

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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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:

Name	Position	Dates
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

Registered and principal address	Bankers
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 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
		£	£	£	£
Income from:					
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
Total income		54,312	10,875	65,187	18,947
Expenditure on:					
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
Total expenditure		51,243	10,136	61,379	12,099
Net income / (expenditure)		3,069	739	3,808	6,848
Fund balances brought forward		7,587	-	7,587	739
Fund balances carried forward	(3)	10,656	739	11,395	7,587

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
	£	£	£	£
Current assets				
Debtors and prepayments	(4) 5,179	-	5,179	652
Cash at bank and in hand	(5) 7,019	739	7,758	15,805
Total current assets	<u>12,198</u>	<u>739</u>	<u>12,937</u>	<u>16,457</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(6) 1,542	-	1,542	8,870
Total current liabilities	<u>1,542</u>	<u>-</u>	<u>1,542</u>	<u>8,870</u>
Net current assets / (liabilities)	<u>10,656</u>	<u>739</u>	<u>11,395</u>	<u>7,587</u>
Net assets	<u>10,656</u>	<u>739</u>	<u>11,395</u>	<u>7,587</u>
Funds				
Unrestricted funds	10,656	-	10,656	7,587
Restricted funds	-	739	739	-
Total funds	<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 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 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 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
Income						
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
Total income	54,312	8,752	10,875	10,195	65,187	18,947
Expenditure						
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
Total expenditure	51,243	1,904	10,136	10,195	61,379	12,099
Net income / (expenditure)	3,069	6,848	739	-	3,808	6,848
Fund balances brought forward	7,587	739	-	-	7,587	739
Fund balances carried forward	10,656	7,587	739	-	11,395	7,587