

COMPANY REGISTRATION NUMBER: 04413366

CHARITY REGISTRATION NUMBER: 1120329

FROME FESTIVAL LIMITED
Company Limited by Guarantee
Unaudited Financial Statements
31 October 2020

FROME FESTIVAL LIMITED

Company Limited by Guarantee

Financial Statements

Year ended 31 October 2020

	Page
Trustees' annual report (incorporating the directors' report)	1
Independent examiner's report to the trustees	5
Statement of financial activities (including income and expenditure account)	6
Statement of financial position	7
Notes to the financial statements	8

FROME FESTIVAL LIMITED

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report)

Year ended 31 October 2020

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 October 2020.

Reference and administrative details

Registered charity name Frome Festival Limited

Charity registration number 1120329

Company registration number 04413366

Principal office and registered office 5a The Bridge
Frome
Somerset
BA11 1AR

The trustees

Dr R G Morris *(Chairman to 9 March 2020; resigned 11 January 2021)*

Mr G A Rea *(Vice Chairman to 9 March 2020; Chairman from 9 March 2020)*

Mrs T M P A Clark *(resigned 9 March 2020)*

Dr R J G Rycroft

Mr H R Deed *(Vice Chairman from 15 June 2020)*

Mrs G L S Norris

Mr S J Norris

Dr A M Randall

Mr J V Towler

(Company Secretary)

Mr R P Southard

Mrs D A O'Hare

Ms K M Ogborn

(resigned 18 November 2019)

Ms S Date

(appointed 9 March 2020; resigned 11 January 2021)

Mr A Jones

(appointed 9 March 2020)

Mr W Murdoch

(appointed 9 March 2020)

Festival organisation

Mr M Dimery

(Creative Director)

Ms B Jones

(General Manager)

Mrs M Perry

(Treasurer & Charity Correspondent)

Accountants

Burton Sweet
Chartered Accountants
Cooper House
Lower Charlton Estate
Shepton Mallet
Somerset
BA4 5QE

FROME FESTIVAL LIMITED

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 October 2020

Structure, governance and management

Frome Festival is a company limited by guarantee registered in 2001 and a charity registered in 2007. Its governing document, the Articles of Association, was revised by unanimous vote at the 2016 annual general meeting. All registered Friends of the Festival are the members of the charitable company.

The small central team of Festival employees comprises the Creative Director, General Manager, and Treasurer who work from a small office in the town centre. The office is also the hub for volunteers to coordinate the activities of the sponsorship team and administer the Friends of Frome Festival scheme.

In normal years there would also be a large body of volunteers to support the Festival in areas such as stewarding, brochure distribution, and participating in the Hidden Gardens scheme but the cancellation of the Festival meant that their services were not required in 2020.

Objectives and activities

The charitable company (company registered in 2001; charity registered in 2007) exists to promote and organise festivals for Frome and the area. In practice, this has meant concentration on a full programme every July since 2001. In 2020, which should have celebrated our 20th consecutive festival, we were forced to cancel the event because of the Covid-19 pandemic.

Our aim, however, remains the same: to provide a broad and artistically diverse Festival, with a wide interpretation of the arts, culture, history and environmental concerns, through a mixture of local, regional and national performers, promoters and exhibitors. There is a strong community involvement.

Throughout, we have of course had regard to the Charity Commission's guidance on public benefit.

Achievements and performance

Frome Festival has gained in popularity and reputation since 2001, and there were high hopes that our 20th Festival would be celebrated with another full programme and a major exhibition.

The decision to call off the Festival in mid-March meant that we were able to cancel our provisional bookings before entering into expensive contracts. There was therefore no financial loss to the Festival which can be regarded as a major achievement.

All sponsors who had already paid their invoices were offered refunds and we are grateful to those who agreed to hold over their sponsorship arrangements into 2021. Their support remains critical to our operation.

FROME FESTIVAL LIMITED

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 October 2020

The cancellation resulted in a lower Friends membership than in previous years, but there were still nearly 170 subscribers at year-end.

The Creative Director and General Manager were placed on furlough for a period during the Summer, and this helped considerably with our finances.

Financial review

As anticipated last year, Frome Town Council (FTC) ended its 3-year agreement of £10,000 pa in 2019. In 2020 FTC awarded us £6,000, with the expectation that we might be able to make use of other available grants, including their own Community Grants scheme, to supplement this grant.

We are continuing to explore other sources of local funding e.g., Somerset County Council, and we are also in discussion with FTC regarding their grants system, which is under review. We remain fully aware of the many demands made on FTC resources, especially at this time of pandemic.

Fundraising

In accordance with the Charities (Protection and Social Investment) Act 2016, the following statement outlines the fundraising practice of Frome Festival Limited 2019/20:

We were unable to arrange any fund-raising events during the year apart from a free on-line quiz, during which participants were invited to make a small contribution.

More significantly, the Festival launched an Anniversary Appeal in the early Summer of 2020 which raised over £5,500 (before Gift Aid was included.) This heartening response helped to allay any anxiety we might have had about the viability of the Festival and has allowed us to plan the 2021 event with confidence.

Risk Review

The charity regularly considers the risks to which the charity is exposed at Trustees' meetings.

Our main risks are physical, the chance of a serious accident, and financial, possible insolvency.

We review our health & safety policy annually, a trustee is the Board's first contact on safety matters, and the venues for most events are public buildings duly licensed by the local authority.

FROME FESTIVAL LIMITED

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 October 2020

Our insurance cover, negotiated annually, is arranged by a specialist broker, and a designated trustee deals with insurance matters subject to the Board's approval. We carefully check the public-liability insurance of promoters and performers as appropriate. There have so far been no claims on our insurance and no serious incidents have been reported affecting public safety. Our insurance of course covers the office and we have certificated employer-liability cover. Our landlords, who practice as opticians on the ground floor of the premises, are alert to safety and insurance issues.

In line with Charities Commission guidance a Reserves Policy was formalised by the Board in April 2020.

The Board receives regular reports from the Treasurer on our financial position.

We receive no loans and own no real estate. We are mindful that our Articles of Association provide for action in insolvency; if the finances were to become perilous, we have the options: to take a fallow year; to present a smaller and thus probably more exclusive programme (which would be a retrograde step); or to cease operating and wind the company up.

In preparing for the 2021 Festival we are developing contingency plans to deal with any changes that might be required by the Covid-19 pandemic.

A formal risk register has not yet been prepared.

The trustees' consider that the company is a going concern with no material uncertainties affecting it. This has been considered in light of the Covid-19 pandemic's effect on the company and the wider economy.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on ^{1st} March 2021 and signed on behalf of the board of trustees by:


M V Towler (Company Secretary)
Trustee



FROME FESTIVAL LIMITED

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Frome Festival Limited

Year ended 31 October 2020

I report to the trustees on my examination of the financial statements of Frome Festival Limited ('the charity') for the year ended 31 October 2020.

Responsibilities and basis of report

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

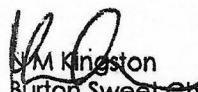
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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 matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.


M Kingston
Burton Sweet Chartered Accountants
Cooper House
Lower Charlton Estate
Shepton Mallet
Somerset
BA4 5Q
1.3.2021

FROME FESTIVAL LIMITED**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)****YEAR ENDED 31 OCTOBER 2020**

		Unrestricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Income from:	Note			
Donations and legacies	2	24,891	24,891	26,721
Other trading activities	3	3,533	3,533	71,438
Investments	4	27	27	18
Total income		28,451	28,451	98,177
Expenditure on:				
Charitable activities	5	26,846	26,846	92,503
Total expenditure		26,846	26,846	92,503
Net income/(expenditure) and net movement in funds	8	1,605	1,605	5,674
Total funds at start of year	15	32,428	32,428	26,754
Total funds at end of year	15	34,033	34,033	32,428

The Charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 8 to 14 form part of these financial statements
See note 11 for fund-accounting comparative figures

FROME FESTIVAL LIMITED**BALANCE SHEET****YEAR ENDED 31 OCTOBER 2020****Company number: 04413366**

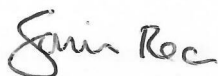
	Note	2020 £	2019 £
Current assets			
Debtors	13	2,490	4,992
Cash at bank and in hand		32,918	28,932
		<u>35,408</u>	<u>33,924</u>
Liabilities			
Creditors : amounts falling due within one year	14	(1,375)	(1,496)
Net current assets		<u>34,033</u>	<u>32,428</u>
Total assets less current liabilities		<u>34,033</u>	<u>32,428</u>
Net assets		<u>34,033</u>	<u>32,428</u>
FUNDS			
Unrestricted funds			
General funds	15	34,033	32,428
Total funds		<u>34,033</u>	<u>32,428</u>

For the year ending 31 October 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees responsibilities:

- The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476;
- the Act with respect to accounting records and the preparation of financial statements.

These financial statements were approved by the Trustees on 1/3/2021 and are signed on their behalf



Mr G A Rea (Chairman)
Trustee

The notes on pages 8 to 14 form part of these financial statements

FROME FESTIVAL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 OCTOBER 2020

1 Accounting policies

Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Charities Act 2011, the Financial Reporting Standard 102 (FRS102) and the requirements of the Charities Statement of Recommended Practice based thereon.

The charity is a public benefit entity as defined under FRS102. The Trustees consider that there are no material uncertainties affecting the ability of the charity to continue as a going concern.

Income

Income from donations is included in income when these are receivable, except as follows:

- I. When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods;
- II. When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.

Legacies are included on a receivable basis where charity is entitled to the income, it can be measured reliably and receipt is probable. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is not included in income but is treated as a contingent asset and disclosed if material

Investment income is included on a receivable basis.

Donations in kind comprise donated services where the costs are measurable and the services would otherwise have to be paid for to maintain operational effectiveness.

Expenditure

Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.

Raising funds

Raising funds expenditure include those costs incurred in seeking voluntary contributions, costs of goods sold and other costs which include the costs of running and participating in fundraising events and collections and cost of goods purchased for resale.

Charitable Activities

Grants awarded are allocated to charitable activities.

Grants awarded are treated as expenditure and a liability in the accounts as soon as they become legal or constructive obligations. In the case of multi-year grant awards, the funding for all years is immediately recognised unless there are conditions which need to be met by the recipient to enable the release of subsequent years' funding.

FROME FESTIVAL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 OCTOBER 2020

1 Accounting policies (continued)

Governance costs

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity. Governance costs are included within support costs.

Allocation and apportionment costs

Certain expenditure is directly attributable to specific activities and this has been included in those cost categories. Other costs, which are attributable to more than one category, are apportioned across cost categories on the basis of an assessment of workload carried out from time to time.

Overhead support costs have been allocated between fundraising and publicity costs, fundraising trading and charitable activities. The apportionment has been allocated on the basis of usage and is analysed in note 6.

Pension costs and other post-retirement benefits

The charity contributes to defined contribution pension schemes. Contributions payable to the charity's pension schemes are charged to the Statement of Financial Activities in the period to which they relate.

Tangible fixed assets

Depreciation is calculated so as to write off the cost of an asset, less its estimated ultimate residual value, over the useful life of that asset as follows:

Equipment 33% straight line

Fixed asset investments

Investments are included at market value at 31 October. The SOFA includes the net gains and losses arising on revaluations and disposals during the year.

Stock

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Donated items are not valued in stock and recognised in income only when sold.

FROME FESTIVAL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 OCTOBER 2020

1 Accounting policies (continued)

Fund accounting

Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds form part of unrestricted funds and have been identified as being for particular purposes by the Trustees. They are not restricted and can be transferred to general funds at any time at the discretion of the Trustees.

Further explanation of the nature and purpose of each fund is included in note of the financial statements.

2 Income from: Donations and legacies

	Unrestricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Donations	7,118	7,118	1,598
Sponsorship	1,900	1,900	9,613
Friends subscriptions	3,686	3,686	4,560
Bar Sales	-	-	950
Grants received	12,187	12,187	10,000
	<u>24,891</u>	<u>24,891</u>	<u>26,721</u>

3 Income from: Other trading activities

	Unrestricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Ticket Sales	-	-	58,185
Event income	268	268	10,216
Brochure advertising	815	815	2,600
Fundraising, CD & card sales	2,450	2,450	437
	<u>3,533</u>	<u>3,533</u>	<u>71,438</u>

4 Income from: Investments

	Unrestricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Interest received	27	27	18
	<u>27</u>	<u>27</u>	<u>18</u>

FROME FESTIVAL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 OCTOBER 2020

5 Expenditure on: Charitable activities

	Unrestricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£
Frome Festival Costs	10,404	10,404	74,684
Support Costs (Note 6)	16,442	16,442	17,819
	<u>26,846</u>	<u>26,846</u>	<u>92,503</u>

6 Support costs

Support costs are allocated between raising funds and charitable activities on the basis of headcount.

Support costs, included in note 5, are as follows:

	Charitable Activities	Total 2020	Total 2019
	£	£	£
Staff costs	9,813	9,813	10,752
Premises	16	16	55
General office	3,703	3,703	3,316
Insurance costs	1,340	1,340	1,983
Governance costs (Note 7)	1,328	1,328	1,334
Stationery and postage	31	31	197
Conference costs	211	211	182
	<u>16,442</u>	<u>16,442</u>	<u>17,819</u>

7 Governance costs

	Unrestricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£
Independent Examiner's fees			
- for examination services	1,316	1,316	1,250
Other governance costs	12	12	84
	<u>1,328</u>	<u>1,328</u>	<u>1,334</u>

FROME FESTIVAL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 OCTOBER 2020

8 Net income/(expenditure) for the year

This is stated after charging:

		2020	2019
		£	£
Auditor's remuneration	- for audit services	1,316	1,250

No Trustees have been reimbursed for their out of pocket travel expenses (2019: £nil). No Trustee received any remuneration during the year.

9 Staff costs and numbers

The aggregate payroll costs were:

		2020	2019
		£	£
Wages & salaries		9,672	10,690
Pension contributions		141	62
		9,813	10,752

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year was 3 (2019: 3), calculated on the basis of average headcount. The total employment benefits received by key management personnel including employer national insurance and employer pension were £nil (2019: £nil).

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £7,154 (2019: £8,000).

10 Taxation

The charity is exempt from corporation tax on its charitable activities.

FROME FESTIVAL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 OCTOBER 2020

11 Statement of Financial Activities comparative figures

For the year ended 31 October 2019	Unrestricted Funds £	Total Funds 2019 £
Income from:		
Donations and legacies	26,721	26,721
Other trading activities	71,438	71,438
Investment income	18	18
Total income	98,177	98,177
Expenditure on:		
Expenditure on charitable activities	92,503	92,503
Total expenditure	92,503	92,503
Net income/(expenditure) for the year and net movement in funds	5,674	5,674
Total funds at start of year	26,754	26,754
Total funds at end of year	32,428	32,428

12 Tangible fixed assets

	Equipment £	Total £
Cost or valuation		
At 1 November & 31 October 2019	3,358	3,358
Additions	-	-
Disposals	-	-
Revaluations	-	-
Transfers	-	-
At 1 November & 31 October 2020	3,358	3,358
Depreciation		
At 1 November & 31 October 2019	3,358	3,358
Charge for the year	-	-
Disposals	-	-
Impairment	-	-
Transfers	-	-
At 1 November & 31 October 2020	3,358	3,358
Net book value		
At 31 October 2019 & 31 October 2020	-	-

FROME FESTIVAL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 OCTOBER 2020

13 Debtors

	2020	2019
	£	£
Due in less than one year:		
Prepayments and accrued income	771	871
Other debtors	1,719	4,121
	<u>2,490</u>	<u>4,992</u>

14 Creditors: amounts falling due within one year

	2020	2019
	£	£
Accruals and deferred income	1,375	1,496
	<u>1,375</u>	<u>1,496</u>

15 Movement in funds

For the year ended 31 October 2020

	At 1 Nov 2019	Income £	Expenditure £	At 31 Oct 2020 £
Unrestricted funds				
General funds	32,428	28,451	(26,846)	34,033
	<u>32,428</u>	<u>28,451</u>	<u>(26,846)</u>	<u>34,033</u>
Total funds	<u>32,428</u>	<u>28,451</u>	<u>(26,846)</u>	<u>34,033</u>

15 Movement in funds (continued)

For the year ended 31 October 2019

	At 1 Nov 2018 £	Income £	Expenditure £	At 31 Oct 2019 £
Unrestricted funds				
General funds	26,754	98,177	(92,503)	32,428
	<u>26,754</u>	<u>98,177</u>	<u>(92,503)</u>	<u>32,428</u>
Total funds	<u>26,754</u>	<u>98,177</u>	<u>(92,503)</u>	<u>32,428</u>

16 Related party transactions

There are no transactions with trustees or other related parties other than those disclosed as required by the SORP elsewhere in the financial statements.