

Chapel Allerton Festival

Charity number 1129716

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

**CHAPEL
ALLERTON
ARTS
FESTIVAL**

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:

Name	Position	Dates
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		
Charity number	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 £
Income from:					
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
Total income		589	-	589	46,649
Expenditure on:					
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
Total expenditure		481	450	931	56,356
Net income / (expenditure)		108	(450)	(342)	(9,707)
Fund balances brought forward		631	450	1,081	10,788
Fund balances carried forward	(3)	739	-	739	1,081

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

2 Grants and donations	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>

3 Restricted funds	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).

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

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

6 Creditors and accruals	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 £
Income						
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
Total income	589	45,899	-	750	589	46,649
Expenditure						
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
Total expenditure	481	56,056	450	300	931	56,356
Net income / (expenditure)	108	(10,157)	(450)	450	(342)	(9,707)
Fund balances brought forward	631	10,788	450	-	1,081	10,788
Fund balances carried forward	739	631	-	450	739	1,081