

Charity registration number 328476

Company registration number 02348556 (England and Wales)

Mind The Gap
Annual Report And Financial Statements
For The Year Ended 31 March 2023

MIND THE GAP

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J Whaley L Carter E Gee J Haines L Jones R Mason R Walker J Coulthard K Mir S Khadim	(Co Chair) (Co Chair) (Appointed 21 February 2023) (Appointed 23 November 2022) (Appointed 23 November 2022)
Secretary	J Skelton	
Charity number	328476	
Company number	02348556	
Registered office	Mind the Gap Studios Silk Warehouse Patent Street Bradford BD9 4SA	
Auditor	Azets Audit Services Limited 12 King Street Leeds LS1 2HL	
Bankers	Lloyds Bank Plc 45 Hustlergate Bradford BD1 1NT	

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MIND THE GAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees, who are also Directors for the purposes of company law, present their annual report together with the financial statements for the year ended 31 March 2023 which are also prepared to meet the requirements for a Directors' report and accounts for Companies Act purposes. The Trustees have adopted the provisions of Accounting and Reporting by charities: Statement of Recommended Practice 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 2019).

The Legal and Administrative information page forms part of this Trustees' report.

Objectives and activities

Mind the Gap is one of Europe's leading learning-disability focused companies, and has the largest turnover in this area of England's creative sector.

The charity's vision is to work alongside learning disabled and autistic people to be part of a creative sector that's free from discrimination, where individuals can be trained, respected and employed equally, and feature every day on our stages and screens. The artists and students we work with sit at the heart of our purpose.

We create opportunities that enable learning-disabled and autistic artists to make work that excites, surprises and challenges audiences - locally, nationally and internationally.

Mind the Gap delivers a wide-ranging programme that embraces three key activity areas:

1. **Performance & Live Art:** creating bold, cutting edge, world-class performance and live art events and experiences. Our approach puts learning disabled and autistic artists at the heart of the artistic process: as performers and creatives, and in the making, devising and delivery stages.
1. **Talent Development:** Alongside our artistic projects and productions we run our acclaimed Academy which, through a programme of different courses, nurtures and develops the talents and skills of learning-disabled creatives.
1. **Leadership & Change:** Integral to the company's approach is collaboration and working in partnership with other organisations so that there is a more inclusive and accessible creative sector in which learning disabled and autistic artists can thrive.

These three key activity areas are inextricably linked and interdependent, with each strengthening and supporting the other.

Mind the Gap Studios in Manningham, Bradford, provides the company with high quality equipment and fully accessible facilities that are the physical hub of the organisation's operation. This is a key strength, providing excellent, accessible facilities through which to demonstrate the company's principles and practice.

The artistic programme evolves year on year, with a continuous focus on opportunities to develop new work, and at the same time refreshing existing work for new audiences and contexts.

The aims, objectives and activities of the charity are reviewed annually by trustees and staff, and achievements and learning are assessed and evaluated. This helps inform future plans. When reviewing the aims and objectives of the charity, and in planning future activities, the trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

MIND THE GAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Overview & Highlights of the Year

England's creative sector continues to feel the impacts of the Covid pandemic, and there are challenges created by a competitive and uncertain economic climate.

Mind the Gap continues to find ways to work successfully in difficult circumstances, and has made and delivered a new touring production alongside a busy programme of Academy courses and creative engagement activities. Our digital filmed works created during the pandemic have created opportunities to engage with international audiences online.

We actively collaborate and partner with other organisations to ensure that learning disabled and autistic people have access to the arts and creative opportunities. This year we have invested unrestricted reserves to develop the core staff team involved in Leadership and Change activities, and consolidate our focus on Manningham people and places as the primary hub of our local creative engagement work.

Highlights:

- 10 performances of our touring show, co-created with Nickie Miles-Wilden, **Leave the Light on For Me** reached 2000+ people at Festivals across England and Wales.
- Working with Nifty Sustainability of University of Leeds to explore climate action and accessibility through the lens of learning disability and autism.
- Invited to create the finale performance for Cecil Green Arts **Lantern Parade** in Lister Park, reaching an estimated 1500 people.
- 120 people regularly took part in Academy opportunities during the year.
- Academy delivered 18,500 workshop attendances across 7 busy courses, including a new satellite opportunity in Calderdale.
- Explored environmental sustainability and international touring with Danish partners Fast Forward, Wildtopia and children's performance network ASSITEJ.
- Maintained international connections through a Perform Europe project, including our Polish friends at Teatr21.
- Screenings of the film version of **A Little Space** including Germany and Cyprus, and digital filmed content achieved 2,500 views via YouTube.
- Developed our hyper-local connections in Manningham Bradford through creative engagement activities including **Manningham Stories** with People Powered Press, resulting in a huge local billboard conveying poetry from the project.
- Continued to strengthen relationships with key allies including York St John University, Access All Areas and joined a new partnership project, the Collaborative Touring Network.
- The charity's Executive Director Julia Skelton was awarded an MBE in the 2023 New Year Honours list in recognition of her work in the arts and Bradford, an honour she attributes equally to the whole team including artists, students, staff and Trustees at Mind the Gap.

We continued to support our core team of learning disabled and autistic Artists in their professional development work, including supporting individuals to apply for project funding through Arts Council England and Bradford Producing Hub. For example, JoAnne Haines created her interactive workshop performance **Dancing with Colours**.

We thank all our investors for continuing to back the company and our work. This includes Arts Council England, Bradford MD Council, Calderdale Council and other local authorities, the Unlimited Commissions programme, Esmee Fairbairn Foundation, University of Leeds, Historic England and initiatives like Perform Europe and environmental sustainability champions Julie's Bicycle. Our thanks to Scope Bradford for a generous donation following the closure of their local charity.

Impacts 2022/23

Mind the Gap has continued to gather data so that we can evidence our achievements and impacts. This includes capturing audience figures and profile information, gathering information about participants, and inviting feedback through surveys and social media.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

This year we have recorded the following:

1. Performance and Live Arts - including digital broadcast and online dissemination:

A light and dark exploration of climate change packed full of cheeky cultural references, nods to Bake Off, Squid Game and a very sinister Alexa... We loved it!
Diversity PR UK about Leave the Light on For Me

- **Leave the Light on For Me:** building on last year's pilot shows we created the full production which toured to festivals in Bradford, Keighley, Holmfirth, Cardiff, London and North Yorkshire. We were thrilled to involve 20 local people from Bradford and Keighley in the local touring shows. We reached audiences of 2,000 people including families and children.
- Bradford's innovative puppetry company Cecil Green Arts invited us to work with them on their annual **Lantern Parade** event in Lister Park, Manningham. This takeover of the park with a beautiful celebration of local communities through magical puppetry. Mind the Gap created the finale performance, drawing on our climate action research, which attracted audiences of around 1,500.

Alongside production activity this year we have begun exploring the potential of collaborating with brilliant Lung theatre company, who make work based on true stories with national impact. We hosted Play Day experiences to get to know each other better, and next year will continue to explore the potential of making work together.

2. Talent Development through MTG Academy:

"Areas of strength included the extensive range of evidence demonstrated from mind maps, use of Arts Award templates, specially created adviser templates, photographs, and the gathering of feedback." Arts Award external moderator for 2022/23

- Seven different courses form the MTG Academy programme, including the 4-day Performance Academy course, partner courses led by Totally Inclusive People, and a Youth Academy scheme run in partnership with Bradford's Specialist Inclusion Project.
- Our student cohort 2022/23 numbered 110 individuals, including our new Calderdale satellite course, who participated with us between one and five days each week, over 35 weeks.
- The programme numbered 1485 sessions, and delivered 18,500 attendances.
- Showcase events enabled family and friends to celebrate students' achievements and successes in July 2022.

3. Leadership & Change through collaborative working:

"It was such a wonderful opportunity and experience for [my daughter]. She was able to go at her own pace without any pressure but was encouraged to use her imagination and join in when she wanted to. All the staff and support were amazing with her." Parent feedback about summer school for learning disabled young people

- We were selected by Historic England to lead one of their national pilot projects to explore innovative ways to celebrate local people and stories. Mind the Gap and Shipley based People Powered Press collaborated to deliver a creative engagement project involving learning disabled and non-disabled young people who live and work locally, exploring their connections with Manningham. This resulted in spoken word poetry devised by each participant, and key phrases from each have been combined into a 3m high billboard created by People Powered Press which will be affixed to Westbourne Medical Centre as a permanent place marker for the project.
- Our core team of Artists have continued to develop their leadership and advocacy skills. We've been exploring new ways of embedding learning-disabled and autistic people across all our work. Artists are now successfully co-delivering in Academy sessions, as well as advancing their own creative ideas. For example, musician and composer Jez Colborne has a busy schedule that includes co-facilitating the One-Day Music course, creating music for new touring show **Birdie**, and developing his own creative idea for a new piece based around lighthouses, funded by an Arts Council England Develop Your Creative Practice grant.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

- We provided space and opportunity for the National Youth Dance Company and Leeds based Mesh Dance to bring new young learning disabled and autistic people to dance.
- We were delighted to collaborate with Australia's Back 2 Back theatre company on their UK tour, working with Leeds Playhouse to exchange skills and knowledge. It was exciting to explore the different approaches our two companies are pioneering so that learning disabled and autistic performers are an integral part of the international creative sector.

Mind the Gap continues to offer Open Space opportunities for local artists and small organisations, so they can benefit from our fantastic equipment and facilities at MTG Studios. We were delighted to host rehearsals and sharings for the excellent work of Yuvel Soria, DeNada Dance and JoAnne Haines.

FUNDRAISING ACTIVITIES

Building on previous years Mind the Gap's fundraising strategy has focused on attracting investment from several key stakeholders. These include Arts Council England, Local Authorities like Bradford, Calderdale and Leeds, Esmee Fairbairn Foundation, and Unlimited Commissions. In 2022/23 this investment has built on funds secured during the pandemic from Arts Council England Emergency Fund and DCMS Cultural Recovery Fund, which were vital financial lifelines during the peak of the pandemic crisis.

Thanks to the support of these longer-term, committed investors Mind the Gap was able to survive the initial financial challenges of the Covid-19 pandemic, and the ongoing impacts we are experiencing alongside rising cost of living increases.

Arts Council England (ACE) provided core investment via the National Portfolio Programme (NPO) of £250,924. Mind the Gap also manages programme funds and employs staff for the Arts Council England Creative People & Places project The Leap. Bradford MD Council invested around £55,000 in our work through the Arts Investment Programme and other project grants – which while valued and essential, is significantly less than in previous years.

Private trust contributors including the Esmee Fairbairn Foundation continued to play a vital role in the charity's sustainability, with the residual funds of £19,500 from the Reinventing Performing Arts programme enabling us to deliver the touring production **Leave the Light on For Me**, including involving Community Cast members from Bradford and Keighley.

We have continued to deepen our working relationship with York St John University, including their pioneering Institute for Social Justice. We are delighted that the Arts & Humanities Research Council have agreed to invest in our partnership project **I'm Me**, led by Professor Matthew Reason, Director of the University's Institute. This flagship project developing ground-breaking methodologies in learning disability inclusive research project will run over 26 months from May 2023, yielding approx. £100,000 investment in Mind the Gap's elements of the project, of the total project grant £468,000.

We have invested unrestricted reserves in the development of local creative engagement work, to strengthen our community focused work and positioning for future funding and collaboration opportunities.

Mind the Gap is grateful to all its investors – large and small – for their support this year.

Fundraising in the current climate continues to be challenging, given the even greater demand placed on distributors of public and private investment by the ongoing impacts of the Covid pandemic and rapidly rising costs of living. While Mind the Gap's successful track record puts the charity in a strong position to attract investment, we know competition for scarce resources will be fierce in the coming year and beyond.

We are acutely aware that England's theatre sector is still reeling from the impact of the pandemic. While government and other funds helped keep buildings open and retain jobs, the impact of long periods of closure on financial sustainability, staff retention and audience behaviours are still affecting the sector. We know that colleagues in venues and other touring companies are having to negotiate very difficult conditions, which hampers long-term decision-making.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Positively, Mind the Gap has been accepted into Arts Council England's National Portfolio Organisation programme for the period 2023-2026, and with an increased grant of £310,000 per year. This additional funding will enable us to invest in learning-disabled Artists' employment and professional development.

We have also built on our relationship with The Leap project, the Arts Council England Creative People and Places project that is developing new ways of co-creating cultural opportunities with local communities. For the first time, in 2023/24 we will collaborate with Leap team members to deliver a programme of work with learning disabled people and families, co-funded by The Leap project.

As one of Bradford's longest established and largest arts organisations, we aim to play a big role in the District's UK City of Culture celebrations in 2025. 2023/24 will be an important year to lay the groundwork, and we hope that the Bradford 2025 team will commit to investing in our offer within the year.

Despite the new challenges for international collaboration caused by Brexit, Mind the Gap continues to foster European connections and opportunities through the informal Crossing the Line Network, which we have helped develop since 2010.

We will also seek investment from other National Lottery funders like Reaching Communities, as well as private trusts and foundations.

Our successful Academy programme generates substantial income through the fees paid by participants through Individual Budgets and Direct Payments. We need cross-subsidy in addition to fees income to develop and thrive. We know that adult social care budgets are already under extreme pressures so we will need to work collaboratively with local authority partners and other investors to ensure our work remains relevant, impactful and sustainable.

Earned income generated through fees, services and touring has been significantly reduced because of the Covid pandemic. We hope to build this back up to pre-pandemic levels in 2023-24 and beyond, but continue to be mindful that economic pressures will face all our collaborators and partners.

Mind the Gap does not hold material investments.

Mind the Gap occasionally seeks and receives individual donations to support our work, usually through project campaigns, and our ongoing individual giving programme. We strive to achieve the highest standard fundraising standards and value our supportive funders and donors. We stay up to date with charity regulations, data protection and the Fundraising Preference Service (FPS) to make sure we are legally compliant and adhering to all guidelines and best practice.

Financial review

The charity manages a complex financial portfolio of grants, commissions, donations and earned income in order to deliver its artistic programme and meet its charitable objectives. The company works to a written business plan spanning three years that is updated annually.

The company's Business Plan is underpinned by 3 financial aims:

1. Income directly benefits MTG artistic programme, goals and audiences.
2. Making strong and sustainable relationships with stakeholders from diverse sources: public, lottery, private, corporate and individual sectors.
3. Reducing reliance on ad-hoc funding by generating sustainable income streams and longer-term investment by stakeholders.

Mind the Gap's main sources of income are: Arts Council England (ACE) National Portfolio Organisation (NPO) and earned income through MTG Academy services.

Mind the Gap is also eligible for and has claimed rebate income totalling £40,810 through HMRC's Theatre Tax Relief scheme.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

The charity has successfully negotiated this year's many financial challenges, remaining financially sustainable, and sowing seeds for investment towards future activities.

The Statement of Financial Activities shows net movement in funds for the year of (£140,260) and total reserves of £477,253.

The trustees have established a written Reserves Policy to ensure the stability of the mission, programmes, employment and ongoing operations of the charity. The target minimum reserves policy is equal to three-months average operating costs, which is approximately £160,000 and includes all recurring, predictable expenses such as salaries and benefits, core artists, administration and overheads and ongoing professional services. The trustees refer to this as the Board Designated Operating Reserve.

The free reserves at 31 March 2023 were £386,201 (2022: £456,411) which is currently above this amount

PLANS FOR FUTURE PERIODS

Mind the Gap looks forward to another busy and productive year in 2023/24. Currently, our priorities include:

- To make and deliver a new national touring production **Birdie** that will tour to outdoor and indoor arts festivals and events from summer 2023 onwards. This draws upon our climate change research with Nifty Sustainability and **Leave the Light on For Me** co-director Nickie Miles-Wilden.
- To deliver the innovative new community led creative engagement initiative **Activate!**, in collaboration with The Leap project.
- To be lead partner in York St John University's Institute of Social Justice led ground-breaking research project **I'm Me**, working in collaboration with peer learning disability arts companies across England and Wales.
- To ensure our thriving Academy programme continues to evolve and develop, including the new satellite opportunity in Calderdale, and a sustained recruitment drive for the next Performance Academy programme which starts in 2024.
- To build on our community engagement work towards Bradford's nomination as City of Culture 2025, including building partnerships and relationships across the District so we can deliver a high quality, big impact contribution to the celebrations.
- To strengthen the delivery of our engagement activities, and deepen financial and local roots to deliver a sustained and coherent programme.
- To update our Memorandum and Articles of Association so they reflect more up to date terminology about disabled people, and the charity's current and future objectives.

MIND THE GAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Structure, governance and management

The charity is constituted as a company limited by guarantee, and is therefore governed by a Memorandum and Articles of Association.

All the directors of the company are also trustees of the charity, and there are no other trustees. The trustees who served during the year are set out on the Legal and Administration information page. In accordance with the Articles of Association one third of the trustees will retire by rotation at the annual general meeting, and where eligible, may offer themselves for re-election. There is no upper limit to the period served by trustees. Therefore the maximum term of service for some trustees exceeds the 9 years recommended by the Charity Governance Code. However, the Board of Trustees have agreed that a longer maximum term of service is more appropriate for a local service delivery charity like Mind the Gap.

Eleven directors served for all or part of the year on the Board, bringing a wide range of skills and expertise including knowledge of finance, business development, marketing and social services sectors as well as creative arts, equalities, diversity & inclusion.

Executive Director Julia Skelton MBE is appointed by the Board as chief executive officer to manage Mind the Gap's operation and the smooth-running of the company. Senior management roles ensure that artistic programme, Academy and creative engagement work are all overseen by qualified personnel. The line management structure identifies clear lines of responsibility to other members of staff including the Management Team and learning-disabled company members.

Trustee induction and training

New directors are recruited through open recruitment, networking and invitation, and are elected at Board meetings in accordance with the charity's Memorandum and Articles of Association. There is a comprehensive induction process and written information for new members. Training is provided where required.

All trustees give their time voluntarily. Any expenses reclaimed by trustees from the charity are set out in note 9 to the accounts.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Organisational structure

The Board meets five times each year to review the work of the company, discuss relevant issues and agree action for the next phase. Staff members and learning-disabled representatives from supported employment and training programmes make reports to the Directors to inform decision-making processes. The Board entrusts senior staff with responsibility to ensure that decisions are implemented, and directors (particularly the Co-Chairs) provide support, advice and direction as required between meetings.

The Co-Chair arrangement has been embedded in 2022/23, with the positions currently held by Lynne Carter and Emma Gee. The charity continues to review and develop its ways of working to be accessible and inclusive for people from different backgrounds. Our current priority is to effectively embed our new board members, and continue to grow our team to include new people with different expertise and lived experiences.

Three action groups support the work of the Board, made up of Trustees and relevant staff members, including learning disabled and autistic team members.

The Money & Partners Action Group meets 2-3 times each year alongside regular Ordinary Meetings. This group scrutinises the ongoing financial health of the organisation, tests financial assumptions and monitors the relationship between income and expenditure. Members provide support and ideas to ensure the charity's fundraising strategy is robust and viable.

The People & Home Action Group meets 2-3 times each year providing practical support and advice on key issues relating to people and resource matters. It reviews key policies including Health & Safety, Safeguarding and Equal Opportunities, as well as providing support and scrutiny on specific HR issues.

The Art, Audiences & Reputation Action Group is now in its second year of operation. This creates space for Board members to contribute to discussions and decisions relating to artistic policy. Working with the Artistic Director and members of the Artists' ensemble this new group will help shape future artistic programme plans.

This sub-group structure helps to ensure that all directors are able to use their expertise and knowledge to support the work of the charity. These sub-groups are supported by input from time to time by co-opted strategic advisors.

Key risks include:

- The ongoing impact of the Covid pandemic on the theatre sector remains significant, and is creating lots of uncertainties around programming, funding and staffing models. This means medium and long-term planning is more challenging, as venues and touring companies endeavour to remain solvent, and anticipate future trends.
- Local authorities face extreme financial pressures, and there is a threat that some areas of work including arts and culture investment may be reduced or cut, so that funds can be deployed in other essential services. This means our Academy and creative engagement activities will need to attract and support those who may be at particular risk of being marginalised from mainstream activities. Making the case for cross subsidy investment to support the core functions of the charity (overhead staff, space, running costs) is essential for the programmes to run sustainably.
- Generally, the fundraising environment is extremely competitive with many organisations competing for scarce resources. Future investment strategy will need to negotiate this context. Mind the Gap will continue to adapt and flex its programme plans to meet changing needs and demands.
- Long-serving Board members and senior staff are a major asset of the charity, but also present risks as they hold a lot of organisational knowledge, which can get lost when people leave. The charity will remain proactive in Board recruitment and development, and ensure all staff work to clear job descriptions to enable Mind the Gap to transition smoothly if/when Board Trustees or key staff choose to leave.

The directors confirm that they have developed systems to monitor and control these risks, and one of the functions of the Action Groups is to provide scrutiny and support around any issues that might arise.

MIND THE GAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Funds Held as Custodian Trustee

In 2022-23 Mind the Gap acted as Custodian Trustee for funding awards to support artistic activities for learning disabled artists. This included income from Arts Council England (ACE), and Bradford Producing Hub (c/o University of Bradford). The artists for whom the charity acted as Custodian Trustee in the year were: Daniel Foulds (DYCP), JoAnne Haines (Make Work – Your Idea Your Way) and Paul Bates (DYCP – Judgement). The total value of the income on these awards in the year was £65,571 (2021: £47,808) and the total amount held for these awards at the year end was £46,562 (2022: £36,990). The safe custody and segregation of this income and the relevant expenditure was achieved by creating a separate 'class' (project) in the computerised book-keeping system so that all income and expenditure can be clearly accounted for and audited.

Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

Auditors

In accordance with the company's articles, a resolution proposing that Azets Audit Services Limited be reappointed as auditor of the company will be put at a General Meeting.

Small company rules

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies. It was approved by the Board of Trustees and signed on its behalf by:

L A Carter

.....
L Carter

Co-Chair of Trustees

Dated: 24/11/2023.....

MIND THE GAP

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees, who are also the directors of Mind the Gap for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are 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.

MIND THE GAP

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF MIND THE GAP

Opinion

We have audited the financial statements of Mind the Gap (the 'charity') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the Trustees' report has been prepared in accordance with applicable legal requirements.

MIND THE GAP

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF MIND THE GAP

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the Trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a strategic report.

Responsibilities of Trustees for the financial statements

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

MIND THE GAP

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF MIND THE GAP

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the company through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias;
- Performing audit work over the timing and recognition of income and in particular whether it has been recorded in the correct accounting period.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Jessica Lawrence

**Jessica Lawrence (Senior Statutory Auditor)
for and on behalf of Azets Audit Services Limited**

27/11/2023
.....

**Chartered Accountants
Statutory Auditor**

12 King Street
Leeds
LS1 2HL

MIND THE GAP

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
<u>Income and endowments from:</u>					
Donations and non-performance grants	3	28,233	-	28,233	62,797
Charitable activities	4	782,544	553,290	1,335,834	1,253,886
Investments	5	1,829	-	1,829	61
Other income	6	73,889	-	73,889	41,768
Total income		886,495	553,290	1,439,785	1,358,512
<u>Expenditure on:</u>					
Charitable activities	7	953,812	626,143	1,579,955	1,267,090
Net incoming/(outgoing) for the year		(67,317)	(72,853)	(140,170)	91,422
Other recognised gains and losses					
Other gains or losses	12	(90)	-	(90)	-
Net movement in funds		(67,407)	(72,853)	(140,260)	91,422
Fund balances at 1 April 2022		480,239	137,274	617,513	526,091
Fund balances at 31 March 2023		412,832	64,421	477,253	617,513

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 17 - 30 form part of these financial statements.

A fully detailed Statement of Financial Activities for the year ending 31 March 2022 is shown at note 22.

All income and expenditure derive from continuing activities.

MIND THE GAP

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023		2022	
		£	£	£	£
Fixed assets					
Tangible assets	13		27,017		25,954
Current assets					
Debtors	14	134,417		86,770	
Cash at bank and in hand		476,011		659,815	
		<u>610,428</u>		<u>746,585</u>	
Creditors: amounts falling due within one year	15	<u>(160,192)</u>		<u>(155,026)</u>	
Net current assets			450,236		591,559
Total assets less current liabilities			<u>477,253</u>		<u>617,513</u>
Funds of the charity					
Restricted funds	19		64,421		137,274
Unrestricted funds			412,832		480,239
			<u>477,253</u>		<u>617,513</u>

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

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for the circulation to members of the company. They were approved by the board of Trustees on .24/11/2023..... and signed on its behalf by:

L A Carter

.....
L Carter
Co-Chair

Company Registration No. 02348556

MIND THE GAP

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	21		(175,023)		64,052
Investing activities					
Purchase of tangible fixed assets		(13,504)		(13,257)	
Proceeds on disposal of tangible fixed assets		2,894		-	
Investment income received		1,829		61	
Net cash used in investing activities			(8,781)		(13,196)
Net (decrease)/increase in cash and cash equivalents			(183,804)		50,856
Cash and cash equivalents at beginning of year			659,815		608,959
Cash and cash equivalents at end of year			<u>476,011</u>		<u>659,815</u>

MIND THE GAP

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Charity information

Mind the Gap is a private company limited by guarantee incorporated in England and Wales. The registered office is Mind the Gap Studios, Silk Warehouse, Patent Street, Bradford, BD9 4SA.

Each member of the company has undertaken to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice 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 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

The financial statements have been prepared under the historical cost convention, modified to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

Government and other grants are recognised in full in the statement of financial activities in the period in which they are receivable.

MIND THE GAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Charitable expenditure: comprises those costs incurred by the charity in the deliverance of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them.

Support Costs: are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Trust's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The basis on which support costs have been allocated are set out in note 8.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in notes 7 and 8.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25% Reducing balance or 25% straight line
Computers	33% Reducing balance or 33% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Individual fixed assets costing £500 or more are capitalised.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

MIND THE GAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

MIND THE GAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.10 Taxation

The charitable company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

The charity benefits significantly from Theatre Tax Credit taxation reliefs based on the eligible production costs incurred. The calculation of the tax credit involves significant uncertainties and it is not possible to apply a reasonable point estimate based on historic agreements with tax authorities. Therefore the Trustees do not recognise any potential tax rebate on an accruals basis and instead recognise the rebate on a cash received basis.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.13 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

1.14 Custodian Funds

Funds held by the charity as a custodian trustee are excluded from the income and expenditure of the charity and the balance held recognised as a liability within the financial statements.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The Trustees are of the opinion that there are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities.

MIND THE GAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

3 Donations and non-performance grants

	Unrestricted funds	Restricted funds	Total Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022
	£	£	£	£	£
Donations and gifts					
Donations	28,233	-	28,233	6,282	6,282
Coronavirus Job Retention Scheme	-	-	-	40,250	40,250
City of Bradford MDC - COVID -19 Funding	-	-	-	16,265	16,265
	<u>28,233</u>	<u>-</u>	<u>28,233</u>	<u>62,797</u>	<u>62,797</u>

The Charity benefits greatly from the involvement and enthusiastic support of a number of volunteers, details of which are given in our annual report. In accordance with FRS102 the economic contribution of volunteers is not recognised in the accounts.

MIND THE GAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities	Unrestricted Funds		Restricted Funds		Total Funds		Unrestricted Funds		Restricted Funds		Total Funds	
	2023	£	2023	£	2023	£	2022	£	2022	£	2022	£
Fee Income	502,135		40,733		542,868		444,362		43,277		487,639	
Revenue grants	280,409		512,557		792,966		321,605		444,642		766,247	
	<u>782,544</u>		<u>553,290</u>		<u>1,335,834</u>		<u>765,967</u>		<u>487,919</u>		<u>1,253,886</u>	
Revenue Grants												
Arts Council England - National Portfolio Funding	250,924		-		250,924		250,924		-		250,924	
City of Bradford MDC Academy Fund	-		30,000		30,000		-		57,000		57,000	
City of Bradford MDC - Short breaks	15,000		-		15,000		20,997		-		20,997	
Erasmus +	-		-		-		17,287		-		17,287	
Paul Hamlyn Foundation	-		-		-		-		46,400		46,400	
DCMS Cultural Recovery Fund	-		-		-		-		91,135		91,135	
Other grants	14,485		17,630		32,115		21,597		13,674		35,271	
Daughters of Fortune: Zara/Paige	-		-		-		-		19,388		19,388	
ACE Creative People and Places - The Leap Project	-		380,000		380,000		-		146,000		146,000	
Creative Doodle Book	-		-		-		10,800		-		10,800	
Leave the Light On For Me	-		84,927		84,927		-		71,045		71,045	
	<u>280,409</u>		<u>512,557</u>		<u>792,966</u>		<u>321,605</u>		<u>444,642</u>		<u>766,247</u>	

MIND THE GAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

5 Investments

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Interest receivable	1,829	61

6 Other income

	Unrestricted funds	Restricted funds	Total Unrestricted funds		Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Net gain on disposal of tangible fixed assets	2,894	-	2,894	-	-	-
Other income	70,995	-	70,995	41,502	266	41,768
	<u>73,889</u>	<u>-</u>	<u>73,889</u>	<u>41,502</u>	<u>266</u>	<u>41,768</u>

Other income includes £40,810 (2022: £6,276) relating to Theatre Tax Relief claims.

7 Charitable activities

	2023	2022
	£	£
Staff costs	689,025	598,827
Depreciation	12,441	11,142
Direct production costs	49,347	88,063
Premises costs and insurance	61,381	59,674
General administration	33,271	37,854
Travel, accommodation and subsistence	42,332	33,951
Marketing	29,294	19,694
Artists and freelance costs	160,893	203,856
LEAP Award payments	353,558	82,123
Venue hire	8,073	20,339
	<u>1,439,615</u>	<u>1,155,523</u>
Share of support costs (see note 8)	131,340	105,867
Share of governance costs (see note 8)	9,000	5,700
Total expenditure on charitable activities	<u>1,579,955</u>	<u>1,267,090</u>

MIND THE GAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

8 Support costs

	Support costs 2023 £	Governance costs 2023 £	Total 2023 £	Support costs 2022 £	Governance costs 2022 £	Total 2022 £
Staff costs	81,160	-	81,160	69,979	-	69,979
Premises costs and insurance	20,460	-	20,460	19,892	-	19,892
General administration	24,792	-	24,792	12,618	-	12,618
Professional fees	4,540	-	4,540	2,975	-	2,975
Bank charges	388	-	388	403	-	403
Audit fees	-	7,000	7,000	-	4,000	4,000
Accountancy	-	2,000	2,000	-	1,700	1,700
	<u>131,340</u>	<u>9,000</u>	<u>140,340</u>	<u>105,867</u>	<u>5,700</u>	<u>111,567</u>

9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year. One (2022: no) Trustee was reimbursed £470 (2022: £nil) of travel expenses.

10 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	<u>37</u>	<u>38</u>
Employment costs	2023 £	2022 £
Wages and salaries	686,498	598,794
Social security costs	70,747	57,995
Other pension costs	12,940	12,017
	<u>770,185</u>	<u>668,806</u>

No employee earned £60,000 or more during the year (2022: no employee).

The key management personnel of Mind the Gap are the Executive Director, Artistic Director, Academy Director, Head of Engagement, Finance Manager and Head of Creative Engagement. The total employee benefits of the key management personnel of the charity were £214,333 (2022: £178,694).

MIND THE GAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

12 Other gains or losses

	Unrestricted funds	Total
	2023 £	2022 £
Foreign exchange gains	90	-

13 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
Cost			
At 1 April 2022	331,426	228,212	559,638
Additions	8,823	4,681	13,504
Disposals	(2,320)	(12,760)	(15,080)
At 31 March 2023	337,929	220,133	558,062
Depreciation and impairment			
At 1 April 2022	312,017	221,667	533,684
Depreciation charged in the year	7,802	4,639	12,441
Eliminated in respect of disposals	(2,320)	(12,760)	(15,080)
At 31 March 2023	317,499	213,546	531,045
Carrying amount			
At 31 March 2023	20,430	6,587	27,017
At 31 March 2022	19,409	6,545	25,954

14 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	58,930	25,525
Other debtors	-	658
Prepayments and accrued income	75,487	60,587
	134,417	86,770

MIND THE GAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

15 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Other taxation and social security		21,063	13,544
Deferred income	16	15,219	23,649
Trade creditors		46,812	45,523
Other creditors		46,562	36,990
Accruals		30,536	35,320
		<u>160,192</u>	<u>155,026</u>

In 2022-23 Mind the Gap acted as Custodian Trustee for funding awards to support artistic activities for learning disabled artists. This included income from Arts Council England (ACE), and Bradford Producing Hub (c/o University of Bradford). The artists for whom the charity acted as Custodian Trustee in the year were: Daniel Foulds (DYCP), JoAnne Haines (Make Work – Your Idea Your Way) and Paul Bates (DYCP – Judgement). The total value of the income on these awards in the year was £65,571 (2022: £41,961) and the total amount held for these awards at the year end was £46,562 (2022: £36,990) was included within other creditors.

16 Deferred Income

	2023 £	2022 £
Brought forward	23,649	109,764
Released in the year	(23,649)	(109,764)
Deferred in the year	15,219	23,649
	<u>15,219</u>	<u>23,649</u>

MIND THE GAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

17 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023 £	2022 £
Within one year	15,876	13,500
Between two and five years	61,766	54,000
In over five years	62,766	75,375
	<u>140,408</u>	<u>142,875</u>

18 Related party transactions

Other than as listed in note 9, there are no disclosable related party transactions in the current or prior year.

19 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

Current year	Movement in funds				Balance at 31 March 2023 £
	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	
Academy Fund	-	30,000	(30,000)	-	-
Capital assets	2,126	-	(1,740)	-	386
The LEAP	101,883	421,306	(463,930)	-	59,259
Leave The Light On For Me	33,265	86,925	(120,190)	-	-
Collaborative Touring Network	-	3,429	-	-	3,429
Historic England - Manningham Stories	-	3,500	(3,181)	-	319
Transforming Leadership	-	2,098	(1,070)	-	1,028
Perform Europe	-	6,032	(6,032)	-	-
	<u>137,274</u>	<u>553,290</u>	<u>(626,143)</u>	<u>-</u>	<u>64,421</u>

MIND THE GAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

19 Restricted funds

(Continued)

Purposes of restricted funds:

Academy Fund

The fund was first set up in 2002/03 to run the annual vocational training programme for adults with a learning disability. In the current year it includes funding from the following sources: City of Bradford Metropolitan District Council.

Capital Assets

Mind the Gap has previously received funds to purchase capital items to further the work of the charity from investors including Arts Council England, ERDF, ESF, the Clothworkers Foundation and the Garfield Weston Trust. This fund represents the value of undepreciated assets.

The Leap

This fund was set up in 2020/21 to record income and expenditure connected with this Consortium project, led by Bradford Teaching Hospitals NHS Foundation Trust (the NHS Trust). The Leap project's overall budget is managed by the NHS Trust, who receive all income on behalf of the project, including grant funds from the majority stakeholder Arts Council England Creative People & Places programme. MTG is a Consortium member, and the charity's responsibilities include the employment of The Leap project staff, and the dissemination of funds to other organisations, as determined by agreed application processes and procedures. The funds managed by MTG on behalf of the project as shown in these accounts have been received from the NHS Trust.

Leave the Light on For Me

This fund is set up in the year for the new outdoor festival production. In this year it includes funding from the following sources: Unlimited and Esmee Fairbairn Foundation's Reinvent Performing Arts and Arts Council England National Portfolio.

Collaborative Touring Network

This fund was set up in 2022/23 to run Mind the Gap's involvement in this national touring initiative. In this year it includes funding from the following source: The Old Courts (lead partner).

Historic England - Manningham Stories

This fund was set up in 2022/23 to run a creative engagement project exploring hidden stories in the local area, and to create a unique place marker to celebrate these. In this year it includes funding from the following source: Historic England.

Transforming Leadership

This fund was set up in 2022/23 to participate in a nationally significant project that aims to reshape England's cultural leadership to include learning disabled and autistic voices. In this year it includes funding from the following source: Access All Areas (lead partner).

Perform Europe

This fund was set up in 2022/23 to explore environmental sustainability and international touring. In this year it includes funds from the following source: European Commission funds distributed by Teatrecentrum).

MIND THE GAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

19 Restricted funds

(Continued)

Prior year	Balance at 1 April 2021 £	Movement in funds			Balance at 31 March 2022 £
		Income £	Expenditure £	Transfers £	
Academy Fund	-	57,000	(57,000)	-	-
Capital assets	6,677	-	(4,551)	-	2,126
Cultural Recovery Fund	28,762	91,135	(119,897)	-	-
Daughters of Fortune Anna	-	13,646	(13,646)	-	-
Daughters of Fortune Zara / Paige	12	19,388	(19,400)	-	-
Future Me	(3,675)	3,874	(199)	-	-
The Leap	39,273	189,972	(120,362)	-	101,883
Engage	10,631	46,400	(57,031)	-	-
Staging Change	760	-	(11,155)	10,395	-
Leave The Light On For Me	-	73,770	(40,505)	-	33,265
	<u>82,440</u>	<u>488,185</u>	<u>443,746</u>	<u>10,395</u>	<u>137,274</u>

20 Analysis of net assets between funds

	Unrestricted Funds 2023 £	Restricted funds 2023 £	Total Unrestricted Funds 2023 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2023 are represented by:					
Tangible assets	26,631	386	27,017	23,828	25,954
Current assets/(liabilities)	386,201	64,035	450,236	135,148	591,559
	<u>412,832</u>	<u>64,421</u>	<u>477,253</u>	<u>137,274</u>	<u>617,513</u>

MIND THE GAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

21	Cash generated from operations	2023	2022
		£	£
	(Deficit)/surplus for the year	(140,170)	91,422
	Adjustments for:		
	Investment income	(1,829)	(61)
	Foreign exchange losses	(90)	-
	Profit on disposal of tangible fixed assets	(2,894)	-
	Depreciation of tangible fixed assets	12,441	11,142
	Movements in working capital:		
	(Increase)/decrease in debtors	(47,647)	104,839
	Increase/(decrease) in creditors	5,166	(143,290)
	Cash (absorbed by)/generated from operations	(175,023)	64,052

The charity had no debt during the current or prior year.

22 Comparative Statement of Financial Activities

	Unrestricted funds	Restricted funds	Total 2022
	£	£	£
<u>Income and endowments from:</u>			
Donations and gifts	62,797	-	62,797
Charitable activities	765,967	487,919	1,253,886
Investments	61	-	61
Other income	41,502	266	41,768
Total income	870,327	488,185	1,358,512
<u>Expenditure on:</u>			
Charitable activities	823,344	443,746	1,267,090
Net income before transfers	46,983	44,439	91,422
Gross transfers between funds	(10,395)	10,395	-
Net movement in funds	36,588	54,834	91,422
Fund balances at 1 April 2021	443,651	82,440	526,091
Fund balances at 31 March 2022	480,239	137,274	617,513