

# **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		

<b>Charity number</b>	1129716	Registered in England and Wales
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### 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

2 Grants and donations	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total 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>

3 Restricted funds	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

LCC (Covid support)  
LCC (Communities Fund)

Leeds Inspired  
Wade's Charity

#### Purpose of restriction

Grant towards fixed costs of groups affected by Covid-19.  
Grant towards staging and making accessible a Covid-19 safe event.  
Grant towards staging live performances.  
Grant towards outdoor craft activities through the summer.

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

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

6 Creditors and accruals	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>