

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 December 2022
for
Marlborough Literature Festival

Monahans
Chartered Accountants
Hermes House
Fire Fly Avenue
Swindon
Wiltshire
SN2 2GA

Marlborough Literature Festival

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for the Year Ended 31 December 2022

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Report of the Trustees
for the Year Ended 31 December 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the company is to offer the public opportunities for the appreciation, enjoyment and understanding of Literature and the Arts including holding an annual literature festival.

Public benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding what activities the charity should undertake. The trustees consider that they have acted in the public benefit.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Charity held the 2022 Marlborough Literature Festival from 29 September to 2 October with an increased number of ticketed events together with free outreach events for primary schools in Marlborough and Pewsey, two events for St Johns Academy in Marlborough and pop up storytelling sessions in the town with more than 1000 children attending in total. There was also an event for the Jubilee Centre Lunch Club. Despite extra costs being incurred due to illness-related cancellations and a train strike, a small profit was generated thanks to increased ticket sales, donations and income from a new Friends scheme.

FINANCIAL REVIEW

Reserves policy

It is the aim of the Trustees to have reserves of at least 50% of an annual festival's anticipated costs. At 31 December 2022, reserves were £56,459 which is in excess of this policy. The Trustees recognise their good fortune in having reserves and decided it was reasonable to continue using some of them if needed but also to enable plans for future festivals and outreach activities to take place. This included the retention of their PR and administration support.

FUTURE PLANS

In the Autumn, the committee began planning for a full Festival of live events and outreach activities in 2023 although mindful that sponsorship money may be reduced.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Marlborough Literature Festival is a company limited by guarantee as defined by the Companies Act 2006. It was constituted as a company on 9 November 2009 and is governed by a Memorandum and Articles of Association.

Recruitment and appointment of new trustees

Trustees are recruited from the local community and are appointed by the board of trustees.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07070372 (England and Wales)

Registered Charity number

1149252

Registered office

Bridge House
High Street
Avebury
Marlborough
Wiltshire
SN8 1RF

Report of the Trustees
for the Year Ended 31 December 2022

Trustees

V B Reekie
G P Benest
L L Briscall (resigned 11.1.23)
K A Fry
K F Newman (resigned 12.1.22)
S B Sharland
J P Stock
B W Tarring
A Padfield (appointed 12.1.22)
L H Spencely (appointed 11.1.23)
M V Parr (appointed 11.1.23)
M A Blain (appointed 11.1.23)

Company Secretary

V B Reekie

Independent Examiner

James Gare
Monahans
Chartered Accountants
Hermes House
Fire Fly Avenue
Swindon
Wiltshire
SN2 2GA

Approved by order of the board of trustees on 5 July 2023 and signed on its behalf by:

G P Benest - Trustee

**Independent Examiner's Report to the Trustees of
Marlborough Literature Festival**

Independent examiner's report to the trustees of Marlborough Literature Festival ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors 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 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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

James Gare

Monahans
Chartered Accountants
Hermes House
Fire Fly Avenue
Swindon
Wiltshire
SN2 2GA

7 July 2023

Marlborough Literature Festival

Statement of Financial Activities
for the Year Ended 31 December 2022

		2022 Unrestricted funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies	3	5,559	1,667
Charitable activities	6		
Festival		50,560	42,859
Other trading activities	4	974	409
Investment income	5	71	167
Total		<u>57,164</u>	<u>45,102</u>
EXPENDITURE ON			
Charitable activities			
Festival		<u>54,897</u>	<u>45,236</u>
NET INCOME/(EXPENDITURE)		2,267	(134)
RECONCILIATION OF FUNDS			
Total funds brought forward		54,192	54,326
TOTAL FUNDS CARRIED FORWARD		<u><u>56,459</u></u>	<u><u>54,192</u></u>

The notes form part of these financial statements

Balance Sheet
31 December 2022

	Notes	2022 Unrestricted funds £	2021 Total funds £
FIXED ASSETS			
Tangible assets	10	1	284
CURRENT ASSETS			
Cash at bank		57,588	54,908
CREDITORS			
Amounts falling due within one year	11	(1,130)	(1,000)
NET CURRENT ASSETS		<u>56,458</u>	<u>53,908</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		56,459	54,192
NET ASSETS		<u>56,459</u>	<u>54,192</u>
FUNDS	12		
Unrestricted funds		<u>56,459</u>	<u>54,192</u>
TOTAL FUNDS		<u>56,459</u>	<u>54,192</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 5 July 2023 and were signed on its behalf by:

G P Benest - Trustee

Marlborough Literature Festival

Notes to the Financial Statements **for the Year Ended 31 December 2022**

1. STATUTORY INFORMATION

Marlborough Literature Festival is a charitable company limited by guarantee, without share capital, incorporated in England and Wales. The registered office address, nature of the charity's operations and principal activities can be found in the Trustees' Report.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest pound.

There are no significant areas of judgements or key sources of estimation uncertainty.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Legal status of the Charity

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 25% on straight line basis

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Marlborough Literature Festival

Notes to the Financial Statements - continued
for the Year Ended 31 December 2022

2. ACCOUNTING POLICIES - continued

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

3. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations	5,559	1,667
	<u> </u>	<u> </u>

4. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Cafe/ bar sales	974	409
	<u> </u>	<u> </u>

5. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	71	167
	<u> </u>	<u> </u>

6. INCOME FROM CHARITABLE ACTIVITIES

		2022	2021
	Activity	£	£
Sponsorship	Festival	21,150	26,900
Ticket sales	Festival	29,410	15,959
		<u> </u>	<u> </u>
		50,560	42,859
		<u> </u>	<u> </u>

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	283	283
Independent examination	1,330	1,000
	<u> </u>	<u> </u>

Marlborough Literature Festival

Notes to the Financial Statements - continued
for the Year Ended 31 December 2022

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2022 nor for the year ended 31 December 2021.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	1,667
Charitable activities	
Festival	42,859
Other trading activities	409
Investment income	167
Total	<u>45,102</u>
EXPENDITURE ON	
Charitable activities	
Festival	<u>45,236</u>
NET INCOME/(EXPENDITURE)	(134)
RECONCILIATION OF FUNDS	
Total funds brought forward	54,326
TOTAL FUNDS CARRIED FORWARD	<u><u>54,192</u></u>

10. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 January 2022 and 31 December 2022	<u>1,133</u>
DEPRECIATION	
At 1 January 2022	849
Charge for year	283
At 31 December 2022	<u>1,132</u>
NET BOOK VALUE	
At 31 December 2022	<u><u>1</u></u>
At 31 December 2021	<u><u>284</u></u>

Marlborough Literature Festival

Notes to the Financial Statements - continued
for the Year Ended 31 December 2022

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Accruals and deferred income	1,130	1,000

12. MOVEMENT IN FUNDS

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
General fund	54,192	2,267	56,459
TOTAL FUNDS	54,192	2,267	56,459

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	57,164	(54,897)	2,267
TOTAL FUNDS	57,164	(54,897)	2,267

Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
General fund	54,326	(134)	54,192
TOTAL FUNDS	54,326	(134)	54,192

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	45,102	(45,236)	(134)
TOTAL FUNDS	45,102	(45,236)	(134)

Marlborough Literature Festival

Notes to the Financial Statements - continued
for the Year Ended 31 December 2022

13. RELATED PARTY DISCLOSURES

Total donations from trustees were £1,000.

There were no other related party transactions in the year ended 31 December 2022.