

# **Marsden Jazz Festival Limited**

Charity number 1097200

A company limited by guarantee number 04301891

## **Annual Report and Financial Statements for the year ended 31 December 2020**



West Yorkshire Community Accounting Service

# **Marsden Jazz Festival Limited**

## **Annual Report and Financial Statements for the year ended 31 December 2020**

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**Prepared by West Yorkshire Community Accounting Service**

# **Marsden Jazz Festival Limited**

## **Trustees' report for the year ended 31 December 2020**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Richard Whitelaw	Chair	
David Harris	Vice chair	
Louise Halliwell	Treasurer	
Alan Charles Ball		
John Quail		Resigned 15 July 2020
Kathryn Button		
Alison Stopher		
Peter Woodman		Appointed 1 June 2021
<b>Charity number</b>	1097200	Registered in England and Wales
<b>Company number</b>	04301891	Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>
Mechanics Hall	Lloyds Bank plc
Peel Street	1 Westgate
Marsden	Huddersfield
Huddersfield	HD1 2DH
HD7 6BW	

### **Independent examiner**

Helen Galvin FCCA

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a company limited by guarantee and was formed on 10 October 2001. It is governed by a memorandum and articles of association (amended 12 April 2006). The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# **Marsden Jazz Festival Limited**

## **Trustees' report (continued) for the year ended 31 December 2020**

### **Objectives and activities**

#### **The charity's objects**

To promote, maintain, improve and advance the education of the people of Marsden and the Colne valley, in particular but not exclusively by promoting, encouraging and increasing their knowledge and appreciation of music especially jazz and associated forms of music by the presentation of public concerts and educational activities.

#### **The charity's main activities**

To organise, promote and conduct the annual Marsden Jazz Festival. This is held mainly over one weekend in mid-October though there are community engagements events such as workshops before the event as well.

#### **Public benefit statement**

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and to this end have ensured compliance with the objects of the Festival as set out in its Memorandum. These are the furtherance of education in jazz and jazz-related music including making it available free or at a reasonable cost to the people of the Colne Valley and visitors to the area with attention to the involvement of young people.

#### **Achievements and performance**

Our work in 2020 was a necessary departure from our live October festival which has a sustained reputation for varied, diverse and inclusive programming loved by Marsden residents and hard-core music fans alike. Though we had to close our doors to live audiences temporarily, we continued to create opportunities to engage with new music unique to this period of time, drawing on the hidden and visible landscape of Marsden, specially curated for digital audiences.

#### **Chronotope: Music in a Different Time & Place**

We created a brand-new digital project called "Chronotope: Music in a Different Time & Place", a series of five sets of films totalling two and a half hours of digital content which we shared with audiences across our website and social media. The project brought artists to the wild moorland landscape and recorded their live performances in HD video & sound. Artists included Keeley Forsyth & Matthew Bourne, Tess Hirst & Daniel Casimir and Ruby Wood & The Naked Eye.

The Chronotope films have reached over 22,000 people, with over 40 hours of video being watched by audiences. On YouTube our films have been watched over 7,700 times. In our October 2021 festival, we will feature the films recorded during the Chronotope project in an immersive audio-visual exhibition in partnership with PA Tremblay and the University of Huddersfield with 360 ambisonic sound and specially edited versions of the performances, so that we create a high-quality live audience experience for our digital content.

#### **Podcast**

Our brand new podcast complements our artistic work and the artists, creators and facilitators from the project feature in the episodes, discussing the work, their expertise, and the wider music industry. The podcast will continue for the foreseeable future, and guests will include artists (well-known and emerging), as well as industry experts, and other creative practitioners to continue to push the boundaries of our understanding of jazz and music, and to inspire others to do the same.

#### **Future Planning**

ACE funding enabled us to retain our artistic director and marketing manager (on reduced hours) to think strategically about the future of the festival about how we can increase our resilience going forward, and how we can transition to a festival that puts digital experiences on an equal footing with live music. We worked with award-winning fundraising consultant Rob Shaw who helped us navigate the changing funding landscape, and, during this period, we were successful in three applications submitted, funding an activity in 2021.

# **Marsden Jazz Festival Limited**

## **Trustees' report (continued) for the year ended 31 December 2020**

### **Financial review**

The net expenditure for the year was £20,651, including net expenditure of £20,573 on unrestricted funds and net income of £102 on restricted funds after transfers.

The trustees of the Marsden Jazz Festival continue to monitor its ongoing financial position and are currently working with secured project funding and planned use of its reserves to ensure the continuation of its activity. As noted in last years accounts, of the total unrestricted funds, £15,920 was allocated to expenditure commitments under the 2019 Arts Council England National Lottery Project Grant to cover activity up to 30 April 2020.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

### **Reserves policy**

The charity's free reserves at the year end were £10,914.

The charity is working towards holding reserves at a level that would facilitate operation for six months in the event of a significant event that required a winding up of the company.

# **Marsden Jazz Festival Limited**

## **Trustees' report (continued) for the year ended 31 December 2020**

### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and 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;

- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed: Richard Whitelaw (Trustee)

Name: Richard Whitelaw

Date: 22/09/2021

# **Marsden Jazz Festival Limited**

## **Independent examiner's report to the trustees of Marsden Jazz Festival Limited**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2020, which are set out on pages 7 to 11.

### **Responsibilities and basis of report**

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Helen Galvin      Name: Helen Galvin

Relevant professional qualification or body: FCCA

Date: 22/09/2021

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# Marsden Jazz Festival Limited

## Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2020

	Notes	2020	2019	2020	2019	2020	2019
		Unrestricted funds	Unrestricted funds	Restricted funds	Restricted funds	Total funds	Total funds
		£	£	£	£	£	£
<b>Income</b>							
Grants	(2)	5,000	55,499	36,000	23,372	41,000	78,871
Donations and sponsorship		4,581	24,083	-	-	4,581	24,083
Box office		-	19,549	-	-	-	19,549
Venues		-	7,865	-	-	-	7,865
Stalls		-	2,320	-	-	-	2,320
Merchandise		17	575	-	-	17	575
Advertising		-	1,340	-	-	-	1,340
Services provided		-	1,186	-	-	-	1,186
Fundraising		-	49	-	-	-	49
<b>Total income</b>		<b>9,598</b>	<b>112,466</b>	<b>36,000</b>	<b>23,372</b>	<b>45,598</b>	<b>135,838</b>
<b>Expenditure</b>							
<i>Production expenses</i>							
Artistes fees		-	25,888	4,750	-	4,750	25,888
Commissions		-	-	750	6,476	750	6,476
Licences		-	2,408	-	-	-	2,408
Hire of equipment, PA, lighting		-	8,809	775	2,000	775	10,809
Publicity		256	9,289	1,293	4,323	1,549	13,612
Box office costs		-	333	-	-	-	333
Hall and marquee hire		-	4,115	250	-	250	4,115
Merchandise		-	428	-	-	-	428
Event insurance		1,307	1,557	48	-	1,355	1,557
Travel and subsistence		113	4,054	1,273	157	1,386	4,211
Donations		-	775	-	-	-	775
First aid cover		-	530	-	-	-	530
Special events		-	2,010	-	2,472	-	4,482
Fundraising costs		-	72	3,000	-	3,000	72
Volunteer costs		-	416	-	-	-	416
Digital production		-	-	5,518	-	5,518	-
Recording		-	-	618	-	618	-
<i>Management and administration</i>							
Rent and room hire		969	2,090	898	-	1,867	2,090
Utilities		-	43	-	-	-	43
Freelance workers		21,108	51,484	19,473	11,999	40,581	63,483
Accounts and Independent exam.		213	810	789	-	1,002	810
Stationery and office supplies		-	535	-	64	-	599
Telephone and internet		215	318	221	-	436	318
Equipment		-	646	433	8	433	654
Website		46	763	-	2,860	46	3,623
Bank charges		35	513	46	-	81	513
Software costs		105	252	147	-	252	252
Organisational development		1,550	1,194	50	2,906	1,600	4,100
<b>Total expenditure</b>		<b>25,917</b>	<b>119,332</b>	<b>40,332</b>	<b>33,265</b>	<b>66,249</b>	<b>152,597</b>
<b>Net expenditure</b>		<b>(16,319)</b>	<b>(6,866)</b>	<b>(4,332)</b>	<b>(9,893)</b>	<b>(20,651)</b>	<b>(16,759)</b>
<b>Transfers between funds</b>		<b>(4,434)</b>	<b>(5,459)</b>	<b>4,434</b>	<b>5,459</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(20,753)</b>	<b>(12,325)</b>	<b>102</b>	<b>(4,434)</b>	<b>(20,651)</b>	<b>(16,759)</b>
<b>Fund balances brought forward</b>		<b>31,667</b>	<b>43,992</b>	<b>500</b>	<b>4,934</b>	<b>32,167</b>	<b>48,926</b>
<b>Fund balances carried forward</b>	(3)	<b>10,914</b>	<b>31,667</b>	<b>602</b>	<b>500</b>	<b>11,516</b>	<b>32,167</b>



# Marsden Jazz Festival Limited

## Balance sheet

as at 31 December 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	(4) -	3,500	3,500	31,397
Cash at bank and in hand	(5) 13,861	(1,898)	11,963	3,438
<b>Total current assets</b>	<u>13,861</u>	<u>1,602</u>	<u>15,463</u>	<u>34,835</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Accruals	(6) 2,947	-	2,947	2,668
Deferred income	(6) -	1,000	1,000	-
<b>Total current liabilities</b>	<u>2,947</u>	<u>1,000</u>	<u>3,947</u>	<u>2,668</u>
<b>Net assets</b>	<u>10,914</u>	<u>602</u>	<u>11,516</u>	<u>32,167</u>
<b>Funds</b>				
Unrestricted funds	10,914	-	10,914	31,667
Restricted funds	-	602	602	500
<b>Total funds</b>	<u>10,914</u>	<u>602</u>	<u>11,516</u>	<u>32,167</u>

For the year ending 31 December 2020 the charitable 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 charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Date: 22/09/2021

Signed: Richard Whitelaw

(Trustee)

Name: Richard Whitelaw

# **Marsden Jazz Festival Limited**

## **Notes to the accounts**

### **for the year ended 31 December 2020**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**Marsden Jazz Festival Limited**  
**Notes to the accounts continued**  
**for the year ended 31 December 2020**

<b>2 Grants</b>	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Kirklees Council	5,000	-	5,000	5,000
Arts Council Emergency Response Fund	-	35,000	35,000	64,999
The Cuckoos Nest	-	-	-	2,000
Lloyds Bank Foundation	-	-	-	500
One Community Foundation	-	1,000	1,000	900
PRS Foundation	-	-	-	5,472
	<u>5,000</u>	<u>36,000</u>	<u>41,000</u>	<u>78,871</u>

<b>3 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Arts Council fund	-	35,000	39,434	4,434	-
One Community Foundation	-	1,000	898	-	102
PRS Foundation	500	-	-	-	500
	<u>500</u>	<u>36,000</u>	<u>40,332</u>	<u>4,434</u>	<u>602</u>

**Fund name**

**Purpose of restriction**

Arts Council	To retain key staff, produce artistic activity throughout the year and to think strategically about the future of the festival. The transfer relates to moving extra expenses incurred during the year to unrestricted funds.
One Community Foundation	Towards office rent from Judith and Neil Charlesworth Fund.
PRS Foundation	Grant towards Shirley Tetteh Commission.

<b>4 Debtors and prepayments</b>	2020	2019
	£	£
Debtors	3,500	30,090
Prepayments	-	1,307
	<u>3,500</u>	<u>31,397</u>

<b>5 Cash at bank and in hand</b>	2020	2019
	£	£
Cash at bank	11,928	3,404
Cash in hand	35	34
	<u>11,963</u>	<u>3,438</u>

<b>6 Accruals and deferred income</b>	2020	2019
	£	£
Accruals	2,947	2,668
Deferred income	1,000	-
	<u>3,947</u>	<u>2,668</u>

**Marsden Jazz Festival Limited**  
**Notes to the accounts continued**  
**for the year ended 31 December 2020**

**7 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Remuneration and benefits received by key management personnel**

The key management personnel of the charity comprise the trustees and Artistic director. The total benefits of the key management personnel were £21,670 (previous year: £30,491).

No trustee received any remuneration or benefit in this capacity during this or the previous year.