

SUSSEX FESTIVAL OF DANCE & SONG
A private company limited by guarantee.
TRUSTEES REPORT
FOR THE YEAR ENDED 31ST JULY 2023

The Trustees are pleased to present their report together with the accounts for the year ended 31st July 2023.

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

Mrs Joanne Arnett-Morrice (appointed 3rd February 2023)

Ms Adele Mason (appointed 6th November 2023)

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 took place in April for 6 days at Roedean school for solos, duets, trios and quartets and at the Hawth theatre in Crawley for the Group dances also in April. The Festival was very successful

The centenary of The Festival takes place in 2024 and is being celebrated at Glyndebourne on March 24th with a gala performance of group dances from over 20 dance schools across the region.

Financial Review

The Accounts of The Festival this year are very favourable and the profit that the Festival has made this year was £18929.80, plus a donation of £2000 from the Carden family in memory of Rosemary Carden, to go towards the purchase of medals for the Centenary year.

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 restricted reserves of £2000 as at the accounting reference period, to go towards the cost of medals for the Centenary year.

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 12th December 2033 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 2023

	Notes	<u>2023</u>
Incoming resources		
Voluntary Income:		
Sponsorship		3573.33
Bank interest		160.26
Donation		
Donation specific funds for medals		2000.00
 Incoming resources from charitable activities		
Dance & Song festival	3	44407.04
 Total Incoming resources		50140.63
 Resources expended		
Dance & song Festival	7	29210.83
 Total resources expended		29210.83
Specific funds for Medals	2000.00	
Profit for the year	18729.80	
 Net movement in funds		20929.80
 Total funds Brought forward		24910.04
 Total Funds Carried forward		<u>45839.84</u>

SUSSEX FESTIVAL OF DANCE & SONG
(A private company limited by guarantee)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st July 2023

1 Accounting policies

The accounts have been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by charities (SORP) issued in March 2005, the Financial Reporting Standard for Smaller Entities (FRS 102) (2008), and the Companies Act 2006. The principal accounting policies for the preparation of the accounts are as follows:-

Incoming resources

Income from donations is included when receivable unless specified

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 stated on an actual basis.

2 Legal status of the charity

The charity is a private company limited by guarantee and has no shareholders. The liability of each member in the event of winding up is limited to the amount unpaid on their shares.

3 Incoming resources from operation of festival

	<u>2023</u>
Entry fees	20677.68
Theatre Admissions	20985.86
Merchandise	0.00
Refreshments sale Roedean	0.00
Photographic Commission	749.50
Lanyard sales	495.00
Medal sales	1299.00
W/B incorrect credit to Bank	200.00
	<u>44407.04</u>

4 Debtors

Donations	
Deposit Glyndebourne 2024	900.00
	<u>900.00</u>

5 Creditors

Due to Roedean	
Incorrect payment into account	
Due to Folkington	
Trustee expenses	
	<u>0.00</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
(A private company limited by guarantee)

BALANCE SHEET AS AT 31 JULY 2022

	Notes
<u>2022</u>	
Current Assets	
Debtors & Pre-payments	4
Cash at bank	
3493.33	
2.49	
3471.26	
Current Liabilities	
Creditors	5
Net current assets	
41427.31	
Total Funds Carried forward	
<u>48394.39</u>	
38030.26	
	For the period ended 31st July 2023 the company was entered into liquidation under section 477 of the Companies Act 2006 relating to the insolvency of the company.
<u>38030.26</u>	Trustees Responsibilities :
	The members have not required the company to obtain an audit for the period in question in accordance with section 476;
10364.13	The trustees acknowledge their responsibilities for compliance with the Companies Act with respect to accounting records and the preparation of the accounts.
14545.91	
	Approved by a member of the management committee (Mrs Rebecca A Kirkham) and signed on their behalf by
<u>24910.04</u>	

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
(A private company limited by guarantee)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022**

7 Cost of operation of festival

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RP 2005) issued
(effective
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by the donor.

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re allocated on

hare capital.
£1.

	Hire of premises
	Subscriptions
	Insurance
	Adjudicators fees, hotel & expenses
	Medals, Shields, plaques & trophies
	Catering
	Gifts
	First Aid course/first aid required
	Wristbands
	Database
	Festival Manager fee
	Annual return
	Web hosting
	Programme setting
	COVID equipment
26394.26	Volunteer expenses
12563.02	Chaperone Licences
638.00	Announcers
221.50	Trustee expenses
1074.64	Bank/cc charges
535.89	Cost of refreshments sold
	Software subscriptions
	Sundry
<u>41427.31</u>	Advertising
	100th Launch party
3471.26	Stationery/P&P
	Signage/theatre equipment
<u>3471.26</u>	Gibraltar expenses
3133.75	
200.00	
313.90	
<u>618.40</u>	
<u>4266.05</u>	
	Total Expenses

nterest in any

ANCE & SONG
d by guarantee)

1st JULY 2023

<u>2023</u>	<u>2022</u>
900.00	3471.26
44689.84	25346.83
250.00	358.00
45839.84	29176.09
	4266.05
<u>45839.84</u>	<u>24910.04</u>
<u>45839.84</u>	<u>24910.04</u>

ntitled to exemption from audit
small companies.

an audit of its accounts for the

lying with the requirements of the
on of Accounts.

on 12th December 2023

ounts

NCE & SONG
by guarantee)
'S continued
ST JULY 2023

<u>2023</u>	<u>2022</u>
11631.90	13215.50
359.50	352.50
250.00	250.00
3631.54	3894.33
1325.62	885.18
648.63	1154.92
131.62	137.78
	207.34
56.96	49.35
1672.00	4490.50
750.00	1000.00
13.00	13.00
428.76	559.71
	300.00
	83.03
4063.24	4351.35
40.00	230.00
733.90	1001.39
1248.25	855.40
437.67	257.23
	186.29
603.47	728.59
	25.74
	40.00
	3471.26
329.37	289.87
194.41	
660.99	
<u>29210.83</u>	<u>38030.26</u>

Compatibility Report for Full Accounts 2021-22.xls

Run on 13/09/2022 15:23

If the workbook is saved in an earlier file format or opened in an earlier version of Microsoft Excel, the listed features will not be available.

Significant loss of functionality

One or more cells in this workbook contain a formula that has spilled or may spill in the future. These formulas will be converted into legacy array formulas and will not spill or change dimension in older versions of Excel.

This workbook contains data types that are not supported in earlier versions of Excel. In earlier versions, these data types will either show an error, or be replaced with other similar types. Those types may not look or act the same.

One or more functions or operators in this workbook are not available in earlier versions of Excel. When recalculated in earlier versions, these formulas will return a #NAME? error instead of calculated results.

of occurrences

Version

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[Full Accounts'!R22](#)

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Excel 2019



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	Charity Name	
	SUSSEX FESTIVAL OF DANCE AND SONG	
On accounts for the year ended	31st July 2023	Charity no (if any) 1138597
	Set out on pages 1-4 (remember to include the page numbers of additional sheets)	

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 07 2023

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

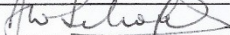
Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~ *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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: 29.11.2023

Name: A.W. SCHOFIELD

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

Address: 5 BISHOPS ROAD
HOVE, EAST SUSSEX
BN3 6PR