

**Ribble Valley Jazz And Blues Limited**

**Year Ended**

**31 August 2021**

**FINANCIAL STATEMENTS**

**and**

**TRUSTEES' ANNUAL REPORT**

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

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# **Ribble Valley Jazz And Blues Limited**

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

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**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2021**  
**Legal and Administrative Information**

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Company Registration No. 7325147  
and  
Registered Charity No. 1138083

**Trustees and Council of Management**

Sue Bradley (Board Secretary)	(Appointed 2nd April 2014)
Paul Ellis	(Appointed 16th August 2010)
Lorraine Grice	(Appointed 2nd April 2014 - Resigned 29th January 2021)
Ian Parkinson	(Appointed 25th March 2021 - Resigned 1st August 2021)
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 2nd March 2018 - Resigned 25th March 2021)

**Registered Office**

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

**Bankers**

Yorkshire Bank (Clydesdale Bank PLC)

**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 2021**  
**Trustees' Annual Report**

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The Trustees present their Annual Report and Financial Statements for the period ended 31 August 2021.

**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. In addition, separate sub-committees handle the day to day finance, organisation of the annual Jazz Festival and the promotion of the regular gigs throughout the year.

#### **Summary of activities for 2020/21**

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. 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.

Due to the Covid pandemic social restrictions in the year 2020 - 2021, many of our activities took place on line, either streamed or via remote communication platforms. Regular gigs and our entire festival were broadcast live from the Grand Venue (a charity) and we thank the staff there as well as John Ellis and colleagues for their expertise in enabling us to continue to bring live music to our audience in their homes.

During the last year, RVJ&B worked hard to maintain and rebuild an audience and community music participation through and following two severe lock downs due to Covid conditions. 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 and has broadened the number of channel with which we deliver concerts, workshops, festivals and other events to our audience using social media, a refreshed website and in collaboration with Ribble FM. We are very grateful to two grants of emergency funding from Arts Council England both of which have allowed Trustees to be as creative as possible working safely within the confines of government requirement set by pandemic social restrictions.

#### **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 £26,838 (2020 - £22,550). 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 £13,597 (2020- Net Surplus £15,367).

No funds were dispersed during the period.

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2021**  
**Trustees' Annual Report (continued)**

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**Political and charitable donations**

The Company (also the Charity) made no political donations during the period (2020 - £Nil).

The Company made no charitable donations during the period (2020 - £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 (Board Secretary)	(Appointed 2nd April 2014)
Paul Ellis	(Appointed 16th August 2010)
Lorraine Grice	(Appointed 2nd April 2014 - Resigned 29th January 2021)
Ian Parkinson	(Appointed 25th March 2021 - Resigned 1st August 2021)
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 2nd March 2018 - Resigned 25th March 2021)

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 2021**  
**Trustees' Annual Report (continued)**

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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 2021 is claimed on page 9.

By order of the Council of Management :



Mrs S Bradley  
Director/ Trustee/ Board Secretary

Date: 18th May 2022



Mr M Peachey  
Director/ Trustee/ Treasurer

Date: 18 May 2022

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2021**  
**Statement of Surplus and Deficit**

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		<u>2021</u>	<u>2020</u>
	<i>Note</i>		
<b>Incoming Resources</b>			
Event Revenue (Including Grant Income)		35,078	30,581
Raffles		57	413
Membership Fees		830	992
Donations		2,290	293
Educational Activities		1,930	5,172
Sponsorship		250	430
Misc Income		-	36
Bank Interest Receivable		-	-
Total Incoming Resources		<u>40,435</u>	<u>37,917</u>
<b>Resources Expended</b>			
Direct Charity Expenses	2	24,586	19,385
Management & Administration	3	1,857	2,773
Bad debt provision	4	-	-
Depreciation	9	395	391
Total Resources Expended		<u>26,838</u>	<u>22,550</u>
<b>Net Surplus/(Deficit)</b>		<u>13,597</u>	<u>15,367</u>
Fund Balances Brought Forward		31,730	16,363
<b>Dispersed Fund balances (-)</b>	5	-	-
<b>Fund Balances Carried Forward</b>		<u><u>45,327</u></u>	<u><u>31,730</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 2021**  
**Balance Sheet at 31 August 2021**

Company Registration No. 07325147  
Registered Charity No. 1138083

		<u>2021</u>		<u>2020</u>	
	Note	£	£	£	£
<b>Fixed Assets</b>	9		1,186		1,581
<b>Current Assets</b>					
Debtors	10	10,052		815	
Grants		-		-	
Cash at bank		34,089		29,861	
		<u>44,141</u>		<u>30,676</u>	
<b>Current Liabilities</b>					
Amounts falling due within one year	11	-		527	
<b>Net current assets</b>			<u>44,141</u>		<u>30,149</u>
<b>Total assets less current liabilities</b>			<u>45,327</u>		<u>31,730</u>
<b>Long Term Liabilities</b>			-		-
<b>Net Assets</b>			<u>45,327</u>		<u>31,730</u>
<b>Funds</b>					
Reserves	13		<u>45,327</u>		<u>31,730</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 2021**  
**Balance Sheet at 31 August 2021 Continued....**

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For the period ended 31 August 2021 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/ Trustee/ Board Secretary

Date: 18th May 2022



Mr M Peachey  
Director/ Trustee/ Treasurer

Date:

18 May 2022

# Ribble Valley Jazz And Blues Limited

Financial Statements for the Year Ended 31 August 2021

## 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>2021</u>	<u>2020</u>
	£	£
<b>2. Direct Charity Expenditure</b>		
Hire of Bands	6,460	6,347
Event Costs	6,728	1,697
Marketing & advertising	4,754	4,354
Educational Activity Costs	6,644	6,608
Equipment, Repairs and Renewals	-	380
	<u>24,586</u>	<u>19,385</u>
<b>3. Management &amp; Administration</b>		
Post and Stationery	23	38
Insurance	458	445
Sundries	290	1,481
Conference	-	-
Website	-	-
Sponsorship	-	-
HR & Compliance	13	-
Professional fees	-	-
Accountancy	1,074	810
	<u>1,857</u>	<u>2,773</u>
<b>4. Bad Debt Provison</b>		
	-	-
	<u>-</u>	<u>-</u>
<b>5. Dispersed Funds</b>		
Funds dispersed to charity organisations	-	-
	<u>-</u>	<u>-</u>

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2021**  
**Notes to the financial statements**  
**(continued)**

**6. Employees**

There were no employees during the period (2020 - 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 (2020 - £nil). Members were reimbursed for out of pocket expenses incurred on Company business.

		2021 £	2020 £
<b>9. Fixed Assets - NBV</b>			
Plant & Machinery - Cost	B/Fwd	2,405	1,961
	Additions		444
	C/Fwd	<u>2,405</u>	<u>2,405</u>
Plant & Machinery - Dep'n	Depreciation B/Fwd	824	433
	Charge for the year	395	391
	Depreciation C/Fwd	<u>1,219</u>	<u>824</u>
Net Book Value		<u><u>1,186</u></u>	<u><u>1,581</u></u>
<b>10. Debtors</b>			
Trade Debtors		10,052	815
Prepayments		<u>-</u>	<u>-</u>
		<u><u>10,052</u></u>	<u><u>815</u></u>
<b>11. Current liabilities</b>			
Trade Creditors		-	-
Accrued Expenses		-	527
Loan		<u>-</u>	<u>-</u>
		<u><u>-</u></u>	<u><u>527</u></u>

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2021**  
**Notes to the financial statements**  
**(continued)**

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**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)**

	2021 £	2020 £
Brought Forward Reserves	31,730	16,363
Surplus/(Deficit) for the period	13,597	15,367
Dispersed Fund balances		
Surplus/(Deficit) Carried Forward	<u>45,327</u>	<u>31,730</u>

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

Restricted Funds:

Arts Council	-	9,946
Clitheroe Council	-	500
Jazzbox Grant	-	3,892
CRF Grant	<u>14,775</u>	-

Unrestricted Funds	30,552	17,392
	<u>45,327</u>	<u>31,730</u>

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2021**  
**Examiner's unqualified report on the accounts**

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**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 2021, 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 2021**

#### **Appendix A**

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This year marks the 14th 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 previous year Arts Council funding for our project Jazz Box enabled us to work remotely and online to maintain activities despite public health restrictions. Volunteers acquired new skills and confidence which provided for greater flexibility in how to deliver our commitment to increase the appreciation of jazz and blues. These continued into the Autumn of 2020 with a stunning streamed performance from Neil Yates and Dean Masser with the Contrafacts Quintet live from Clitheroe Rugby Club, and then Nick Meier and Pete Oxley live from their London home.

Whilst the cancellation of the 2020 festival had been a blow, the Arts Council and Ribble Valley Borough Council allowed us to roll our 2020 grants over for use in 2021, agreeing to a different approach which could if required provide for an entirely online festival. We also had kept good relations with 2020 headliners such as Dennis Rollins and Gwilym Simcock with a view to later live performances when restrictions permitted.

As the likelihood of bringing any live audiences together in Spring 2021 receded the festival committee redoubled its efforts to bring an entirely streamed festival to the homes of our audience. A pre festival exploration of the use of the Grand as a streaming stage began in March 2021 with an exciting set from Green Tangerines. The club contracted with John Ellis for mobile streaming and we set about converting the Grand to a festival hub, complete with a live lounge sofa. Whilst the more established bands were cautious about this approach, we extend our heartfelt thanks to Kyla Brox, John Pope, Nicola Farnon, Emma Johnson and Yaatri for their visits to the Grand for live broadcast. We also showcased a range of new local based bands including a live set and the first Jackson Jazz Award to Neutrino. Neutrino have gone on to record an album with the funding associated with the award.

Inputs of support from venues, leaders of public bodies and the jazz network were very welcome. Under the direction of Gary Ward, the weekend went very smoothly reaching as far as Canada and bringing together input from many volunteers, with ongoing visits to the club's You Tube channel over subsequent weeks.

In Spring of 2021 the Arts Council became the conduit to access the government's Cultural Recovery Fund to rebuild culture after the impact of the pandemic on audiences and performers. It was set up with the intention of enabling arts groups at all levels to regain the income and audience they had lost during the time of the pandemic and to support arts organisations to get back to normal levels of activity. Ribble Valley Jazz and Blues were awarded a significant grant to:-

- 1) Subsidise high quality live gigs and attracting top level names.
- 2) Invest in intense residential education support to rebuild confidence in participation of our community bands
- 3) Support live music in communities throughout the Ribble Valley
- 4) Support our radio output
- 5) Taper support to local hospitality venues whilst they regained the business levels that would support our commercial programming of local bands.

Thanks go to the Trustees and volunteers who worked tirelessly on this to develop new ways of enabling participation in jazz, to the artists who experimented with new way of bringing music into people's homes safely and without jeopardising social distancing, and to our partners, John Flanagan, Gary Ward and most importantly, Matt Evans. Matt's death at the end of August 2021 dealt a blow to Ribble Valley culture which is hard to recover from, but the power of his love for music, new exploration and ideas will continue to be a part of our thinking and approach into the future.

## **Ribble Valley Jazz And Blues Limited**

**Financial Statements for the Year Ended 31 August 2021**

### **Appendix B**

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RVJ&B continues to support 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;
- the return of a festival designed to attract audiences for headline and local gigs;
- a return to performance readiness by both community bands - the Blu Funk Syndicate and Ribble Valley Jazz Big Band;
- increased participation by young people;
- increased diversity among musicians and audience as well as within RVJ&B;
- increased education activities as we strengthen workshops and jazz jams welcoming new attendees;
- increased jazz performances in villages and hospitality venues 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. We will continue to explore partnership with the Grand venue to develop an attractive space for high quality music as well as the exploration of smaller venues where intimate performances work.

For many years the festival has been supported by Arts Council England. Their support has not been forthcoming for 2022 giving the club the chance to display economic resilience and provide a vibrant festival in any case. It gives us the capacity to develop festival activities not dependent on significant grant funding, and think outside of the box to construct a new strategy for future years that refreshes our key principles whilst growing into new patterns of action as an arts organisation.

This year the club is pleased to be working with Attitude is Everything to focus on access for all. We are also increasing understanding of and then reducing the environmental impact of our activity. We are pleased to in contact with the Carbon Literacy Trust to educate us, Julie's Bicycle to help us monitor progress and I cycle Electric to encourage use of alternative vehicles in the festival. With the guidance and tools provided by these specialist groups we are supporting our volunteer team with gatherings throughout the year, rather than at one festival time – learning to embrace change as a community to remain fresh and relevant the area in which we work.