildings	5% Straight Line
Furniture, fittings and equipment	20 & 25% Straight Line

#### Taxation

Income tax expense represents the sum of the tax currently payable and deferred tax.

The tax currently payable is based on taxable profit for the year. Taxable profit differs from the surplus as reported in the income and expenditure account because of items of income or expense that are taxable or deductible in other years and items that are never taxable or deductible. The Company's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the end of the reporting period.

Deferred tax is recognised on timing differences between the carrying amounts of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable profit. Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are generally recognised for all deductible timing differences to the extent that it is probable that taxable profits will be available against which those deductible temporary differences can be utilised. The carrying amount of deferred tax assets is reviewed at the end of each reporting period and reduced to the extent that it is no longer probable that sufficient taxable profits will be available to allow all or part of the asset to be recovered.

Deferred tax assets and liabilities are measured at the tax rates that are expected to apply in the period in which the liability is settled or the asset realised, based on tax rates (and tax laws) that have been enacted or substantively enacted by the end of the reporting period.

Current or deferred tax for the year is recognised in the income and expenditure account, except when they relate to items that are recognised in other comprehensive income or directly in equity, in which case, the current and deferred tax is also recognised in other comprehensive income or directly in equity respectively.

#### Trade and other debtors

Trade and other debtors are initially recognised at fair value and thereafter stated at amortised cost using the effective interest method, less impairment losses for bad and doubtful debts.

#### Trade and other creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

NOTES TO THE ACCOUNTS

Leased assets

Where the company enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to the Company are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the Company at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation. Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately in the income and expenditure account, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the Company's policy on borrowing costs (see the accounting policy above).

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pensions

The Company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

Provisions

Provisions are made where an event has taken place that gives the Company a legal or constructive obligation that probably requires settlement by a transfer of economic benefit, and a reliable estimate can be made of the amount of the obligation.

Provisions are charged as an expense to the income and expenditure account in the year that the Company becomes aware of the obligation, and are measured at the best estimate at balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision carried in the balance sheet.

2 Employees

	2019	2018
	Number	Number
The average number of persons employed during the year :	7	9

3 Tangible fixed assets

	Land and buildings £	Fixtures, fittings and equipment £	Total £
Cost or revaluation			
At 1 April 2018	627,550	128,446	755,996
Additions	-	2,265	2,265
At 31 March 2019	<u>627,550</u>	<u>130,711</u>	<u>758,261</u>
Depreciation			
At 1 April 2018	94,134	124,095	218,229
Charge for the year	31,378	3,246	34,624
At 31 March 2019	<u>125,512</u>	<u>127,341</u>	<u>252,853</u>
Net book values			
At 31 March 2019	<u>502,038</u>	<u>3,370</u>	<u>505,408</u>
At 31 March 2018	<u>533,416</u>	<u>4,351</u>	<u>537,767</u>

4 Debtors

	2019 £	2018 £
Trade debtors	466	9,554
Other debtors	150	150
	<u>616</u>	<u>9,704</u>

5 Creditors:

amounts falling due within one year

	2019 £	2018 £
Trade creditors	315	79
Corporation tax	5,768	5,062
Other taxes and social security	(574)	964
Accruals and deferred income	22,041	16,939
	<u>27,550</u>	<u>23,044</u>

6 Creditors:

amounts falling due after more than one year

	2019 £	2018 £
Capital grants	<u>505,104</u>	<u>539,161</u>
	<u>505,104</u>	<u>539,161</u>

7 Reserves

Income and expenditure account - includes all current and prior period retained surpluses and deficits.

8 Additional information

Heads Together Productions Ltd is a private company limited by guarantee and incorporated in England and Wales.

Its registered number is:

03623974

Chapel FM

York Road

LS14 6JB

Heads Together Productions Ltd  
 DETAILED INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 March 2019

	2019	2018
	£	£
Turnover	261,135	222,096
Cost of sales		
Artist fees	55,245	48,242
Design materials	2,067	379
Equipment hired in	-	266
Print and production	3,460	5,967
Venue costs	4,017	3,503
Project travel and carriage	-	336
	<u>64,789</u>	<u>58,693</u>
Cost of sales	64,789	58,693
Gross profit	196,346	163,403
Selling and marketing expenses		
Other selling and marketing costs		
Advertising and PR	4,067	2,404
Website costs	2,804	10,500
	<u>6,871</u>	<u>12,904</u>
Distribution costs and selling expenses	<u>6,871</u>	<u>12,904</u>
Other administrative costs		
Employee costs		
Salaries/wages	77,065	67,736
Directors' remuneration	37,155	36,000
Employer's NIC	6,104	5,079
Pension costs	2,108	2,040
Staff entertainment	157	-
Staff training	3,956	3,708
	<u>126,545</u>	<u>114,563</u>
Motor and travel costs		
Vehicles - Leasing and hire costs	126	247
Vehicles - Fuel	218	326
Travel and subsistence	2,386	1,166
	<u>2,730</u>	<u>1,739</u>
Premises costs		
Rent	1,000	1,000
Light, heat and power	1,735	2,228
Premises insurances	5,148	4,933
Premises repairs and maintenance	4,428	4,518
	<u>12,311</u>	<u>12,679</u>
General administrative costs, including depreciation and amortisation		

Heads Together Productions Ltd

DETAILED INCOME AND EXPENDITURE ACCOUNT

Depreciation of land and buildings	31,378	31,378
Depreciation of fixtures, fittings and equipment	3,246	23,047
Bank charges	411	294
Software, IT support and related costs	5,220	4,000
Stationery and printing	409	124
Subscriptions	553	204
Sundry expenses	25	-
Telecommunications	2,317	2,044
	<u>43,559</u>	<u>61,091</u>
Legal and professional costs		
Accountancy and bookkeeping	3,063	2,663
Other legal and professional costs	6,138	4,948
	<u>9,201</u>	<u>7,611</u>
Administrative expenses	194,346	197,683
Other operating income	34,057	54,425
Operating surplus	29,186	7,241
Other interest receivable		
Bank interest receivable	44	15
	<u>44</u>	<u>15</u>
Interest payable and similar charges		
Other interest payable	9	-
	<u>9</u>	<u>-</u>
Surplus on ordinary activities before taxation	<u>29,221</u>	<u>7,256</u>

**Heads Together Productions Ltd**  
**ADDITIONAL NOTES TO THE ACCOUNTS**

**for the year ended 31 March 2019**

**1. Income**

The total income of the company has been derived from its one principle activity.

	<u>2019</u>	<u>2018</u>
	£	£
Fees	19,012	29,141
Grants	232,238	180,373
Sales	4,459	4,338
Dry Hire and Training	3,637	4,547
Donations	1,789	3,697
Total Income	<b><u>261,135</u></b>	<b><u>222,096</u></b>

**2. Income Breakdown**

Included within income are revenue grants received from the following organisations:

	<u>2019</u>	<u>2018</u>
	£	£
Arts Council of England, Core Funding	46,605	46,605
Arts Council of England, Catalyst Funding	15,000	-
Leeds City Council, Core Funding	10,500	8,699
Youth Music	35,922	-
Paul Hamlyn Foundation	24,957	-
BIG Lottery (Reaching Communities)	62,190	75,068
IGEN Trust	21,064	21,064
Leeds City Council, Feasibility Study	-	4,800
Access to Work	-	2,811
Pears Youth Fund	6,645	7,500
Youth Social Action	-	4,320
Leeds Community Foundation	2,455	9,072
Tandem Cultural Partnership	-	434
Ann Maguire Arts Education Fund	1,450	-
Wharfedale Foundation	4,600	-
Radio Regen, Health FM	850	-
Total Grant Income	<b><u>232,238</u></b>	<b><u>180,373</u></b>



**Heads Together Productions Ltd**  
**ADDITIONAL NOTES TO THE ACCOUNTS**

for the year ended 31 March 2019

**3. Deferred Income and Capital Grants**

<u>Project</u>	<u>Funder</u>	<u>2019</u> £	<u>2018</u> £
<b>Deferred Income includes:</b>			
Catalyst Grant	Arts Council of England	12,000	15,000
UNION Project	Paul Hamlyn Foundation	5,043	-
East Leeds Live Event (July 2019)	Leeds City Council	3,000	-
		<b><u>20,043</u></b>	<b><u>15,000</u></b>
<b>Capital Grants includes:</b>			
Chapel Development	Jimbo's Fund	34,612	36,945
Chapel Development	Art Council England	226,597	241,875
Chapel Development	Leeds City Council	24,228	25,862
Chapel Development	Tudor Trust	51,915	55,416
Chapel Development	Monument Trust	69,222	73,889
Chapel Development	Wren	34,611	36,945
Chapel Development	Caird Bardon	58,381	62,318
Chapel Development	Clothworkers	5,538	5,911
		<b><u>505,104</u></b>	<b><u>539,161</u></b>

From the Chapel Development grants provided, part of these grants have been used to purchase chapel equipment and is being released to the income and expenditure account over the useful life of the assets.

The expenditure on the building has been capitalised and shown in note 3 in the accounts. The income raised to fund these works has been matched against this and has been deferred (see above). The building costs are being depreciated over their useful life and this depreciation charge is being matched against a release of the deferred income to the income and expenditure account.