

# CHAPEL ALLERTON FESTIVAL

England & Wales · Charity number 1129716

## Details

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Other names	CAF
Status	Registered
Legal form	CIO
Registered	2009-05-19
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	18 Gledhow Park Drive Leeds LS7 4JT
Phone	01132622813
Email	<a href="mailto:info@chapelallerton.org.uk">info@chapelallerton.org.uk</a>
Website	<a href="http://www.chapelallerton.org.uk">www.chapelallerton.org.uk</a>

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE ARTS IN PARTICULAR BY THE ORGANISING OF AN ANNUAL ARTS FESTIVAL IN CHAPEL ALLERTON

**Activities:** The week long Chapel Allerton (arts) Festival takes place annually in early September. Local performers, artists and community groups take part. Some events take place in the week and the event culminates in a weekend street festival. It is planned and run entirely by volunteers.

## Classification

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- **How:** Other Charitable Activities
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

## Geography

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- **Area of benefit:** CHAPEL ALLERTON
- Leeds City

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£68,650	£62,850	-	-
2024-03-31	£71,892	£71,219	-	-
2023-03-31	£65,187	£61,379	-	-
2022-03-31	£18,947	£12,099	-	-
2021-03-31	£589	£931	-	-

## Trustees

Name	Role	Appointed
<b>DOREEN VIVIANNE WARD</b>	Chair	
Bettina Leslie		2013-03-31
Claire Joanne Flegg		2024-10-15
James Flegg		2018-05-10
Lily Jane Howells		2024-10-15
Lucy Smickersgill		2013-03-31
Robert Brooks		2020-02-03
<b>STEVE HUNTER</b>		

**CHAPEL ALLERTON FESTIVAL**

England & Wales - Charity number 1129716

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# Accounts

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# **Chapel Allerton Festival**

Charity number 1129716

## **Annual Report and Financial Statements**

**for the year ended 31 March 2025**

**CHAPEL  
ALLERTON  
ARTS  
FESTIVAL**

**WYCAS**  
COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **Chapel Allerton Festival**

## **Annual Report and Financial Statements for the year ended 31 March 2025**

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

# **Chapel Allerton Festival**

## **Trustees' report for the year ended 31 March 2025**

### **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>
Doreen Ward	Co-Chair	
Steve Hunter	Treasurer	
Alan Benstock		resigned 15 Oct 2024
Robert Brooks	Co-Chair	
Bettina Leslie		
Lucy Smickersgill		
James Flegg		
Ella Bumby		resigned 15 Oct 2024
Nicole McSweeney		resigned 15 Oct 2024
Claire Flegg	Secretary	appointed 15 Oct 2024
Lily Howells		appointed 15 Oct 2024
<b>Charity number</b>	1129716	Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>
18 Gledhow Park Drive	HSBC Bank plc
Leeds	PO Box 105
LS7 4JT	33 Park Row
	Leeds
	LS1 1LD

### **Independent examiner**

Katy Sargeant ACA

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

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

The charity is a Charitable Incorporated Organisation (CIO) association formed on 4 April 2019 and is governed by a constitution.

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

The trustees of the charity are appointed by the members at the AGM.

# **Chapel Allerton Festival**

## **Trustees' report (continued) for the year ended 31 March 2025**

### **Objectives and activities**

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

To advance the education of the public in the arts in particular by the organising of an annual arts festival in Chapel Allerton.

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

The Chapel Allerton Arts Festival is an annual event, held the week following the August Bank Holiday. It includes diverse arts' events during the week and a street festival with a range of arts and crafts activities, music and refreshments from Friday night to Sunday teatime. It is aimed at, features, and is organised by, local people of all ages.

The Festival is entirely organised and managed by volunteers, from the planning committee who meet through the year, to a team of stewards, stage crew and other volunteers.

#### **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 in particular the advancement of education and the arts.

#### **Achievements and performance**

The 2024 Chapel Allerton Arts Festival was a great success. As last year, Fringe events spread across wider Chapel Allerton, bringing art out into community spaces and catering for different groups and ages. These included a Café Run, jazz, folk and traditional Irish music performance, some taking place in the build-up to the weekend. It was good to have the collaboration of a number of venues in hosting various events. The annual Picnic in the Park was enjoyed by families and children with Leeds City Council providing a band, which was enjoyed by all.

The weekend weather was good and so lots of people came to the Festival from Friday evening through to Sunday tea time. They were able to enjoy a variety of food from various stalls, shop to buy arts and crafts mainly made in Chapel Allerton plus supporting local groups such as the Allotment Society. And the music on the stage was an eclectic mix with something to appeal to the varied demography of those attending. A parade included the fabulous E-sustainable Fashion parade (clothes all made from recycled fabrics) supported by The Balbir Singh Dance Company.

The children's area was very well managed, as usual, offering something from very little children through to older ones. A highlight was a beautiful map of the world on which children placed appropriate pieces such as palm trees, sea animals etc. They were invited to write postcards to friends and relatives in other parts of the world. A quiet space we provided on the Saturday gave a welcome space for those who needed it.

We continue to work at making the Festival even more accessible and sustainable; thoughts are going into how to improve that for 2025.

#### **Financial review**

The net income for the year was £5,800, including net income of £5,800 on unrestricted funds and net income of £0 on restricted funds.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £17,246.

At least half of the cost of the Chapel Allerton Festival (£15,000-£20,000) is met through audience bucket donations and bar income during the event. It is recognised that dependence on this income to pay suppliers is a risk to the company. Donations are voluntary/bar sales cannot be guaranteed and therefore the expected level of income may not be received, particularly if the event is disrupted – for example due to bad weather.

The trustees of Chapel Allerton Festival have therefore committed to building up and holding a reserve of between £17,500 and the total cost of the most recent Festival.

# **Chapel Allerton Festival**

## **Trustees' report (continued) for the year ended 31 March 2025**

### **Reserves policy continued**

This reserve will ensure that all suppliers can be paid in full no matter what level of audience income is received.

The level of reserve held will be reviewed at the end of each financial year. Planning for the subsequent Festival will take account of the level of reserve held, particularly in terms of the likelihood of income from an 'additional' project matching its cost.

For cash flow reasons the full reserve must be available in the company's current account between August and October (the Festival is fixed as the weekend after the August Bank Holiday every year).

Approved by the board of trustees on 30/9/2025

Stephen Hunter (Trustee)

# **Chapel Allerton Festival**

## **Independent examiner's report to the trustees of Chapel Allerton Festival**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2025, which are set out on pages 6 to 11.

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

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Katy Sargeant ACA

8/10/2025

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Chapel Allerton Festival**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2025**

	Notes	2025	2025	2025	2024
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Income from:</b>					
Grants and donations	(2)	31,349	450	31,799	35,478
Sponsorship and concessions		8,510	-	8,510	8,045
Stall fees		2,410	-	2,410	2,465
Event income		25,880	-	25,880	25,883
Other income		51	-	51	21
<b>Total income</b>		<u>68,200</u>	<u>450</u>	<u>68,650</u>	<u>71,892</u>
<b>Expenditure on:</b>					
Festival bar expenses		11,470	-	11,470	12,830
Security, cleaning and first aid		6,577	-	6,577	6,101
Event equipment hire		27,873	-	27,873	28,643
Performers fees		6,680	450	7,130	9,596
Children's activities expenses		261	-	261	5,679
Facility hire		2,160	-	2,160	1,080
Licences and permits		823	-	823	556
Postage and stationery		-	-	-	55
Advertising and publicity		907	-	907	1,201
Independent examination		840	-	840	792
Equipment and materials		524	-	524	637
Insurance		1,202	-	1,202	1,876
Other festival expenses		1,270	-	1,270	605
Bank charges		597	-	597	608
Stewards expenses		322	-	322	960
Website costs		738	-	738	-
Depreciation		156	-	156	-
<b>Total expenditure</b>		<u>62,400</u>	<u>450</u>	<u>62,850</u>	<u>71,219</u>
<b>Net income / (expenditure)</b>		<u>5,800</u>	<u>-</u>	<u>5,800</u>	<u>673</u>
<b>Fund balances brought forward</b>		<u>12,068</u>	<u>-</u>	<u>12,068</u>	<u>11,395</u>
<b>Fund balances carried forward</b>	(3)	<u>17,868</u>	<u>-</u>	<u>17,868</u>	<u>12,068</u>

All incoming resources and resources expended derive from continuing activities.

**Chapel Allerton Festival**  
**Balance sheet**  
**as at 31 March 2025**

	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(4) 622	-	622	-
<b>Total fixed assets</b>	<u>622</u>	<u>-</u>	<u>622</u>	<u>-</u>
<b>Current assets</b>				
Debtors	2,000	-	2,000	-
Cash at bank and in hand	(5) 16,360	-	16,360	12,865
<b>Total current assets</b>	<u>18,360</u>	<u>-</u>	<u>18,360</u>	<u>12,865</u>
<b>Current liabilities:</b> <b>amounts falling due within one year</b>				
Accruals	1,114	-	1,114	797
<b>Total current liabilities</b>	<u>1,114</u>	<u>-</u>	<u>1,114</u>	<u>797</u>
<b>Net current assets / (liabilities)</b>	<u>17,246</u>	<u>-</u>	<u>17,246</u>	<u>12,068</u>
<b>Net assets</b>	<u>17,868</u>	<u>-</u>	<u>17,868</u>	<u>12,068</u>
<b>Funds</b>				
Unrestricted funds	17,868	-	17,868	12,068
Restricted funds	-	-	-	-
<b>Total funds</b>	<u>17,868</u>	<u>-</u>	<u>17,868</u>	<u>12,068</u>

The financial statements were approved by the board of trustees on 30/9/2025

Stephen Hunter (Trustee)

# **Chapel Allerton Festival**

## **Notes to the accounts**

### **for the year ended 31 March 2025**

#### **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, if 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.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Festival equipment: over 5 years

##### **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.

# Chapel Allerton Festival

## Notes to the accounts continued

### for the year ended 31 March 2025

2 Grants and donations	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Leeds City Council	-	450	450	-
Leeds 2023	-	-	-	714
Mohn Westlake	-	-	-	9,972
Other donations	31,349	-	31,349	24,792
	<u>31,349</u>	<u>450</u>	<u>31,799</u>	<u>35,478</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Leeds City Council	-	450	450	-	-
	<u>-</u>	<u>450</u>	<u>450</u>	<u>-</u>	<u>-</u>

Fund name	Purpose of restriction
Leeds City Council	Grant towards Fringe activities.

4 Tangible assets	Festival equipment £	Total £
<b>Cost</b>		
At 1 April 2023	-	-
Additions	778	778
At 31 March 2024	<u>778</u>	<u>778</u>
<b>Depreciation</b>		
At 1 April 2023	-	-
Charge for year	156	156
At 31 March 2024	<u>156</u>	<u>156</u>
<b>Net book value</b>		
At 31 March 2024	<u>622</u>	<u>622</u>
At 31 March 2023	<u>-</u>	<u>-</u>

5 Cash at bank and in hand	2025 £	2024 £
Cash at bank	15,760	12,857
Cash in hand	600	8
	<u>16,360</u>	<u>12,865</u>

## 6 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.

**Chapel Allerton Festival**  
**Notes to the accounts continued**  
**for the year ended 31 March 2025**

7 Funds held as agent	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
Wades Charity	-	2,000	2,000	-
	<u>-</u>	<u>2,000</u>	<u>2,000</u>	<u>-</u>

**Chapel Allerton Festival**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2025**

	2025 Unrestricted funds £	2024 Unrestricted funds £	2025 Restricted funds £	2024 Restricted funds £	2025 Total funds £	2024 Total funds £
<b>Income</b>						
Grants and donations	31,349	24,792	450	10,686	31,799	35,478
Sponsorship and concessions	8,510	8,045	-	-	8,510	8,045
Stall fees	2,410	2,465	-	-	2,410	2,465
Event income	25,880	25,883	-	-	25,880	25,883
Other income	51	21	-	-	51	21
<b>Total income</b>	<b>68,200</b>	<b>61,206</b>	<b>450</b>	<b>10,686</b>	<b>68,650</b>	<b>71,892</b>
<b>Expenditure</b>						
Festival bar expenses	11,470	12,830	-	-	11,470	12,830
Security, cleaning and first aid	6,577	6,101	-	-	6,577	6,101
Event equipment hire	27,873	26,602	-	2,041	27,873	28,643
Performers fees	6,680	7,146	450	2,450	7,130	9,596
Children's activities expenses	261	308	-	5,371	261	5,679
Facility hire	2,160	1,080	-	-	2,160	1,080
Licences and permits	823	556	-	-	823	556
Postage and stationery	-	55	-	-	-	55
Advertising and publicity	907	737	-	464	907	1,201
Independent examination	840	792	-	-	840	792
Equipment and materials	524	616	-	21	524	637
Insurance	1,202	1,376	-	500	1,202	1,876
Other festival expenses	1,270	27	-	578	1,270	605
Bank charges	597	608	-	-	597	608
Stewards expenses	322	960	-	-	322	960
Website costs	738	-	-	-	738	-
Depreciation	156	-	-	-	156	-
<b>Total expenditure</b>	<b>62,400</b>	<b>59,794</b>	<b>450</b>	<b>11,425</b>	<b>62,850</b>	<b>71,219</b>
<b>Net income / (expenditure)</b>	<b>5,800</b>	<b>1,412</b>	<b>-</b>	<b>(739)</b>	<b>5,800</b>	<b>673</b>
<b>Fund balances brought forward</b>	<b>12,068</b>	<b>10,656</b>	<b>-</b>	<b>739</b>	<b>12,068</b>	<b>11,395</b>
<b>Fund balances carried forward</b>	<b>17,868</b>	<b>12,068</b>	<b>-</b>	<b>-</b>	<b>17,868</b>	<b>12,068</b>

**CHAPEL ALLERTON FESTIVAL**

England & Wales - Charity number 1129716

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# Accounts

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# **Chapel Allerton Festival**

Charity number 1129716

## **Annual Report and Financial Statements**

**for the year ended 31 March 2024**

**CHAPEL  
ALLERTON  
ARTS  
FESTIVAL**

**WYCAS**

COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **Chapel Allerton Festival**

## **Annual Report and Financial Statements for the year ended 31 March 2024**

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

# **Chapel Allerton Festival**

## **Trustees' report for the year ended 31 March 2024**

### **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>
Doreen Ward	Chair
Steve Hunter	Treasurer
Alan Benstock	Secretary
Robert Brooks	
Bettina Leslie	
Lucy Smickersgill	
James Flegg	
Ella Bumby	
Nicole McSweeney	

**Charity number** 1129716 Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>
18 Gledhow Park Drive Leeds LS7 4JT	HSBC Bank plc PO Box 105 33 Park Row Leeds LS1 1LD

#### **Independent examiner**

Katy Sargeant ACA

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

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34 Lupton Street  
Leeds  
LS10 2QW

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

The charity is a Charitable Incorporated Organisation (CIO) association formed on 4 April 2019 and is governed by a constitution.

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

The trustees of the charity are appointed by the members at the AGM.

# **Chapel Allerton Festival**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Objectives and activities**

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

To advance the education of the public in the arts in particular by the organising of an annual arts festival in Chapel Allerton.

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

The Chapel Allerton Arts Festival is an annual event, held the week following the August Bank Holiday. It includes diverse arts' events during the week and a street festival with a range of arts and crafts activities, music and refreshments from Friday night to Sunday teatime. It is aimed at, features, and is organised by, local people of all ages.

The Festival is entirely organised and managed by volunteers, from the planning committee who meet through the year, to a team of stewards, stage crew and other volunteers.

#### **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 in particular the advancement of education and the arts.

#### **Achievements and performance**

The 2023 Chapel Allerton Arts Festival was a great success. As we returned to a pre-pandemic level of operations, and helped along by the good weather, the week-long Arts Festival was well attended to almost record levels, reaching around 4,000 local people over the week. This year the fringe events spread across the wider Chapel Allerton, bringing art out into community spaces and catering for different groups and ages. Fringe events included a Café Run, Jazz performances, Folk performance and an Electronica after party event.

Funding from the Mohn Westlake Foundation, through Leeds Community Foundation, was secured early on to inspire the next generation of artists in Chapel Allerton through targeted outreach and engagement work and a diverse programme of participatory activities. We commissioned artist Tony Wade to lead workshops in schools and libraries in Chapel Allerton and Chapeltown, and on the Festival site for 222 children. Children made puppets then participated in a street parade alongside a scratch street band of 18, led by musician and facilitator Dave Evans, made up of families and young people from across the area. We were able to deliver our Picnic in the Park for young families, and the Quiet Zone for children and young people with SEN in collaboration with Made with Music and the Little Bookshop, had a programme of activities and offered respite from the loud and busy Festival street.

We collaborated with Leeds 2023 to deliver a project in the Chapel Allerton/Chapeltown ward as part of the Year of Culture celebrations, working with the Chapel Allerton Neighbourhood Host, Gemma Lake, and the wider Leeds 2023 team to deliver collaborative performances between artists and creatives from Chapel Allerton and Chapeltown. This project was great in building relationships across our large and diverse ward and introducing new audiences and participants to the Festival. We built on our accessibility commitment and worked to continue to develop our site and our offering to be inclusive and accessible. This is something that is an ongoing commitment, and the trustees know there is always work to be done to improve and support everyone in our community to access the Festival.

#### **Financial review**

The net income for the year was £673, including net income of £1,412 on unrestricted funds and net payments of £739 on restricted funds after transfers.

# **Chapel Allerton Festival**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £12,068.

At least half of the cost of the Chapel Allerton Festival (£15,000-£20,000) is met through audience bucket donations and bar income during the event. It is recognised that dependence on this income to pay suppliers is a risk to the company. Donations are voluntary/bar sales cannot be guaranteed and therefore the expected level of income may not be received, particularly if the event is disrupted – for example due to bad weather.

The trustees of Chapel Allerton Festival have therefore committed to building up (over coming years) and holding a reserve of between £17,500 and the total cost of the most recent Festival.

This reserve will ensure that all suppliers can be paid in full no matter what level of audience income is received.

The level of reserve held will be reviewed at the end of each financial year. Planning for the subsequent Festival will take account of the level of reserve held, particularly in terms of the likelihood of income from an 'additional' project matching its cost.

For cash flow reasons the full reserve must be available in the company's current account between August and October (the Festival is fixed as the weekend after the August Bank Holiday every year).

Approved by the board of trustees on 06/08/2024

Stephen Hunter (Trustee)

# **Chapel Allerton Festival**

## **Independent examiner's report to the trustees of Chapel Allerton Festival**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2024, which are set out on pages 6 to 11.

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

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Katy Sargeant ACA

12/08/2024

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Chapel Allerton Festival**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2024**

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Income from:</b>					
Grants and donations	(2)	24,792	10,686	35,478	38,228
Sponsorship and concessions		8,045	-	8,045	6,919
Stall fees		2,465	-	2,465	2,147
Event income		25,883	-	25,883	17,881
Other income		21	-	21	12
<b>Total income</b>		<b>61,206</b>	<b>10,686</b>	<b>71,892</b>	<b>65,187</b>
<b>Expenditure on:</b>					
Festival bar expenses		12,830	-	12,830	10,378
Security, cleaning and first aid		6,101	-	6,101	5,786
Event equipment hire		26,602	2,041	28,643	27,659
Performers fees		7,146	2,450	9,596	7,681
Children's activities expenses		308	5,371	5,679	1,623
Facility hire		1,080	-	1,080	950
Licences and permits		556	-	556	489
Postage and stationery		55	-	55	46
Advertising and publicity		737	464	1,201	991
Independent examination		792	-	792	600
Equipment and materials		616	21	637	1,778
Insurance		1,376	500	1,876	2,293
Other expenses		987	578	1,565	591
Bank charges		608	-	608	514
<b>Total expenditure</b>		<b>59,794</b>	<b>11,425</b>	<b>71,219</b>	<b>61,379</b>
<b>Net income / (expenditure)</b>		<b>1,412</b>	<b>(739)</b>	<b>673</b>	<b>3,808</b>
<b>Fund balances brought forward</b>		<b>10,656</b>	<b>739</b>	<b>11,395</b>	<b>7,587</b>
<b>Fund balances carried forward</b>	(3)	<b>12,068</b>	<b>-</b>	<b>12,068</b>	<b>11,395</b>

All incoming resources and resources expended derive from continuing activities.

**Chapel Allerton Festival**  
**Balance sheet**  
**as at 31 March 2024**

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	(4) -	-	-	5,179
Cash at bank and in hand	(5) 12,865	-	12,865	7,758
<b>Total current assets</b>	<u>12,865</u>	<u>-</u>	<u>12,865</u>	<u>12,937</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(6) 797	-	797	1,542
<b>Total current liabilities</b>	<u>797</u>	<u>-</u>	<u>797</u>	<u>1,542</u>
<b>Net current assets / (liabilities)</b>	<u>12,068</u>	<u>-</u>	<u>12,068</u>	<u>11,395</u>
<b>Net assets</b>	<u>12,068</u>	<u>-</u>	<u>12,068</u>	<u>11,395</u>
<b>Funds</b>				
Unrestricted funds	12,068	-	12,068	10,656
Restricted funds	-	-	-	739
<b>Total funds</b>	<u>12,068</u>	<u>-</u>	<u>12,068</u>	<u>11,395</u>

The financial statements were approved by the board of trustees on 06/08/2024

Stephen Hunter (Trustee)

# **Chapel Allerton Festival**

## **Notes to the accounts**

### **for the year ended 31 March 2024**

#### **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, if 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.

**Chapel Allerton Festival**  
**Notes to the accounts continued**  
**for the year ended 31 March 2024**

2 Grants and donations	2024	2024	2024	2023
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Leeds Inspired	-	-	-	9,450
Wade's Charity	-	-	-	1,425
Mohn Westlake	-	9,972	9,972	-
Leeds 2023	-	714	714	-
Other donations	24,792	-	24,792	27,353
	<u>24,792</u>	<u>10,686</u>	<u>35,478</u>	<u>38,228</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Leeds Inspired	739	-	739	-	-
Mohn Westlake	-	9,972	9,972	-	-
Leeds 2023	-	714	714	-	-
	<u>739</u>	<u>10,686</u>	<u>11,425</u>	<u>-</u>	<u>-</u>

**Fund name**

Leeds Inspired  
Mohn Westlake  
Leeds 2023

**Purpose of restriction**

Grant towards increasing event accessibility.  
Grant towards increasing engagement with young people  
Grant towards activities aligned with Leeds 2023 Festival

4 Debtors and prepayments	2024 £	2023 £
Debtors	-	4,979
Other debtors	-	200
	<u>-</u>	<u>5,179</u>

5 Cash at bank and in hand	2024 £	2023 £
Cash at bank	12,857	7,758
Cash in hand	8	-
	<u>12,865</u>	<u>7,758</u>

6 Creditors and accruals	2024 £	2023 £
Creditors	-	942
Accruals	797	600
	<u>797</u>	<u>1,542</u>

**Chapel Allerton Festival**  
**Notes to the accounts continued**  
**for the year ended 31 March 2024**

**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.

**Chapel Allerton Festival**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2024**

	2024	2023	2024	2023	2024	2023
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
<b>Income</b>						
Grants and donations	24,792	27,353	10,686	10,875	35,478	38,228
Sponsorship and concessions	8,045	6,919	-	-	8,045	6,919
Stall fees	2,465	2,147	-	-	2,465	2,147
Event income	25,883	17,881	-	-	25,883	17,881
Other income	21	12	-	-	21	12
<b>Total income</b>	<b>61,206</b>	<b>54,312</b>	<b>10,686</b>	<b>10,875</b>	<b>71,892</b>	<b>65,187</b>
<b>Expenditure</b>						
Festival bar expenses	12,830	10,092	-	286	12,830	10,378
Security, cleaning and first aid	6,101	5,786	-	-	6,101	5,786
Event equipment hire	26,602	27,659	2,041	-	28,643	27,659
Performers fees	7,146	2,982	2,450	4,699	9,596	7,681
Children's activities expenses	308	1,623	5,371	-	5,679	1,623
Facility hire	1,080	950	-	-	1,080	950
Licences and permits	556	17	-	472	556	489
Postage and stationery	55	46	-	-	55	46
Advertising and publicity	737	555	464	436	1,201	991
Independent examination	792	600	-	-	792	600
Equipment and materials	616	(668)	21	2,446	637	1,778
Insurance	1,376	670	500	1,623	1,876	2,293
Other expenses	987	417	578	174	1,565	591
Bank charges	608	514	-	-	608	514
<b>Total expenditure</b>	<b>59,794</b>	<b>51,243</b>	<b>11,425</b>	<b>10,136</b>	<b>71,219</b>	<b>61,379</b>
<b>Net income / (expenditure)</b>	<b>1,412</b>	<b>3,069</b>	<b>(739)</b>	<b>739</b>	<b>673</b>	<b>3,808</b>
<b>Fund balances brought forward</b>	<b>10,656</b>	<b>7,587</b>	<b>739</b>	<b>-</b>	<b>11,395</b>	<b>7,587</b>
<b>Fund balances carried forward</b>	<b>12,068</b>	<b>10,656</b>	<b>-</b>	<b>739</b>	<b>12,068</b>	<b>11,395</b>

**CHAPEL ALLERTON FESTIVAL**

England & Wales - Charity number 1129716

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# Accounts

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# **Chapel Allerton Festival**

Charity number 1129716

## **Annual Report and Financial Statements**

**for the year ended 31 March 2023**

**CHAPEL  
ALLERTON  
ARTS  
FESTIVAL**

**WYCAS**

COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **Chapel Allerton Festival**

## **Annual Report and Financial Statements for the year ended 31 March 2023**

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Trustees' report	2 to 4
Examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 to 11

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

# **Chapel Allerton Festival**

## **Trustees' report for the year ended 31 March 2023**

### **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>
Doreen Ward	Chair	
Steve Hunter	Treasurer	Appointed 23 Feb 2023
Alan Benstock	Secretary	
Robert Brooks		
Bettina Leslie		
Lucy Smickersgill		Appointed 23 Feb 2023
James Flegg		Appointed 23 Feb 2023
Ella Bumby		
Nicole McSweeney		

**Charity number** 1129716 Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>
18 Gledhow Park Drive Leeds LS7 4JT	HSBC Bank plc PO Box 105 33 Park Row Leeds LS1 1LD

### **Independent examiner**

Katy Sargeant ACA

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

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

The charity is a Charitable Incorporated Organisation (CIO) association formed on 4 April 2019 and is governed by a constitution.

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

The trustees of the charity are appointed by the members at the AGM.

# **Chapel Allerton Festival**

## **Trustees' report (continued) for the year ended 31 March 2023**

### **Objectives and activities**

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

To advance the education of the public in the arts in particular by the organising of an annual arts festival in Chapel Allerton.

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

The Chapel Allerton Arts Festival is an annual event, held the week following the August Bank Holiday. It includes diverse arts' events during the week and a street Festival with a range of arts and crafts activities, music and refreshments from Friday night to Sunday teatime. It is aimed at, features and is organised by, local people of all ages. during the event.

The Festival is entirely organised and managed by volunteers, from the planning committee who meet through the year, to a team of stewards, stage crew and other volunteers.

#### **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 in particular the advancement of education and the arts.

#### **Achievements and performance**

Following a successful 2021 event at Gledhow Sports and Social Club, adaptable for a smaller audience and Covid restrictions, our cash reserves were in a better place, event restrictions had been relaxed - and there was an opportunity to have a Festival more like those before the Pandemic. Considerable effort was put into improving the accessibility of the event, with the help of some grant funding from Leeds City Council. We were able to provide ramped-access to our main stage for the first time - and provide a range of other adaptations and facilities to ensure a wide audience could participate.

Getting the Festival back to Regent Street was embraced by the community, as were our range of other events in wider Chapel Allerton venues. The event was a definite success, with good audience attendance and excellent feedback. The experiences of the Pandemic and two-year gap from the traditional event, allowed us to build on the lessons we had learned and the flexibility to arrange things slightly differently. This included trialling a weekend pre-donation wristband, in this year through a crowdfunding website - which usefully showed how we could collect some additional income (or confidence in it at least) in advance of the event.

#### **Financial review**

The net income for the year was £3,808, including net income of £3,069 on unrestricted funds and net income of £739 on restricted funds.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £10,656.

At least half of the cost of the Chapel Allerton Festival (£15,000-£20,000) is met through audience bucket donations and bar income during the event. It is recognised that dependence on this income to pay suppliers is a risk to the company. Donations are voluntary/bar sales cannot be guaranteed and therefore the expected level of income may not be received, particularly if the event is disrupted – for example due to bad weather.

The trustees of Chapel Allerton Festival have therefore committed to building up (over coming years) and holding a reserve of between £17,500 and the total cost of the most recent Festival.

This reserve will ensure that all suppliers can be paid in full no matter what level of audience income is received.

# **Chapel Allerton Festival**

## **Trustees' report (continued) for the year ended 31 March 2023**

### **Reserves policy continued**

The level of reserve held will be reviewed at the end of each financial year. Planning for the subsequent festival will take account of the level of reserve held, particularly in terms of the likelihood of income from an 'additional' project matching its cost.

For cash flow reasons the full reserve must be available in the company's current account between August and October (the Festival is fixed as the weekend after the August Bank Holiday every year).

Approved by the board of trustees on 18/12/23

Steve Hunter (Trustee)

# **Chapel Allerton Festival**

## **Independent examiner's report to the trustees of Chapel Allerton Festival**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2023, which are set out on pages 6 to 11.

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

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Katy Sargeant ACA

18/12/23

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Chapel Allerton Festival**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2023**

	Notes	2023	2023	2023	2022
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Income from:</b>					
Grants and donations	(2)	27,353	10,875	38,228	12,583
Sponsorship and concessions		6,919	-	6,919	298
Stall fees		2,147	-	2,147	552
Event income		17,881	-	17,881	5,483
Other income		12	-	12	31
<b>Total income</b>		<u>54,312</u>	<u>10,875</u>	<u>65,187</u>	<u>18,947</u>
<b>Expenditure on:</b>					
Festival bar expenses		10,378	-	10,378	-
Security, cleaning and first aid		5,500	286	5,786	624
Event equipment hire		22,960	4,699	27,659	2,477
Performers fees		5,235	2,446	7,681	3,030
Children's activities expenses		-	1,623	1,623	2,221
Facility hire		950	-	950	555
Licences and permits		489	-	489	70
Postage and stationery		46	-	46	123
Advertising and publicity		519	472	991	890
Independent examination		600	-	600	360
Equipment and materials		1,342	436	1,778	696
Insurance		2,293	-	2,293	284
Website		-	-	-	374
Clothing		22	-	22	291
Other expenses		395	174	569	87
Bank charges		514	-	514	17
<b>Total expenditure</b>		<u>51,243</u>	<u>10,136</u>	<u>61,379</u>	<u>12,099</u>
<b>Net income / (expenditure)</b>		<u>3,069</u>	<u>739</u>	<u>3,808</u>	<u>6,848</u>
<b>Fund balances brought forward</b>		<u>7,587</u>	<u>-</u>	<u>7,587</u>	<u>739</u>
<b>Fund balances carried forward</b>	(3)	<u>10,656</u>	<u>739</u>	<u>11,395</u>	<u>7,587</u>

All incoming resources and resources expended derive from continuing activities.

**Chapel Allerton Festival**  
**Balance sheet**  
**as at 31 March 2023**

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	(4) 5,179	-	5,179	652
Cash at bank and in hand	(5) 7,019	739	7,758	15,805
<b>Total current assets</b>	<u>12,198</u>	<u>739</u>	<u>12,937</u>	<u>16,457</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(6) 1,542	-	1,542	8,870
<b>Total current liabilities</b>	<u>1,542</u>	<u>-</u>	<u>1,542</u>	<u>8,870</u>
<b>Net current assets / (liabilities)</b>	<u>10,656</u>	<u>739</u>	<u>11,395</u>	<u>7,587</u>
<b>Net assets</b>	<u>10,656</u>	<u>739</u>	<u>11,395</u>	<u>7,587</u>
<b>Funds</b>				
Unrestricted funds	10,656	-	10,656	7,587
Restricted funds	-	739	739	-
<b>Total funds</b>	<u>10,656</u>	<u>739</u>	<u>11,395</u>	<u>7,587</u>

The financial statements were approved by the board of trustees on 18/12/23

Steve Hunter (Trustee)

# **Chapel Allerton Festival**

## **Notes to the accounts**

### **for the year ended 31 March 2023**

#### **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, if 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.

**Chapel Allerton Festival**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

2 Grants and donations	2023	2023	2023	2022
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Leeds Inspired	-	9,450	9,450	2,490
Wade's Charity	-	1,425	1,425	2,430
Leeds City Council (Covid support)	-	-	-	250
Leeds City Council (Communities Fund)	-	-	-	5,025
Other donations	27,353	-	27,353	2,388
	<u>27,353</u>	<u>10,875</u>	<u>38,228</u>	<u>12,583</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Leeds Inspired	-	9,450	8,711	-	739
Wade's Charity	-	1,425	1,425	-	-
	<u>-</u>	<u>10,875</u>	<u>10,136</u>	<u>-</u>	<u>739</u>

**Fund name**

Leeds Inspired  
Wade's Charity

**Purpose of restriction**

Grant towards increasing event accessibility.  
Grant towards creative activities with children and chill zone

4 Debtors and prepayments	2023 £	2022 £
Debtors	4,979	652
Other debtors	200	-
	<u>5,179</u>	<u>652</u>

5 Cash at bank and in hand	2023 £	2022 £
Cash at bank	7,758	15,763
Cash in hand	-	42
	<u>7,758</u>	<u>15,805</u>

6 Creditors and accruals	2023 £	2022 £
Creditors	942	5
Accruals	600	360
Deferred income (see note below for analysis)	-	8,505
	<u>1,542</u>	<u>8,870</u>

**Chapel Allerton Festival**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

**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.

**Chapel Allerton Festival**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2023**

	2023	2022	2023	2022	2023	2022
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
<b>Income</b>						
Grants and donations	27,353	2,388	10,875	10,195	38,228	12,583
Sponsorship and concessions	6,919	298	-	-	6,919	298
Stall fees	2,147	552	-	-	2,147	552
Event income	17,881	5,483	-	-	17,881	5,483
Other income	12	31	-	-	12	31
<b>Total income</b>	<b>54,312</b>	<b>8,752</b>	<b>10,875</b>	<b>10,195</b>	<b>65,187</b>	<b>18,947</b>
<b>Expenditure</b>						
Security, cleaning and first aid	5,500	-	286	624	5,786	624
Facility hire	950	305	-	250	950	555
Licences and permits	489	70	-	-	489	70
Event equipment hire	22,960	4	4,699	2,473	27,659	2,477
Website	-	252	-	122	-	374
Postage and stationery	46	80	-	43	46	123
Advertising and publicity	519	153	472	737	991	890
Independent examination	600	360	-	-	600	360
Equipment and materials	1,342	50	436	646	1,778	696
Insurance	2,293	-	-	284	2,293	284
Performers fees	5,235	550	2,446	2,480	7,681	3,030
Children's activities expenses	-	45	1,623	2,176	1,623	2,221
Clothing	22	6	-	285	22	291
Other expenses	395	12	174	75	569	87
Festival bar expenses	10,378	-	-	-	10,378	-
Bank charges	514	17	-	-	514	17
<b>Total expenditure</b>	<b>51,243</b>	<b>1,904</b>	<b>10,136</b>	<b>10,195</b>	<b>61,379</b>	<b>12,099</b>
<b>Net income / (expenditure)</b>	<b>3,069</b>	<b>6,848</b>	<b>739</b>	<b>-</b>	<b>3,808</b>	<b>6,848</b>
<b>Fund balances brought forward</b>	<b>7,587</b>	<b>739</b>	<b>-</b>	<b>-</b>	<b>7,587</b>	<b>739</b>
<b>Fund balances carried forward</b>	<b>10,656</b>	<b>7,587</b>	<b>739</b>	<b>-</b>	<b>11,395</b>	<b>7,587</b>

**CHAPEL ALLERTON FESTIVAL**

England & Wales - Charity number 1129716

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# Accounts

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# **Chapel Allerton Festival**

Charity number 1129716

## **Annual Report and Financial Statements**

**for the year ended 31 March 2022**

**CHAPEL  
ALLERTON  
ARTS  
FESTIVAL**



West Yorkshire Community Accounting Service

# **Chapel Allerton Festival**

## **Annual Report and Financial Statements for the year ended 31 March 2022**

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

# Chapel Allerton Festival

## Trustees' report for the year ended 31 March 2022

### 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:

Name	Position	Dates
Doreen Ward	Chair	
Stephen Hunter	Treasurer	
Alan Benstock	Secretary	
Robert Brooks		
Bettina Leslie		
Lucy Smickersgill		
Elizabeth Stirling		Resigned 15 March 2022
James Flegg		
Ella Bumby		
Nicole McSweeney		

**Charity number** 1129716 Registered in England and Wales

### Registered and principal address

18 Gledhow Park Drive  
Leeds  
LS7 4JT

### Bankers

HSBC Bank plc  
PO Box 105  
33 Park Row  
Leeds  
LS1 1LD

### Independent examiner

Stephen Procter

### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) association formed on 4 April 2019 and is governed by a constitution.

### Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

# **Chapel Allerton Festival**

## **Trustees' report (continued) for the year ended 31 March 2022**

### **Objectives and activities**

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

To advance the education of the public in the arts in particular by the organising of an annual arts festival in Chapel Allerton.

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

The Chapel Allerton Arts Festival is an annual event, held the week following the August Bank Holiday. It includes diverse arts' events during the week and a street Festival with a range of arts and crafts activities, music and refreshments from Friday night to Sunday teatime. It is aimed at, features and is organised by, local people of all ages. during the event.

The Festival is entirely organised and managed by volunteers, from the planning committee who meet through the year, to a team of stewards, stage crew and other volunteers.

#### **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 in particular the advancement of education and the arts.

#### **Achievements and performance**

Following a financially challenging start to the year, after multiple lockdowns and mandated social distancing, staging a 2021 event of some kind started to become a possibility.

Three grant applications were successful, separately supporting live performances at local venues over the traditional Festival weekend, allowing a programme of craft activities through the Summer, and an event at the nearby Gledhow Sports and Social Club. Our plans were made to be flexible, allowing for adaptation if further pandemic restrictions were imposed.

Our programme of events was a tremendous success, providing a range of opportunities for local residents and families to safely access live music and craft activities.

The Gledhow event, while smaller in scale than we have previously staged on Regent Street, allowed space for our audience to safely spread out and for younger attendees to run around. This was the first event that we were able to livestream, allowing a wider audience to enjoy the music. These events also had a useful impact on our financial position.

#### **Financial review**

The net income for the year was £6,848, all relating to unrestricted funds.

#### **Reserves policy**

The charity's free reserves at the year end were £7,587.

At least half of the cost of the Chapel Allerton Festival (£15,000-£20,000) is met through audience bucket donations and bar income during the event. It is recognised that dependence on this income to pay suppliers is a risk to the company. Donations are voluntary/bar sales cannot be guaranteed and therefore the expected level of income may not be received, particularly if the event is disrupted – for example due to bad weather.

The trustees of Chapel Allerton Festival have therefore committed to building up (over coming years) and holding a reserve of between £17,500 and the total cost of the most recent Festival.

This reserve will ensure that all suppliers can be paid in full no matter what level of audience income is received.

# **Chapel Allerton Festival**

## **Trustees' report (continued) for the year ended 31 March 2022**

### **Reserves policy (continued)**

The level of reserve held will be reviewed at the end of each financial year. Planning for the subsequent Festival will take account of the level of reserve held, particularly in terms of the likelihood of income from an 'additional' project matching its cost.

For cash flow reasons the full reserve must be available in the company's current account between August and October (the Festival is fixed as the weekend after the August Bank Holiday every year).

Approved by the board of trustees on 12/12/2022

Stephen Hunter (Trustee)

# **Chapel Allerton Festival**

## **Independent examiner's report to the trustees of Chapel Allerton Festival**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2022, which are set out on pages 6 to 11.

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

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act. Whilst an independent examination is not required under section 145 of the Act, the trustees have opted for this type of scrutiny.

### **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 charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Stephen Procter

03/01/2023

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Chapel Allerton Festival**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2022**

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	1,736	10,195	11,931	589
Sponsorship and concessions		298	-	298	-
Stall fees		552	-	552	-
Event income		5,483	-	5,483	-
Gift Aid		652	-	652	-
Other income		31	-	31	-
<b>Total income</b>		<b>8,752</b>	<b>10,195</b>	<b>18,947</b>	<b>589</b>
<b>Expenditure on:</b>					
Security and cleaning		-	624	624	-
Facility hire		305	250	555	540
Licences and permits		70	-	70	93
Event equipment hire		4	2,473	2,477	-
Website		252	122	374	-
Postage and stationery		80	43	123	-
Advertising and publicity		153	737	890	94
Independent examination		360	-	360	192
Equipment and materials		50	646	696	-
Mobile phone		12	5	17	12
Insurance		-	284	284	-
Performers fees		550	2,480	3,030	-
Children's activities expenses		45	2,176	2,221	-
Stewards expenses		-	70	70	-
Clothing		6	285	291	-
Other expenses		17	-	17	-
<b>Total expenditure</b>		<b>1,904</b>	<b>10,195</b>	<b>12,099</b>	<b>931</b>
<b>Net income / (expenditure)</b>		<b>6,848</b>	<b>-</b>	<b>6,848</b>	<b>(342)</b>
<b>Fund balances brought forward</b>		<b>739</b>		<b>739</b>	<b>1,081</b>
<b>Fund balances carried forward</b>	(3)	<b>7,587</b>	<b>-</b>	<b>7,587</b>	<b>739</b>

All incoming resources and resources expended derive from continuing activities.

# Chapel Allerton Festival

## Balance sheet

as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors	(4) 652	-	652	500
Cash at bank and in hand	(5) 7,300	8,505	15,805	431
<b>Total current assets</b>	<u>7,952</u>	<u>8,505</u>	<u>16,457</u>	<u>931</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(6) 365	8,505	8,870	192
<b>Total current liabilities</b>	<u>365</u>	<u>8,505</u>	<u>8,870</u>	<u>192</u>
<b>Net current assets</b>	<u>7,587</u>	<u>-</u>	<u>7,587</u>	<u>739</u>
<b>Net assets</b>	<u>7,587</u>	<u>-</u>	<u>7,587</u>	<u>739</u>
<b>Funds</b>				
Unrestricted funds	7,587	-	7,587	739
Restricted funds	-	-	-	-
<b>Total funds</b>	<u>7,587</u>	<u>-</u>	<u>7,587</u>	<u>739</u>

The financial statements were approved by the board of trustees on 12/12/2022

Stephen Hunter (Trustee)

# **Chapel Allerton Festival**

## **Notes to the accounts**

### **for the year ended 31 March 2022**

#### **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.

**Chapel Allerton Festival**  
**Notes to the accounts continued**  
**for the year ended 31 March 2022**

<b>2 Grants and donations</b>	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Leeds City Council (Covid support)	-	250	250	500
Leeds City Council (Communities Fund)	-	5,025	5,025	-
Leeds Inspired	-	2,490	2,490	-
Wade's Charity	-	2,430	2,430	-
Other donations	1,736	-	1,736	89
	<u>1,736</u>	<u>10,195</u>	<u>11,931</u>	<u>589</u>

<b>3 Restricted funds</b>	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£
LCC (Covid support)	250	250	-	-
LCC (Communities Fund)	5,025	5,025	-	-
Leeds Inspired	2,490	2,490	-	-
Wade's Charity	2,430	2,430	-	-
	<u>10,195</u>	<u>10,195</u>	<u>-</u>	<u>-</u>

**Fund name**

**Purpose of restriction**

LCC (Covid support)

Grant towards fixed costs of groups affected by Covid-19.

LCC (Communities Fund)

Grant towards staging and making accessible a Covid-19 safe event.

Leeds Inspired

Grant towards staging live performances.

Wade's Charity

Grant towards outdoor craft activities through the summer.

<b>4 Debtors</b>	2022	2021
	£	£
Debtors	652	500
	<u>652</u>	<u>500</u>

<b>5 Cash at bank and in hand</b>	2022	2021
	£	£
Cash at bank	15,763	421
PayPal	42	10
	<u>15,805</u>	<u>431</u>

<b>6 Creditors and accruals</b>	2022	2021
	£	£
Creditors	5	-
Accruals	360	192
Deferred income (Grant for 2022 festival)	8,505	-
	<u>8,870</u>	<u>192</u>

**Chapel Allerton Festival**  
**Notes to the accounts continued**  
**for the year ended 31 March 2022**

**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.

## Chapel Allerton Festival

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
<b>Income</b>						
Grants and donations	1,736	589	10,195	-	11,931	589
Sponsorship and concessions	298	-	-	-	298	-
Stall fees	552	-	-	-	552	-
Event income	5,483	-	-	-	5,483	-
Gift Aid	652	-	-	-	652	-
Other income	31	-	-	-	31	-
<b>Total income</b>	<b>8,752</b>	<b>589</b>	<b>10,195</b>	<b>-</b>	<b>18,947</b>	<b>589</b>
<b>Expenditure</b>						
Security and cleaning	-	-	624	-	624	-
Facility hire	305	90	250	450	555	540
Licences and permits	70	93	-	-	70	93
Event equipment hire	4	-	2,473	-	2,477	-
Website	252	-	122	-	374	-
Postage and stationery	80	-	43	-	123	-
Advertising and publicity	153	94	737	-	890	94
Independent examination	360	192	-	-	360	192
Equipment and materials	50	-	646	-	696	-
Mobile phone	12	12	5	-	17	12
Insurance	-	-	284	-	284	-
Performers fees	550	-	2,480	-	3,030	-
Children's activities expenses	45	-	2,176	-	2,221	-
Stewards expenses	-	-	70	-	70	-
Clothing	6	-	285	-	291	-
Other expenses	17	-	-	-	17	-
<b>Total expenditure</b>	<b>1,904</b>	<b>481</b>	<b>10,195</b>	<b>450</b>	<b>12,099</b>	<b>931</b>
<b>Net income / (expenditure)</b>	<b>6,848</b>	<b>108</b>	<b>-</b>	<b>(450)</b>	<b>6,848</b>	<b>(342)</b>
<b>Fund balances brought forward</b>	<b>739</b>	<b>631</b>	<b>-</b>	<b>450</b>	<b>739</b>	<b>1,081</b>
<b>Fund balances carried forward</b>	<b>7,587</b>	<b>739</b>	<b>-</b>	<b>-</b>	<b>7,587</b>	<b>739</b>

**CHAPEL ALLERTON FESTIVAL**

England & Wales - Charity number 1129716

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# Accounts

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# **Chapel Allerton Festival**

Charity number 1129716

## **Annual Report and Financial Statements**

**for the year ended 31 March 2021**

**CHAPEL  
ALLERTON  
ARTS  
FESTIVAL**



West Yorkshire Community Accounting Service

# **Chapel Allerton Festival**

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

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**Prepared by West Yorkshire Community Accounting Service**

# Chapel Allerton Festival

## Trustees' report for the year ended 31 March 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>
Doreen Ward	Chair	
Stephen Hunter	Treasurer	
Alan Benstock	Secretary	
Robert Brooks		
Bettina Leslie		
Lucy Smickersgill		
Emma Morrall		Resigned 31 March 2021
Elizabeth Stirling		
Charlotte Tweedy		Resigned 31 March 2021
Cathy Falconer		Resigned 31 March 2021
Robert Ward		Resigned 20 October 2021
James Flegg		
Ella Bumby		Appointed 20 October 2021
Nicole McSweeney		
<b>Charity number</b>	1129716	Registered in England and Wales

### Principal address

18 Gledhow Park Drive  
Leeds  
LS7 4JT

### Bankers

HSBC Bank plc  
108 Harrogate Road  
Chapel Allerton  
Leeds  
LS7 4NU

### Independent examiner

Stephen Procter

### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 4 April 2019.

### Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

# **Chapel Allerton Festival**

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

### **Objectives and activities**

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

To advance the education of the public in the arts in particular by the organising of an annual arts festival in Chapel Allerton.

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

The Chapel Allerton Arts Festival is an annual event, held the week following the August Bank Holiday. It includes diverse arts' events during the week and a street Festival with a range of arts and crafts activities, music and refreshments from Friday night to Sunday teatime. It is aimed at, features and is organised by, local people of all ages. The Festival is entirely organised and managed by volunteers, from the planning committee who meet through the year, to a team of stewards, stage crew and other volunteers who help for a few hours each during the event.

#### **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 in particular the advancement of education and the arts.

#### **Achievements and performance**

Lockdown commenced in March 2020 and so for much of the following few months there was great uncertainty about the possibility of any sort of Festival. However the Family Activities group carried on meeting via Zoom with the optimism that some sort of event should take place to make sure that the Festival was still an annual part of the Chapel Allerton calendar. As soon as garden meetings were allowed members of the group met in person and the theme 'Flying High' evolved.

Members of the group made beautiful birds and other 'things' that fly which hung in the willow tree and outside Seven Arts. The public were invited to contribute and packs were prepared for people to pick up from certain shops and make their own to join ours or to hang in their own trees and bushes.

Meanwhile Chapel Allerton Artists group planned and executed a superb Arts Trail which was showcased in various shop windows during the Festival weekend

Building on our long term collaboration with JazzLeeds, Gledhow Sports Club was booked for music on the Sunday afternoon of Festival weekend. People were invited to buy a ticket which allowed bubbles of six to attend in marked out spaces in the field.

Our activities had the advantage of being 'low budget', while the Arts Trail and Jazz were delivered by others – avoiding pressure on our Covid-19 amplified financial constraint. This was eased during the year by a Leeds City Council discretionary grant towards our fixed costs.

So we did have a presence which was creatively planned and many thanks to those whose hard work made it happen.

#### **Covid-19**

We carried out an assessment of the financial position before COVID – and at that time concluded that there was material uncertainty over whether we had sufficient funds to stage the Festival 2020 in the usual way. Our conclusion was that we would need a substantial grant.

When COVID hit we concluded quickly that the additional uncertainty of what restrictions might be in place at the time of the Festival and cancelled the event in good time. In terms of ongoing financial commitments we were left with garage rental (£46 pcm), licence renewal (£70 pa) and accounts examination (c£400-£500 for each Festival year).

An alternative, very much smaller activity was staged, within the constraints in place.

Discussions were had over the form/potential for a 2021 Festival started from the requirement for significant grant funding – for any event which might be possible, but also to cover our fixed costs.

# **Chapel Allerton Festival**

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

### **Covid-19 (continued)**

In terms of the latter, we were fortunate in securing £500 from LCC COVID grants to small businesses with low fixed costs. This stabilised our position, in terms of considerably postponing any action which might have been needed to reduce our fixed outgoings – should any activity to increase our reserves have remained challenging.

We were then fortunate in securing three of four funding applications we put in (noting that the latter three were after the first was unsuccessful) for a 2021 Festival. This allowed us to put on a programme of activities – not to the scale of previous years, but well received and that we could be proud of. These activities, with careful budgeting, allowed us to substantially rebuild our reserves, not to 'peak' levels – but to a much more comfortable position.

### **Financial review**

Net expenditure for the year was £342, including net income of £108 on unrestricted funds and net expenditure of £450 on restricted funds.

### **Reserves policy**

The charity's free reserves at the year end were £739.

At least half of the cost of the Chapel Allerton Festival (£15,000 - £20,000) is met through audience bucket donations and bar income during the event. It is recognised that dependence on this income to pay suppliers is a risk to the company. Donations are voluntary, bar sales cannot be guaranteed and therefore the expected level of income may not be received, particularly if the event is disrupted - for example due to bad weather.

The trustees of Chapel Allerton Festival have therefore committed to building up and holding a reserve of between £17,500 and the total cost of the most recent Festival. This reserve will ensure that all suppliers can be paid in full no matter what level of audience income is received.

The level of reserve held will be reviewed at the end of each financial year. Planning for the subsequent Festival will take account of the level of reserve held, particularly in terms of the likelihood of income from an 'additional' project matching its cost.

For cash flow reasons the full reserve must be available in the company's current account between August and October (the Festival is fixed as the weekend after the August Bank Holiday every year).

Signed on behalf of the board of trustees on 13/11/2021

Stephen Hunter (Trustee)

# **Chapel Allerton Festival**

## **Independent examiner's report to the trustees of Chapel Allerton Festival Charitable Incorporated Organisation ('the CIO')**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2021, which are set out on pages 6 to 10.

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

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act. Whilst an independent examination is not required under section 145 of the Act, the trustees have opted for this type of scrutiny.

### **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 CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Stephen Procter

23/11/2021

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Chapel Allerton Festival**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2021**

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	589	-	589	15,696
Sponsorship and concessions		-	-	-	9,108
Stall fees		-	-	-	1,418
Event income		-	-	-	3,401
Gift Aid		-	-	-	3,675
Bar income		-	-	-	13,227
Other income		-	-	-	124
<b>Total income</b>		<u>589</u>	<u>-</u>	<u>589</u>	<u>46,649</u>
<b>Expenditure on:</b>					
Security and cleaning		-	-	-	2,782
Facility hire		90	450	540	1,150
Licences and permits		93	-	93	170
Event equipment hire		-	-	-	24,113
Postage and stationery		-	-	-	403
Advertising and publicity		94	-	94	1,276
Independent examination		192	-	192	420
Equipment and materials		-	-	-	676
Mobile phone		12	-	12	-
Insurance		-	-	-	3,498
First Aid		-	-	-	1,516
Performers fees		-	-	-	8,772
Bar expenses		-	-	-	10,044
Children's activities expenses		-	-	-	923
Activity expenses		-	-	-	438
Collection expenses		-	-	-	66
Other expenses		-	-	-	109
<b>Total expenditure</b>		<u>481</u>	<u>450</u>	<u>931</u>	<u>56,356</u>
<b>Net income / (expenditure)</b>		<u>108</u>	<u>(450)</u>	<u>(342)</u>	<u>(9,707)</u>
<b>Fund balances brought forward</b>		<u>631</u>	<u>450</u>	<u>1,081</u>	<u>10,788</u>
<b>Fund balances carried forward</b>	(3)	<u>739</u>	<u>-</u>	<u>739</u>	<u>1,081</u>

All incoming resources and resources expended derive from continuing activities.

# Chapel Allerton Festival

## Balance sheet

as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	(5) 500	-	500	138
Cash at bank and in hand	(6) 431	-	431	2,657
<b>Total current assets</b>	<u>931</u>	<u>-</u>	<u>931</u>	<u>2,795</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(7) 192	-	192	1,714
<b>Total current liabilities</b>	<u>192</u>	<u>-</u>	<u>192</u>	<u>1,714</u>
<b>Net current assets</b>	<u>739</u>	<u>-</u>	<u>739</u>	<u>1,081</u>
<b>Net assets</b>	<u>739</u>	<u>-</u>	<u>739</u>	<u>1,081</u>
<b>Funds</b>				
Unrestricted funds	739	-	739	631
Restricted funds	-	-	-	450
<b>Total funds</b>	<u>739</u>	<u>-</u>	<u>739</u>	<u>1,081</u>

The financial statements were approved by the board of trustees on 13/11/2021

Stephen Hunter (Trustee)

# **Chapel Allerton Festival**

## **Notes to the accounts**

### **for the year ended 31 March 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). 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.

**Chapel Allerton Festival**  
**Notes to the accounts continued**  
**for the year ended 31 March 2021**

<b>2 Grants and donations</b>	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Leeds City Council (MICE)	-	-	-	750
Leeds City Council (Covid support)	500	-	500	-
Donations	89	-	89	14,946
	<u>589</u>	<u>-</u>	<u>589</u>	<u>15,696</u>

<b>3 Restricted funds</b>	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
Leeds City Council (MICE)	450	-	450	-
	<u>450</u>	<u>-</u>	<u>450</u>	<u>-</u>

**Fund name**

**Purpose of restriction**

Leeds City Council (MICE)

Towards festival running costs (including equipment hire).

<b>4 Debtors</b>	2021 £	2020 £
Debtors	500	138
	<u>500</u>	<u>138</u>

<b>5 Cash at bank and in hand</b>	2021 £	2020 £
HSBC current account	421	2,270
Cash	-	327
Pay Pal account	10	60
	<u>431</u>	<u>2,657</u>

<b>6 Creditors and accruals</b>	2021 £	2020 £
Creditors	-	1,294
Accruals WYCAS independent examination	192	420
	<u>192</u>	<u>1,714</u>

**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.

# Chapel Allerton Festival

## Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income</b>						
Grants and donations	589	14,946	-	750	589	15,696
Sponsorship and concessions	-	9,108	-	-	-	9,108
Stall fees	-	1,418	-	-	-	1,418
Event income	-	3,401	-	-	-	3,401
Gift Aid	-	3,675	-	-	-	3,675
Bar income	-	13,227	-	-	-	13,227
Other income	-	124	-	-	-	124
<b>Total income</b>	<b>589</b>	<b>45,899</b>	<b>-</b>	<b>750</b>	<b>589</b>	<b>46,649</b>
<b>Expenditure</b>						
Security and cleaning	-	2,782	-	-	-	2,782
Facility hire	90	1,150	450	-	540	1,150
Licences and permits	93	170	-	-	93	170
Event equipment hire	-	23,813	-	300	-	24,113
Postage and stationery	-	403	-	-	-	403
Advertising and publicity	94	1,276	-	-	94	1,276
Independent examination	192	420	-	-	192	420
Equipment and materials	-	676	-	-	-	676
Mobile phone	12	-	-	-	12	-
Insurance	-	3,498	-	-	-	3,498
First Aid	-	1,516	-	-	-	1,516
Performers fees	-	8,772	-	-	-	8,772
Bar expenses	-	10,044	-	-	-	10,044
Children's activities expenses	-	923	-	-	-	923
Activity expenses	-	438	-	-	-	438
Collection expenses	-	66	-	-	-	66
Other expenses	-	109	-	-	-	109
<b>Total expenditure</b>	<b>481</b>	<b>56,056</b>	<b>450</b>	<b>300</b>	<b>931</b>	<b>56,356</b>
<b>Net income / (expenditure)</b>	<b>108</b>	<b>(10,157)</b>	<b>(450)</b>	<b>450</b>	<b>(342)</b>	<b>(9,707)</b>
<b>Fund balances brought forward</b>	<b>631</b>	<b>10,788</b>	<b>450</b>	<b>-</b>	<b>1,081</b>	<b>10,788</b>
<b>Fund balances carried forward</b>	<b>739</b>	<b>631</b>	<b>-</b>	<b>450</b>	<b>739</b>	<b>1,081</b>