

# **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 2021**



# **Marsden Jazz Festival Limited**

## **Annual Report and Financial Statements for the year ended 31 December 2021**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Marsden Jazz Festival Limited**

## **Trustees' report for the year ended 31 December 2021**

### **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		Resigned 15 September 2021
John Quail		Resigned 1 June 2021
Kathryn Button		
Alison Stopher		Resigned 15 September 2021
Peter Woodman		Appointed 1 June 2021
Patricia Brown		Appointed 15 September 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 Accountancy Service CIO**

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 5 February 2003 and 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 2021**

### **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**

2021 witnessed the return of Marsden Jazz Festival as a live event on a streamlined, simplified model which featured a new free Peel Street headline festival stage in the centre of Marsden (with a capacity of over 1,000), and progressive jazz programming in St Bartholomew's Church, which we chose to restrict to a socially distanced capacity of 300.

Jazz re:freshed's Saturday takeover of the Peel Street Stage was a spectacular success, presenting established and up-and-coming artists including Gary Crosby, the only jazz musician and person of colour ever to have been awarded the Queen's Medal for Music, Camilla George, Roella Oloro, Marcus Joseph and Balimaya, whose 16 musicians merged the rhythms of West Africa with the language of jazz.

Successful fundraising for the event enabled us to take on new freelance capacity in production and event management (William Hurn and Daisy Lee, respectively) bringing new skills to the team, critical to success in the largest outdoor production we have ever attempted.

The festival also featured an immersive audio-visual installation showing a selection of tracks from our "Chronotope: Music in a Different Time and Place" series, recorded on location in the landscape around Marsden in 2020. It had been originally conceived to work as an installation, and filmmaker Alistair Macdonald and located sound artist Jez Riley French developed an incredible 45 minutes programme which repeated throughout the festival.

The festival rewarded our ambitions by exceeding all expectations of scale, quality and engagement, and the success of the simplified festival model will significantly alter how we deliver the festival in future.

#### **Core Team**

During the year, we commissioned HR consultancy Pennine HR to advise us on the transition to employer status rather than paying regular staff as freelancers. In addition to this work, they also supported us with recruitment of new staff members - a digital marketing assistant (Hannah Burgess) and a finance and admin manager (Andrew Procter) joined us in August.

# **Marsden Jazz Festival Limited**

## **Trustees' report (continued) for the year ended 31 December 2021**

### **Achievements and performance (continued)**

#### **Fundraising**

In July, we launched a crowdfunding campaign which was supported by over 200 donors and raised over £13,000. We have continued to work with fundraising consultant Rob Shaw and have enjoyed unprecedented support from Arts Council England, with two National Lottery Project Grants and a Culture Recovery Fund 2 (CRF2) award. CRF2 enabled us to reflate our cash reserves up to 8 weeks of 2019 turnover which was invaluable to building resilience and mitigating risk, and through careful management of funds we delivered an incredible return to live music in October 2021.

#### **Financial review**

The net income for the year was £24,702, including net income of £17,916 on unrestricted funds and net income of £6,786 on restricted funds, after transfers.

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, excluding fixed assets, at the year end were £28,830.

The charities policy to hold 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 charity, we have calculated this to be £27,930.

# **Marsden Jazz Festival Limited**

## **Trustees' report (continued) for the year ended 31 December 2021**

### **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 on 18/08/2022

Richard Whitelaw (Trustee)

# **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 2021, 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:  Name: Helen Galvin FCCA

01/09/2022

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Marsden Jazz Festival Limited**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 December 2021**

	Notes	2021 Unrestricted funds £	2020 Unrestricted funds	2021 Restricted funds £	2020 Restricted funds	2021 Total funds £	2020 Total funds £
<b>Income from:</b>							
Grants	(2)	5,000	5,000	172,948	36,000	177,948	41,000
Donations and sponsorship		23,542	4,581	-	-	23,542	4,581
Box office		10,691	-	-	-	10,691	-
Stalls		1,480	-	-	-	1,480	-
Merchandise		1,677	17	-	-	1,677	17
Advertising		635	-	-	-	635	-
<b>Total income</b>		<b>43,025</b>	<b>9,598</b>	<b>172,948</b>	<b>36,000</b>	<b>215,973</b>	<b>45,598</b>
<b>Expenditure on:</b>							
<i>Production expenses</i>							
Artistes fees		-	-	18,072	4,750	18,072	4,750
Commissions		-	-	1,000	750	1,000	750
Hire of equipment, PA, lighting		-	-	-	775	-	775
Publicity		408	256	9,849	1,293	10,257	1,549
Box office costs		-	-	164	-	164	-
Hall and marquee hire		3,365	-	-	250	3,365	250
Merchandise		-	-	2,193	-	2,193	-
Event insurance & licences		-	1,307	6,015	48	6,015	1,355
Travel and subsistence		5,812	113	1,633	1,273	7,445	1,386
Fundraising costs		-	-	7,220	3,000	7,220	3,000
Digital production		-	-	11,906	5,518	11,906	5,518
Recording		-	-	-	618	-	618
Event production		-	-	32,954	-	32,954	-
<i>Management and administration</i>							
Salaries	(3)	21,278	-	4,508	-	25,786	-
Rent and room hire		83	969	1,825	898	1,908	1,867
Freelance workers		9,149	21,108	35,176	19,473	44,325	40,581
Accounts and Independent exam.		-	213	810	789	810	1,002
Telephone and internet		-	215	642	221	642	436
Equipment		341	-	-	433	341	433
Website		-	46	593	-	593	46
Bank charges		-	35	719	46	719	81
Software costs		-	105	1,577	147	1,577	252
Organisational development		464	1,550	6,472	50	6,936	1,600
Partnership Fees		-	-	5,600	-	5,600	-
Other expenses		-	-	1,443	-	1,443	-
<b>Total expenditure</b>		<b>40,900</b>	<b>25,917</b>	<b>150,371</b>	<b>40,332</b>	<b>191,271</b>	<b>66,249</b>
<b>Net income / (expenditure)</b>		<b>2,125</b>	<b>(16,319)</b>	<b>22,577</b>	<b>(4,332)</b>	<b>24,702</b>	<b>(20,651)</b>
<b>Transfers between funds</b>		<b>15,791</b>	<b>(4,434)</b>	<b>(15,791)</b>	<b>4,434</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>17,916</b>	<b>(20,753)</b>	<b>6,786</b>	<b>102</b>	<b>24,702</b>	<b>(20,651)</b>
<b>Fund balances brought forward</b>		<b>10,914</b>	<b>31,667</b>	<b>602</b>	<b>500</b>	<b>11,516</b>	<b>32,167</b>
<b>Fund balances carried forward</b>	(4)	<b>28,830</b>	<b>10,914</b>	<b>7,388</b>	<b>602</b>	<b>36,218</b>	<b>11,516</b>

All incoming resources and resources expended derive from continuing activities.



# Marsden Jazz Festival Limited

## Balance sheet

as at 31 December 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors	14,775	3,500	18,275	3,500
Cash at bank and in hand	(5) 17,689	7,566	25,255	11,963
<b>Total current assets</b>	<u>32,464</u>	<u>11,066</u>	<u>43,530</u>	<u>15,463</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(6) 3,634	3,678	7,312	3,947
<b>Total current liabilities</b>	<u>3,634</u>	<u>3,678</u>	<u>7,312</u>	<u>3,947</u>
<b>Net assets</b>	<u>28,830</u>	<u>7,388</u>	<u>36,218</u>	<u>11,516</u>
<b>Funds</b>				
Unrestricted funds	28,830	-	28,830	10,914
Restricted funds	-	7,388	7,388	602
<b>Total funds</b>	<u>28,830</u>	<u>7,388</u>	<u>36,218</u>	<u>11,516</u>

For the year ending 31 December 2021 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 18/08/2022

Richard Whitelaw (Trustee)

# **Marsden Jazz Festival Limited**

## **Notes to the accounts**

### **for the year ended 31 December 2021**

#### **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.

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **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 2021**

<b>2 Grants</b>	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Kirklees Council	5,000	-	5,000	5,000
Arts Council England	-	166,948	166,948	35,000
The Cuckoos Nest	-	3,000	3,000	-
One Community Foundation	-	3,000	3,000	1,000
	<u>5,000</u>	<u>172,948</u>	<u>177,948</u>	<u>41,000</u>

<b>3 Staff costs and numbers</b>	2021 £	2020 £
Gross salaries	25,469	-
Social security costs	1,989	-
Employment allowance	(1,989)	-
Pensions	317	-
	<u>25,786</u>	<u>-</u>

The average number employees during the year was 1.3, being an average of 0.8 full time equivalent (2020: 0, 0 FTE). There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2021 £	2020 £
Costs of the scheme to the charity for the year	317	-
Amount of any contributions outstanding at the year end	232	-

<b>4 Restricted funds</b>	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Arts Council Fund 1	-	82,697	76,309	-	6,388
Arts Council Fund 2	-	35,000	35,000	-	-
One Community Foundation	102	3,000	2,102	-	1,000
PRS Foundation	500	-	-	(500)	-
Cuckoos Nest	-	3,000	3,000	-	-
Culture Recovery Fund	-	49,251	33,960	(15,291)	-
	<u>602</u>	<u>172,948</u>	<u>150,371</u>	<u>(15,791)</u>	<u>7,388</u>

<b>Fund name</b>	<b>Purpose of restriction</b>
Arts Council fund 1	Towards the delivery of the 29th Marsden Jazz Festival in October 2021.
Arts Council fund 2	Towards rebooting Marsden Jazz Festival: this project combined organisational development with new artistic programming.
One Community Foundation	Towards rent, utilities, service charge, other overhead costs and hiring public address system.
PRS Foundation	Grant towards Shirley Tetteh Commission. Transfer relates to moving the funds to unrestricted funds as the commission work is no longer required, this was agreed with the funder.
Cuckoos Nest	Towards rent, service charge, other overhead costs and hiring a stage.
Culture Recovery Fund	Towards recovering organisational capacity and planning for 2021 festival. Transfer relates to moving costs to unrestricted as it was given to reflate our cash reserves up to 8 weeks of 2019 turnover.

**Marsden Jazz Festival Limited**  
**Notes to the accounts continued**  
**for the year ended 31 December 2021**

<b>5 Cash at bank and in hand</b>	2021	2020
	£	£
Cash at bank	25,229	11,928
Cash in hand	26	35
	<u>25,255</u>	<u>11,963</u>

<b>6 Creditors and accruals</b>	2021	2020
	£	£
Trade creditors	1,950	-
Accruals	4,488	2,947
Deferred income	-	1,000
Taxation and social security	874	-
	<u>7,312</u>	<u>3,947</u>

**7 Related party transactions**

**Trustee expenses**

During the year 1 trustees was paid a total of £113 in respect of travel (previous year: No trustees were paid expenses).

**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 include the trustees and Chief Officer. The total benefits received were £29,242 (previous year: £21,670).

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