

# **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	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 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 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 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>