

SUSSEX FESTIVAL OF DANCE & SONG
A private company limited by guarantee
TRUSTEES REPORT
FOR THE YEAR ENDED 31ST JULY 2022

The Trustees are pleased to present their report together with the accounts for the year ended 31st July 2022.

Reference and Administrative details

Charity Number: 1138597

Company Number: 07311337

Management committee

The directors of the charitable company ("the Charity") are the management committee for the purposes of charity law and throughout this report are collectively referred to as trustees.

The trustees serving during the period and since the year end were as follows:-

Mrs Deborah Johnson

Mrs Jacqueline Brunjes - Chair

Mrs Rebecca Kirkham –Treasurer and Company Secretary

Mrs Joanna Vince – Festival Administrator

Mrs Susan Highsted

Mrs Maureen Smyth

Mrs Caryl Vine

Mrs Jane Clark

Honorary President

Penelope Charteris

Registered Office

193, Upper Shoreham Rd, Shoreham by Sea, West Sussex BN43 6BT

Independent Examiner

Mr A Schofield, 5 Bishops Road, Hove, East Sussex BN3 6PQ

Bankers

CAF Bank Ltd, 25 kings Hill Avenue, West Malling, Kent ME19 4JQ

Structure, Governance and Management

Governing Document

Sussex Festival of Dance & Song (The Festival) is a private company limited by guarantee (it meets the conditions for exemption from the requirements to have a name ending with "Limited" or permitted alternative) and a registered charity governed by its memorandum and articles of association dated 12 July 2010.

Appointment of Trustees

The Trustees are appointed in accordance with the provisions of the Memorandum and Articles of Association.

Organisation

The charity is managed and run by the Trustees, who are also executive directors of the company, contributing their time freely. Jo Arnett-Morrice is the overall Festival manager.

The Trustees meet at least 4 times a year. The charity is affiliated to The British & International Federation of Festivals for Music, Dance and Speech.

Risk Management

The Trustees carry out a review of the Charity's activities and consider the risks to which the charity is exposed. Susan Highsted and Jane Clark are the Festival's Safeguarding officers. They continue to undertake Safeguarding courses as required. Assessment of risks is undertaken before entering any venue used and Public and employer's liability is taken out.

Objectives and Activities

The objects of the Charity are to advance, promote and encourage generally and in particular by means of competitive festivals the study and practice of the arts of dance and singing. The charity also aims to foster the aims and objects of the British & International Federation of Festival for Music, Dance & Speech. The principal activity of the charity is the organisation of an annual competitive festival of dancing and singing. The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's objectives and in planning future activities.

Achievements and Performance

The Festival was able to put on 2 dance festivals during the year 2021/22. A 3 day festival was held in October 2021, which took place at Roedean school in Brighton for just solo dances. The main festival took place in April for 7 days at Roedean school for solos, duets, trios and quartets and at the Hawth theatre in Crawley for the Group dances also in April. Both Festivals proved very successful and popular, being the first time back after the restrictions that COVID had placed on everyone the previous 2 years.

The centenary of The Festival takes place in 2024, and in July of this year (2022), The Festival held its Centenary launch party at Folkington Manor. The party was attended by the Honorary President, the trustees, Patrons, Fellows, dance teachers, and The Festival volunteers and helpers. Entertainment was provided by Apollo Theatre Arts and Firefly Dance School. The Festival Chair spoke to everyone about the timeline of events planned in the run up to and including the actual Centenary year – 2024.

Financial Review

The Accounts of The Festival this year are very favourable and the profit that the Festival has made this year of £10364.13 has helped overcome the losses sustained in the previous 2 years due to COVID, when no Festivals took place. The Festival was also successful in securing a sponsorship from the NFU of £10000 to be donated over 3 years and which is to help to go towards the costs that will be incurred for the Festival's centenary celebrations in 2024.

The accounts comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice – Accounting and Reporting by Charities, issued in March 2005.

Reserves Policy

The Charity has no restricted reserves as at the accounting reference period, however the sponsorship money that The Festival received from the NFU is to be earmarked for the Centenary celebrations.

Statement of Trustees' responsibilities

The trustees (who are also directors of Sussex Festival of Dance & Song for the purposes of Company Law), are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare accounts for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for the year. In preparing these statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and the principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking steps for the prevention of fraud and other regularities.

The Trustees' report has been prepared taking advantage of the small companies' exemption in Section 415A of the Companies Act 2006.

Approved by a member of the management committee on 29th November 2022 and signed on their behalf by



Mrs Rebecca A Kirkham
Trustee and Finance Director

SUSSEX FESTIVAL OF DANCE & SONG
(A private company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Including Income & Expenditure Account)
FOR THE YEAR ENDED 31st JULY 2022

	Notes	<u>2022</u>	<u>2021</u>
Incoming resources			
Voluntary Income:			
Sponsorship		3493.33	80.00
Bank interest		2.49	
Donation		3471.26	0.00
 Incoming resources from charitable activities			
Dance & Song festival	3	41427.31	0.00
 Total Incoming resources		48394.39	<u>80.00</u>
Resources expended			
Dance & song Festival	7	38030.26	2053.51
 Total resources expended		38030.26	<u>2053.51</u>
Net movement in funds		10364.13	-1973.51
Total funds Brought forward		14545.91	16519.42
Total Funds Carried forward		<u><u>24910.04</u></u>	<u><u>14545.91</u></u>

SUSSEX FESTIVAL OF DANCE & SONG
(A private company limited by guarantee)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st July 2022

1 Accounting policies

The accounts have been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by charities (SORP 2005) issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective 2008), and the Companies Act 2006. The principal accounting policies adopted in the preparation of the accounts are as follows:-

Incoming resources

Income from donations is included when receivable unless specified by the donor.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of VAT which cannot be recovered. Costs are allocated on an actual basis.

2 Legal status of the charity

The charity is a private company limited by guarantee and has no share capital.

The liability of each member in the event of winding up is limited to £1.

3 Incoming resources from operation of festival

	<u>2022</u>	<u>2021</u>
Entry fees	26394.26	
Admissions	12563.02	
Merchandise	638.00	
Refreshments sale Roedean	221.50	
Photographic Commission	1074.64	
Lanyard sales	535.89	
Sundry		b
	<u>41427.31</u>	<u>0.00</u>

4 Debtors

Donations	3471.26	0.00
Deposit Hawth 2022		<u>200.00</u>
	<u>3471.26</u>	<u>200.00</u>

5 Creditors

Dance entries received in advance		6221.41
Due to Roedean	3133.75	
Incorrect payment into account	200.00	
Due to Folkington	313.90	
Subscriptions		172.00
Trustee expenses	<u>618.40</u>	
	<u>4266.05</u>	<u>6393.41</u>

6 Trustee Remuneration

No trustee or other person related to the Charity had any personal interest in any contract or transaction entered into by the Charity during the year.

SUSSEX FESTIVAL OF DANCE & SONG
(A private company limited by guarantee)

BALANCE SHEET AS AT 31st JULY 2022

	Notes	<u>2022</u>	<u>2021</u>
Current Assets			
Debtors & Pre-payments	4	3471.26	200.00
Cash at bank		25346.83	20600.32
Cash in hand		358.00	139.00
		29176.09	20939.32
Current Liabilities			
Creditors	5	4266.05	6393.41
Net current assets		<u>24910.04</u>	<u>14545.91</u>
Total Funds Carried forward		<u>24910.04</u>	<u>14545.91</u>

For the period ended 31st July 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees Responsibilities :

The members have not required the company to obtain an audit of its accounts for the period in question in accordance with section 476;

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of Accounts.

Approved by a member of the management committee on 29th November 2022 and signed on their behalf by

R. A. Kirkham

Mrs Rebecca A Kirkham
Trustee & Finance Director

The notes on pages 3 & 4 form part of these accounts

SUSSEX FESTIVAL OF DANCE & SONG
(A private company limited by guarantee)
NOTES TO THE ACCOUNTS continued
FOR THE YEAR ENDED 31ST JULY 2022

7 Cost of operation of festival

	<u>2022</u>	<u>2021</u>
Hire of premises	13215.50	
Subscriptions	352.50	172.00
Insurance	250.00	250.00
Adjudicators fees, hotel & expenses	3894.33	
Medals, Shields, plaques & trophies	885.18	
Catering	1154.92	
Flowers/presents	137.78	
First Aid course/first aid required	207.34	
Wristbands	49.35	
Database	4490.50	290.00
Festival Manager fee	1000.00	
Annual return	13.00	13.00
Web hosting	559.71	737.29
Programme setting	300.00	
COVID equipment	83.03	
Volunteer expenses	4351.35	
Chaperone Licences	230.00	
Announcers	1001.39	
Trustee expenses	855.40	
Bank/cc charges	257.23	81.00
Cost of refreshments sold	186.29	
Software subscriptions	728.59	510.22
Sundry	25.74	
Advertising	40.00	
100th Launch party	3471.26	
Stationery/P&P	289.87	
	<u>38030.26</u>	<u>2053.51</u>



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

SUSSEX FESTIVAL OF DANCE & SONG

On accounts for the year
ended

31st JULY 2022

Charity no
(if any)

1138597

Set out on pages

1-4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended .

Responsibilities and
basis of report

As the charity's trustees, 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 Trust's accounts carried out under section 145 of the 2011 Act and 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 (~~other than that disclosed below~~*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

29/11/2022

Name:

A.W. Senofield

Relevant professional
qualification(s) or body
(if any):

Address:

5 BISHOPS ROAD, HOVE, EAST SUSSEX BN3 6PQ