

Ribble Valley Jazz And Blues Limited

Year Ended

31 August 2020

FINANCIAL STATEMENTS

and

TRUSTEES' ANNUAL REPORT

Prepared by:
DSM Chartered Accounts
The Station House
Station Road
Whalley
BB7 9RT

Ribble Valley Jazz And Blues Limited

Contents of the Financial Statements - Year ended 31 August 2020

Page : 2. Legal and Administrative Information

 3. to 6. Trustees' Annual Report

 7. Statement of Surplus & Deficit

 8. to 9. Balance Sheet

 10. to 12. Notes to the Financial Statements

 13. Independent Examiner's Report

Ribble Valley Jazz And Blues Limited is a Registered Charity and a Company Limited by Guarantee

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2020
Legal and Administrative Information

Company Registration No. 7325147
and
Registered Charity No. 1138083

Trustees and Council of Management

Sue Bradley	(Appointed 2nd April 2014)
Paul Ellis	(Appointed 16th August 2010)
Lorraine Grice	(Appointed 2nd April 2014- Resigned 29th January 2021)
Ian Parkinson (Chair)	(Appointed 24th October 2018- Resigned 17th February 2020)
Miles Peachey (Treasurer)	(Appointed 20th January 2016)
Ivana Douglas	(Appointed 16th April 2020)
Phil Lee	(Appointed 16th April 2020)
Kate Lowes	(Appointed 16th April 2020)
Jenni Schumann	(Appointed 1st November 2011)
David Walters	(Appointed 4th October 2017)

Registered Office

12 St Paul's Close, Clitheroe, Lancashire BB7 2NA

Bankers

Yorkshire Bank (Clydesdale Bank PLC)

CAF Bank Ltd

Accountants

DSM Chartered Accountants, The Station House, Station Road,
Whalley, Lancashire, BB7 9RT

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2020
Trustees' Annual Report

The Trustees present their Annual Report and Financial Statements for the period ended 31 August 2020.

Annual Report - Summary Objectives

The mission of Ribble Valley Jazz and Blues is to promote and develop the cultural, economic and social benefits of jazz & blues music to individuals and communities in the North West from its base in Clitheroe and the Ribble Valley.

This long-term goal will be achieved by: -

- creating a thriving jazz & blues community, involving both musicians and fans in planning and developing jazz & blues appreciation and participation;
- ensuring the future of jazz and blues by prioritising the involvement of young people in performing and appreciating jazz and blues music;
- facilitating the enjoyment and appreciation of jazz and blues music by providing a variety of opportunities for the performance of jazz and blues music primarily in Clitheroe & the Ribble Valley;
- encouraging the sharing of knowledge, information and skills in a stimulating and entertaining environment; and
- working collaboratively with voluntary, public and private sector organisations who have a mutual interest in promoting the cultural, economic and social assets of Clitheroe & Ribble Valley.

Annual Report - Constitution and Organisational Structure

Ribble Valley Jazz & Blues (RVJ&B) is a registered charity and a company limited by guarantee, with directors of the company also being trustees of the Charity. This forms the Council of Management. Charitable status was sought, and obtained, to help RVJ&B fulfil its broad-based mission to further widespread interest and enthusiasm for jazz & blues music, especially by young people.

The affairs of the charity are governed by its Memorandum & Articles of Association, which specify a minimum of three operational trustee/directors. Additional directors, who must be at least 16 years old and must be members of RVJ&B, are elected by the Council of Management or by a General Meeting of the charity's members. General Meetings of the charity's members must be held annually, the first one having been held on 18th April 2012. A pre-determined number of directors are required to retire, in rotation, before each Annual General Meeting of the charity, but these directors may be immediately re-elected by the Meeting.

New directors are inducted into the legal structure, and the operational and financial management of RVJ&B as soon as possible after their appointment. Other training is offered to directors as the need arises. Meetings of the Board of Directors normally take place every two months, or more frequently if required. These Board meetings maintain oversight of the charity's business and strategy, activities is handled by an executive committee that meets monthly. In addition, separate sub-committees handle the organisation of the annual Jazz Festival and the promotion of the regular monthly gigs.

Summary of activities for 2019/20

At the first meeting of the Council of Management, it was decided that there would be no post of Company Secretary, thus all directors are jointly responsible for submitting correct Company reports. One of the directors is assigned the task of recording the proceedings of meetings and maintaining the Minutes book. While all directors are jointly responsible for the charity's finances, the task of detailed oversight is assigned to a Treasurer, who must be a director. Further professional advice on the legal or financial aspects of the charity's operations is sought where required. RVJ&B has a reserves policy that requires a financial reserve to be held which is sufficient to cover emergency expenditure that might arise, currently set at £3,000. This, together with typical reserves in the current account, would normally be at a level of approximately one third of the charity's annual financial turnover. There have been regular annual surpluses in company finances in the last few years, but the in activities and turnover mean that current reserves are below this level. The Directors continue to seek grant, sponsorship and earned income to build the company reserves and help ensure long-term sustainability. The Company has a number of formal written policies and procedures, covering such issues as Health and Safety, and Safeguarding, Conflict of Interest, and Data Protection. These policies and procedures are reviewed regularly on an annual basis. Further policies and procedures are currently being written up, such as that of Financial Procedures, Recruitment and Volunteer Management, to formalize existing Company practice.

The Grand Theatre (a charity) and Clitheroe Rugby Club were the two main venues for most RVJ&B activities in the year 2018/2019. We are grateful for the support of their staff. Additional venues are used for the Annual Jazz Festival, which is held over the first weekend in May.

During the last year, RVJ&B has continued to build its portfolio of regular concerts, workshops, festivals and other events. A summary of the activities during the year are given in Appendix A, and the plans for the next year are summarised in Appendix B. The Directors are pleased that RVJ&B continues to meet its charitable objectives, not only through a commitment to regular concerts, workshops, festivals and other events, but increasingly through collaboration with other young people, which has been improved through the success of its educational activities and two community bands.

Annual Report - Financial Review

The Charity incorporated into a Company Limited by Guarantee on the 26 July 2010. The company has applied appropriate financial management control over its activities throughout the period.

Expenditure in the period was £22,550 (2019 - £85,083). Expenditure includes event costs and marketing of the events together with management costs.

The result for the period is on page 7 and shows net surplus of £15,367 (2019- Net Surplus £2,724).

No funds were dispersed during the period.

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2020
Trustees' Annual Report (continued)

Political and charitable donations

The Company (also the Charity) made no political donations during the period (2019 - £Nil).
The Company made no charitable donations during the period (2019 - £Nil).
See Note 5 - 'Notes to the financial statements'.

Insurance

During the year the Company (also the Charity) made payments for Insurance of trustees and directors against liabilities arising as a result of the activities and decisions carried out on behalf of the Company.

Council of Management

Sue Bradley	(Appointed 2nd April 2014)
Paul Ellis	(Appointed 16th August 2010)
Lorraine Grice	(Appointed 2nd April 2014- Resigned 29th January 2021)
Ian Parkinson (Chair)	(Appointed 24th October 2018- Resigned 17th January 2020)
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Jenni Schumann	(Appointed 1st November 2011)
David Walters	(Appointed 4th October 2017)

Each member of the Council of Management is personally liable for an amount not exceeding £10 in the event of the winding up of the organisation, in accordance with the Company's Memorandum of Association.

Responsibilities of the Council of Management

As Trustees and Directors, the Board of Trustees is required by charity and company laws to prepare financial statements for each financial period which give a true and fair view of the state of affairs for the Company (also the Charity) and of the surplus or deficit for that period.

In preparing those financial statements, the Council of Management is required to :

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2020
Trustees' Annual Report (continued)

The Council of Management is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the Company and ensuring that the financial statements comply with the relevant Companies and Charities Acts. It is also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

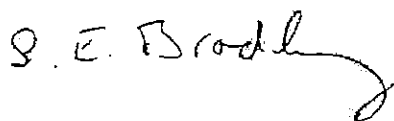
Tax Status

The Company is a Registered Charity and qualifies for corporation tax exemption.

Auditors

Exemption from audit for the period ended 31 August 2020 is claimed on page 9.

By order of the Council of Management :



Mrs S Bradley
Director and Trustee



Mr M Peachey
Director/ Trustee/ Treasurer

Date:

18th May 2021

Date:

18 May 2021

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2020
Statement of Surplus and Deficit

	<i>Note</i>	<u>2020</u>	<u>2019</u> £
Incoming Resources			
Event Revenue (Including Grant Income)		30,581	73,870
Raffles		413	1,060
Membership Fees		992	2,030
Donations		293	812
Educational Activities		5,172	10,035
Sponsorship		430	-
Misc Income		36	-
Bank Interest Receivable		-	-
Total Incoming Resources		<u>37,917</u>	<u>87,807</u>
Resources Expended			
Direct Charity Expenses	2	19,385	82,735
Management & Administration	3	2,773	1,845
Bad debt provision	4	-	150
Depreciation	9	391	353
Total Resources Expended		<u>22,550</u>	<u>85,083</u>
Net Surplus/(Deficit)		<u>15,367</u>	<u>2,724</u>
Fund Balances Brought Forward		16,363	13,639
Dispersed Fund balances (-)	5	-	-
Fund Balances Carried Forward		<u><u>31,730</u></u>	<u><u>16,363</u></u>

The notes on pages 10 to 12 form part of these accounts.

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2020
Balance Sheet at 31 August 2019

Company Registration No. 07325147
Registered Charity No. 1138083

		<u>2020</u>		<u>2019</u>	
	Note	£	£	£	£
Fixed Assets	9		1,581		1,528
Current Assets					
Debtors	10	815		7,122	
Grants		-		-	
Cash at bank		29,861		13,678	
		<u>30,676</u>		<u>20,800</u>	
Current Liabilities					
Amounts falling due within one year	11	527		5,965	
Net current assets			<u>30,149</u>		<u>14,835</u>
Total assets less current liabilities			<u>31,730</u>		<u>16,363</u>
Long Term Liabilities			-		-
Net Assets			<u>31,730</u>		<u>16,363</u>
Funds					
Reserves	13		<u>31,730</u>		<u>16,363</u>

The notes on pages 10 to 12 form part of these accounts.

The Balance Sheet is continued onto the next page.

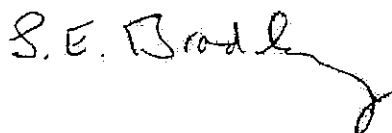
Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2020
Balance Sheet at 31 August 2020 Continued...

For the period ended 31 August 2020 the company was entitled to exemption from audit under section 477(1) of the Companies Act 2006; and no notice has been deposited under s476(1) requesting an audit.

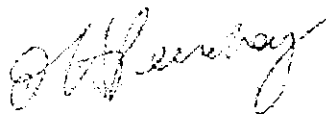
The directors acknowledge their responsibility for ensuring the company keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the year and of its profit or loss for the financial year in accordance with the requirements of section 394 and which otherwise comply with the Companies Act 2006, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of the Companies Act 2006 relating to companies subject to the small companies regime.

Approved by the Directors (also Trustees) on .



Mrs S Bradley
Director and Trustee



Mr M Peachey
Director/ Trustee/ Treasurer

Date: 18th May 2021

Date: 18 May 2021

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2020
Notes to the financial statements

1. Accounting policies - basis of accounting

The financial statements have been prepared under the historical cost convention and are in accordance with applicable accounting standards.

	<u>2020</u>	<u>2019</u>
	£	£
2. Direct Charity Expenditure		
Hire of Bands	6,347	39,931
Event Costs	1,697	19,744
Marketing & advertising	4,354	12,846
Educational Activity Costs	6,608	10,169
Equipment, Repairs and Renewals	380	45
	<u>19,385</u>	<u>82,735</u>
3. Management & Administration		
Post and Stationery	38	25
Insurance	445	420
Sundries	1,481	369
Conference	-	-
Website	-	167
Sponsorship	-	-
HR & Compliance	-	-
Professional fees	-	54
Accountancy	810	810
	<u>2,773</u>	<u>1,845</u>
4. Bad Debt Provision		
Atrium	-	150
	<u>-</u>	<u>150</u>
5. Dispersed Funds		
Funds dispersed to charity organisations	<u>-</u>	<u>-</u>

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2020
Notes to the financial statements
(continued)

6. Employees

There were no employees during the period (2019 - nil).

7. Taxation

No taxation liability has been provided in the financial statements as, being a Registered Charity, Ribble Valley Jazz & Blues Limited is exempt from taxation in accordance with Section 505 of the Income and Corporation Taxes Act 1988.

8. Council of Management's emoluments

No member of the Council of Management received remuneration during the year (2019 - £nil). Members were reimbursed for out of pocket expenses incurred on Company business.

		2020 £	2019 £
9. Fixed Assets - NBV			
Plant & Machinery - Cost	B/Fwd	1,961	1,399
	Additions	444	562
	C/Fwd	<u>2,405</u>	<u>1,961</u>
Plant & Machinery - Dep'n	Depreciation B/Fwd	433	79
	Charge for the year	391	353
	Depreciation C/Fwd	<u>824</u>	<u>433</u>
Net Book Value		<u><u>1,581</u></u>	<u><u>1,528</u></u>
10. Debtors			
Trade Debtors		815	7,122
Prepayments		<u>-</u>	<u>-</u>
		<u><u>815</u></u>	<u><u>7,122</u></u>
11. Current liabilities			
Accrued Expenses		527	5,965
Loan		<u>-</u>	<u>-</u>
		<u><u>527</u></u>	<u><u>5,965</u></u>

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2020
Notes to the financial statements
(continued)

12. Liability of Members

The Company is limited by guarantee and does not have a share capital.

Each member of the Council of Management is personally liable for an amount not exceeding £10.

13. Restricted and Unrestricted Funds - Surplus/(Deficits)

	2020 £	2019 £
Brought Forward Reserves	16,363	13,639
Surplus/(Deficit) for the period	15,367	2,724
Dispersed Fund balances		-
Surplus/(Deficit) Carried Forward	<u>31,730</u>	<u>16,363</u>

The Surplus/(Deficit) Carried Forward is split between:

Restricted Funds:

Arts Council	9,946	
Clitheroe Council	500	
Jazzbox Grant	<u>3,892</u>	14,338
		-

Unrestricted Funds	17,392	16,363
	<u>31,730</u>	<u>16,363</u>

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2020
Examiner's unqualified report on the accounts

Independent Examiner's Report to the Trustees of Ribble Valley Jazz And Blues Limited

I report on the accounts of the Trust for the year ended 31 August 2020, which are set out on pages 1 to 12.

Respective responsibilities of Trustees and Examiner

The Trustees of the Charity (also Directors of the Company) are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an Independent examination is needed.

It is my responsibility to :

- examine the accounts under section 145 of the Charities Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145 (5)(b) of the Charities Act) : and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below:

Independent Examiners statement

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with section 130 of the Act;
- to prepare the accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name : Miss A Watson

Qualifications : ACA, ATII

Address : DSM Chartered Accountants, The Station House, Station Road, Whalley, BB7 9RT

Date :

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2020
Appendix A

This year marks the 13th anniversary since the formation of RVJ&B as a community organisation, and in that time the group and later the Company and Charity has grown to be a significant organisation, with an impressive range of activities.

In the first 5 months of the financial year, the organisation promoted successful gigs from Artephils, the Gordon Vernick Trio (touring in association with Wigan Jazz Club), Red Hot Drop, the Manchester Jazz Collective and Robin Sunflower's Toots Thielemans tribute. The Leap of Faith gig (in honour of the leap year) in association with the Grand featured Shaku, supported by Moscow Cat Circus at the Old School Rooms and attracted a new audience to a late-night gig in a packed venue. Regular Dinner Jazz gigs were provided at venues such as the Spread Eagle at Sawley and the Holmes Mill Bistro and included performances from the Mark Lewis Trio and Lyn Fairbanks. The Ribble Valley Jazz Big Band played at the Hurst Green Beer Festival, the Spread Eagle's Christmas programme and Ferrari's restaurant. After major changes in their line-up, BluFunk Syndicate performed two gigs, one at No.39 in Darwen and the other at Clitheroe Cricket Club. Jazz Jams continued at the Low Moor club to February 2020, attracting a wide range of musicians from across the North West and led ably by Trish Ferrarin supported by a talented back-line.

After March 2020, live performances became problematic due to the social distancing restrictions introduced by the UK government to combat transmission of Covid-19. Much of the year had been taken up with plans to maintain high standards for an 11th Annual Jazz Festival arranged to be held over the May Bank Holiday weekend. Due to the onset of restrictions and in a concern to ensure the safety of the community, artists and volunteers, Trustees took the decision to cancel the festival, maintaining communications with headliners and other artists with a view to rescheduling the event in May 2021.

The club attracted an emergency grant from the Arts Council with the aim of enabling artists and practitioners to earn as much income as possible despite the social distancing restrictions by reaching audiences by other means than live gigs and workshops. Under the name of Jazz Box, the following activities took place:

- New skills were developed quickly to live stream performances to our audiences via the Internet. In this financial year we enjoyed Gaynor Sutcliffe's band live from Clitheroe Market, Victor Brox and his band live from The Big House Blues Bar in Darwen, Verroneau live from Washington DC and Trevor Babajack Steger live from his narrow boat home. Thanks go to Gary Ward, Martin Seddon, Miles Peachey and Sue Bradley for their willingness to embrace the challenges of live broadcasting through social media.
- The improvisation sessions developed for adult learners from all over Lancashire progressed into weekly Zoom events, with up to 10 participants working on jazz standards under the tutelage of Trish Ferrarin.
- The Women in Jazz group launched in 2018 continued to meet online every month and once in a field (I) with extra support for those just starting to improvise.
- Our two community bands, Ribble Valley Jazz Big Band and Blu Funk Syndicate have worked on virtual performances with BluFunk having weekly sectional sessions led by Gary Ward. Appreciation for the work with the two bands goes to Gary Ward and Paul Rigby.
- We would like to thank Alan Bramwell of Giants of Jazz and Matt Evans for providing many hours of broadcast jazz in association with Ribble FM radio and encouraging more volunteers to join the team.

Behind the scenes, a huge effort from Trustees has produced risk assessments and advice to ensure all activities are Covid-safe. A complete overhaul of the club's website as a virtual information hub was undertaken, with thanks to John Flanagan. A membership survey was conducted to gather feedback to enable us to understand the concerns of our audience in making their way back to live gigs. Zoom accounts have supported the organisation's Trustees to present and approve Annual accounts, manage funding, income and expenditure and develop new ideas ready for future fitness.

The club would also like to thank its members who have stayed with the change in the club profile. Their continuing support enables Ribble Valley Jazz and Blues to work towards supporting the appreciation of jazz and blues to the widest audience possible.

Ribble Valley Jazz And Blues Limited

Financial Statements for the Year Ended 31 August 2020

Appendix B

RVJ&B will continue an ambitious programme of charitable arts-based jazz and blues activities through the next year, prioritising these areas of activity:

- regular concerts at central locations in Clitheroe, streamed or live as safety permits;
- an Annual Jazz Festival from Thursday 30th April - 3rd May 2021;
- a return to performance readiness by both community bands;
- increased participation by young people;
- Increased diversity among musicians and audience as well as within RVJ&B;
- Increased education activities as we renew workshops and jazz jams welcoming new attendees;
- Increased jazz performances in villages around the Ribble Valley.
- weekly radio shows in association with RibbleFM from a broad range of presenters

RVJ&B regular gigs form a backbone of musical events to sustain the core of local members and supporters. Recovery from the pandemic back to a more normal business model demands a fresh look at use of club venues, creating a club network with more regular gigs available to our members.

The annual Jazz Festival has become firmly established fixture in the jazz worlds of Ribble Valley, the North West and the UK. RVJ&B Trustees have responded to the shock of cancelling the 2020 festival with a recommitment to adapt in whatever is required to present a festival in future. This year is likely to remain an online festival due to the need for caution in the face of the Covid-19 pandemic. We are looking forward to presenting headliners, jazz and blues related chatter and community showcasing in May 2021. We will be using the excellent resources of the Grand auditorium, with overall control from our stream team who will be co-ordinating the weekend from the venue's recording studio.

As in past years, the Festival will be supported by a grant from Arts Council England as well as support from Ribble Valley Borough Council and Clitheroe Council. Whilst the organisation continues to seek for a diverse spread of income, as for many charities we are challenged by the economic effect of the global pandemic on potential sponsors. Gaining new sponsors and a wider audience base are areas which now require a patient approach to support for business who have helped the club in the past in order to regrow jazz promotion throughout the area. Internet radio is still developing, and we are pleased that new presenters are honing their broadcasting skills and bringing their own flavour of jazz and blues to the airwaves.

Partnership with the National Youth Jazz Collective continues support to offer ongoing opportunities to reach and provide relevant and exciting opportunities for young people in performing and listening to jazz whilst we will also continue to ensure our programme is relevant and affordable to all ages. Partnership with Attitude is Everything is enabling us to identify and take down the barriers that disable access to music.

The club now has a wide range of resources for alternative ways of achieving its targets. Trustees remain committed to maintaining the position of Ribble Valley Jazz and Blues as an exciting, innovative and vibrant provider of jazz and blues to communities near and far.