

SUSSEX FESTIVAL OF DANCE & SONG
A private company limited by guarantee.
TRUSTEES REPORT
FOR THE YEAR ENDED 31ST JULY 2025

The Trustees are pleased to present their report together with the accounts for the year ended 31st July 2025.

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 Joanne Arnett-Morrice - Chair

Mrs Deborah Johnson

Mrs Rebecca Kirkham –Treasurer and Company Secretary

Mrs Joanna Vince – Festival Administrator

Mrs Susan Highsted – Safeguarding Officer

Mrs Maureen Smyth

Mrs Caryl Vine – Safeguarding Officer

Mrs Jane Clark – Awards secretary

Ms Adele Mason

Honorary President

Mrs Jacqueline Brunjes

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.

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 Adele Mason 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. All trustees have undertaken a basic safeguarding course.

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. This year the small group dances took place at the New Bury Theatre, Hurstpierpoint College. It was a very successful day and there was much positive feedback from many teachers and parents as to how favourable the venue was. The venue has been booked for the 2026 Festival for solos, duets, trios and quartets and also the small group dances.

Financial Review

The Accounts of The Festival this year are very favourable. The profit that the Festival has made this year is £21410.78. The Festival needs to invest in new laptops and card readers.

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 year end.

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 25th November 2025 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 2025

	Notes	<u>2025</u>	<u>2024</u>
Incoming resources			
Voluntary Income:			
Sponsorship		500.00	3613.34
Bank interest		772.58	802.03
 Incoming resources from charitable activities			
Dance & Song festival	3	55135.59	39573.83
Total Incoming resources		56408.17	43989.20
 Resources expended			
Dance & song Festival	6	34997.39	36430.72
 Dance & Song Festival profit for year		21410.78	7558.48
100th Gala Profit	7		6035.61
 Total profit for the year		21410.78	13594.09
 Net movement in funds		21410.78	13594.09
 Total funds Brought forward		59433.93	45839.84
 Total Funds Carried forward		<u>80844.71</u>	<u>59433.93</u>

SUSSEX FESTIVAL OF DANCE & SONG
(A private company limited by guarantee)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st July 2025

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>2025</u>	<u>2024</u>
Dance entry fees	24864.01	19752.97
Theatre Admissions	24493.08	17391.19
Photographic Commission	365.50	457.67
Lanyard sales	309.00	307.00
Medal sales	2054.00	1665.00
Parking Roedean	3050.00	
	<u>55135.59</u>	<u>39573.83</u>

4 Debtors

Gift Aid Receivable	125.26
	<u>125.26</u>

5 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)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st July 2024

7 100th Gala Profit

Income

Theatre admissions		17798.00	
Advertising/messages		1770.00	
T shirt commission		582.00	
Donations	956.30		
Gift Aid receivable	125.26	1081.56	
Programme sales		3597.28	
Total Income			24828.84

Expenses

Theatre hire		6000.00	
Volunteer expenses		939.75	
Programme Printing		2290.00	
Mics/sound		5184.00	
Lighting designer		1400.00	
Drinks reception		786.48	
Music production for finale		200.00	
Programme design		1155.66	
Travel for professional singer		52.34	
Stage manager		285.00	
Trustee expenses		500.00	
Total expenses			18793.23

100th Gala profit			<u><u>6035.61</u></u>
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SUSSEX FESTIVAL OF DANCE & SONG
(A private company limited by guarantee)

BALANCE SHEET AS AT 31st JULY 2025

	Notes	<u>2025</u>	<u>2024</u>
Current Assets			
Debtors & Pre-payments	4		125.26
Cash at bank		80653.05	59058.67
Cash in hand		191.66	250.00
		80844.71	59433.93
Current Liabilities			
Creditors		0.00	0.00
Net current assets		<u>80844.71</u>	<u>59433.93</u>
Total Funds Carried forward		<u>80844.71</u>	<u>59433.93</u>

For the period ended 31st July 2025 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 25th November 2025
and signed on their behalf by

R. A. Kirkham

Mrs Rebecca A Kirkham

Trustee & Finance Director

The notes on pages 3, 4 & 5 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 2025

6 Cost of operation of festival

	<u>2025</u>	<u>2024</u>
Hire of premises	14080.08	11909.33
Subscriptions	310.00	287.00
Insurance	300.00	325.00
Adjudicators fees, hotel & expenses	4085.80	4391.99
Plaques/trophies/medals	1239.39	1666.82
Catering	946.18	1077.40
Paddles	411.00	
Gifts	234.60	284.35
Trustee training	1073.52	373.00
Wristbands	82.63	100.93
New data base licence fee		850.00
Event staff	4588.34	
Annual return	34.00	34.00
Web hosting	314.09	449.76
DOTY prizes	180.00	200.00
Festival 100th Expenses		1417.36
Volunteer expenses	559.54	4574.59
Chaperone Licences	321.00	100.00
PAT tester	245.99	
Trustee expenses	1959.08	2317.59
Bank/cc charges	586.05	503.63
New tablets		571.88
Software subscriptions	607.69	688.78
Sundry	150.50	115.19
Stationery/P&P	366.35	234.28
Banners	198.15	
Gibraltar expenses	811.11	823.44
Database	1222.30	1203.60
100th Medals out of Specific donation		1930.80
Sponsorship	90.00	
Total Expenses	34997.39	<u>36430.72</u>



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report
on the accounts

Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

Sussex Festival of Dance and Song

On accounts for the year
ended

31st July 2025

Charity no.:

1138597

Company no.:

07311337

Set out on pages

1-5

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st July 2025.

Responsibilities and
basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent
examiner's statement

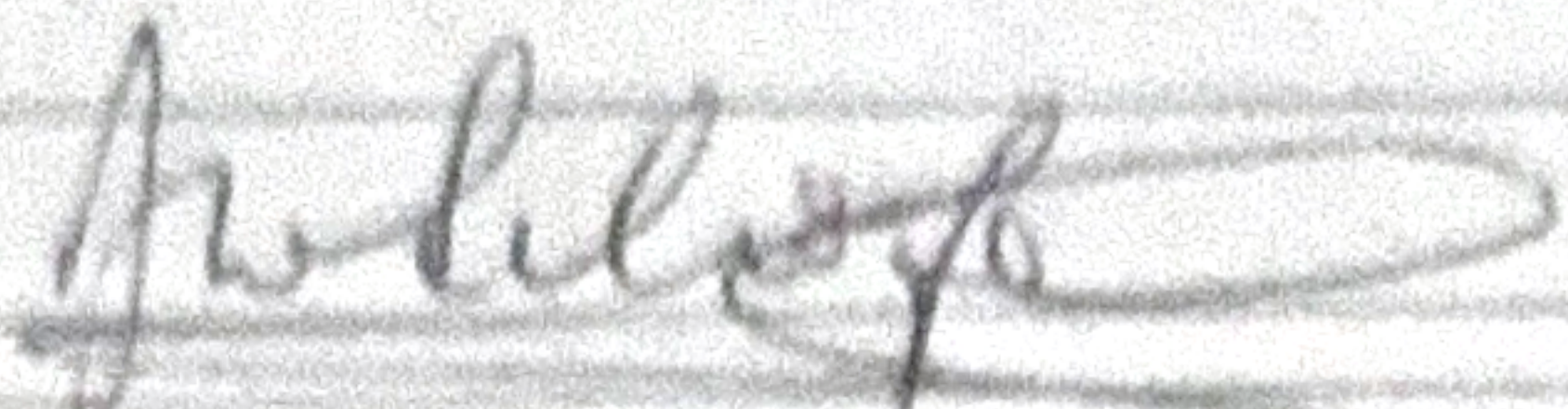
~~[The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

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

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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: 25th November 2025

Name: Mr A W Schofield

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

Address: 5, Bishops Road
Hove, East Sussex
BN3 6PQ

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.