



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01 July 2021** To **30 June 2022**

Charity name: **Cheltenham Festival of Performing Arts (hereinafter CFPA)**

Charity registration number: **1157550**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the public in the Arts, and in particular the Arts of Music, Speech and Drama, and Dance in all their branches.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none">- To hold or promote annual competitive Festivals.- To present and promote public performances, concerts and recitals.- To affiliate to The British and International Federation of Festivals and to further the charitable objects of the said Federation.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees of CFPA have had regard to the guidance issued by the Charity Commission on public benefit and this informs the decision-making of the trustees in determining policies and implementing procedures.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	No statement is made on this subject
Policy on social investment including program related investment	Para 1.38	No statement is made on this subject
Contribution made by volunteers	Para 1.38	The trustees recognise the huge contribution made to the running of CFPA by volunteers. All the trustees are themselves volunteers. All committee members of the three sections: Dance, Music, Speech & Drama are volunteers. The annual concerts and the Festival itself rely exclusively on the services of nearly

		<p>one hundred volunteer stewards who welcome visitors, direct and safeguard competitors, assist adjudicators and prepare cups, trophies, certificates, etc. for the contestants.</p> <p>Recognition of the services of volunteers is given at the Annual General Meeting as well as at planning and social events when volunteers are publicly thanked for their efforts.</p>
Other		No statement is made on this subject

Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	Para 1.20	<p>The main activity of the charity is to stage an annual festival of performing arts. The Festival usually runs for 10 continuous days in Cheltenham Town Hall. Approximately 3500 performers, mainly children, compete in more than 340 dance, music, and speech and drama classes.</p> <p>Most of the performances are competitive in nature and are judged by professional adjudicators. These are highly regarded national and international artists selected each year by the Festival Committee from the list of adjudicators published annually by the British & International Federation of Festivals, with whom the Cheltenham Festival of Performing Arts is an affiliated member.</p> <p>The majority of performances are either solo, duet, or small group activities (e.g. dance, music or verse speaking). However, school choirs and orchestras, dance schools, and adult choirs from many parts of the UK also take part.</p> <p>The other significant activity that takes place annually is the Nutland Award for Festival Young Musician. Founded in 1995 this award is in memory of Keith Nutland, a former President of the Festival. Young musicians are invited to give a recital in front of a panel of judges and an audience. The winner receives a cheque for £1000 to help with future musical training.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The two main events described above meet the charity's objectives by being: <ul style="list-style-type: none"> - open to performers of all ages - conducted with due regard to the safety and wellbeing of performers and spectators alike - non-profit-making
Performance of fundraising activities against objectives set	Para 1.41	The charity is non-profit-making. The entry fees and admission charges are set with the intention of maintaining a level balance over time between income and expenditure.
Investment performance against objectives	Para 1.41	The charity invests funds in risk-free bank accounts so as to safeguard its financial reserves.
Other		No statement is made on this subject

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Despite making a small financial loss during the year, the charity's financial position is deemed to be reasonably healthy.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity aims to hold reserves sufficient to meet the running costs for two years in succession, should income be nil.
Amount of reserves held	Para 1.22	£117,000
Reasons for holding zero reserves	Para 1.22	No statement is made on this subject
Details of fund materially in deficit	Para 1.24	No statement is made on this subject
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The charity currently relies on a Community Grant of £20,000 annually from Cheltenham Borough Council. CFPA is continuing to identify ways to remove reliance on this funding.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Community grant from Cheltenham Borough Council Sponsorship from local businesses Advertising space in programme Performers' entrance fees Audience admission fees
Investment policy and objectives including any social investment policy adopted	Para 1.46	See para 1.41 above.
A description of the principal risks facing the charity	Para 1.46	1) See para 1.23 above. 2) The workload imposed on trustees, officers, and volunteers by the Child Performance Licensing process may induce resignations of key individuals.
Other		No statement is made on this subject

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The charity's affairs are governed by its Constitution (last amended 4 th October 2017).
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The charity is a Charitable Incorporated Organisation with voting members other than charity trustees.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause 16 of the Constitution (Retirement and removal of charity trustees), or as an additional charity trustee, provided that the number of charity trustees is not fewer than five or more than nine.</p> <p>Charity trustees may either be appointed at the annual general meeting (when one third of existing trustees must retire), or may be appointed at any time by the charity trustees and must then retire at the next general meeting.</p> <p>Fourteen clear days' notice of any general meeting must be given to all members and must include details of persons standing for election or re-election as a trustee.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The Hon. Secretary is responsible for providing new trustees with a copy of the Constitution, copies of all policies, minutes of recent meetings, other relevant documentation, and the contact details of all trustees and committee members.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The organisation is managed by an Executive Committee consisting of Chairman, Vice-Chairman, Hon. Secretary Treasurer and section secretaries for Dance, Music, and Speech & Drama. Each of the three sections is managed by a committee which meets prior to the annual Festival to carry out detailed planning.
Relationship with any related parties	Para 1.51	The Cheltenham Festival of Performing Arts is affiliated to the British & International Federation of Festivals, Cheltenham Arts Council, and is also a member of the Cheltenham Chamber of Commerce.
Other		No statement is made on this subject

Reference and Administrative details

Charity name	The Cheltenham Festival of Performing Arts
Other name the charity uses	==
Registered charity number	1157550
Charity's principal address	17 Walnut Close, Cheltenham, Gloucestershire GL52 3AF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Garth Barnes	Chairman		
2	Janice Keen	Vice-Chairman		
3	Brian Harding	Hon. Secretary		
4	Allan Gillespie	Treasurer		
5	Carol McDowall	Dance Secretary		
6	David Terry	Music Secretary		
7	Rebecca Vines	Speech & Drama Secretary		
8	Fiona Crouch	Development Officer	From 16 th March 2022	Executive Committee
9	Duncan Hooper		From 16 th March 2022	Executive Committee
10	==			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name	==	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
	==	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	--
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	--
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	--

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
	--	

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

None

Other optional information

None

Declarations

Signature(s)	Brian Harding	
Full name(s)	Brian Harding	
Position (eg Secretary, Chair, etc)	Hon. Secretary	
Date	7 th April 2023	

CHELTENHAM FESTIVAL OF PERFORMING ARTS

INCOME & EXPENDITURE ACCOUNT

YEAR ENDED 30th JUNE 2022

	Notes	2022 £	2021 £
INCOME			
Advertising		275	
Box Office	1	9,917	
Events			
Competitorss' Entry Fees		14,012	7,078
Community Grant		20,000	20,000
Donations		5,425	5,071
Friends		1,431	1,543
Gift Aid			
Grants & Awards			680
Interest on Investments		513	1,526
Sponsorship		1,150	
Programme Sales		1,763	
Gift & Other Sales		105	33
Misc		394	406
GROSS INCOME		54,985	36,337
EXPENDITURE			
Accountancy		300	300
Adjudicators Expenses		5,115	3,214
Adjudicators Fees		7,678	4,209
Admin Assistant		48	342
Advertising & Publicity			
Banners			
Comptetition Trophies		3,150	2,842
School Transport Assistance			
Federation of Festivals		397	534
Hire of Halls*	2	36,552	23,175
Hire of Equipment	3	1,021	977
Insurance		290	290
Encore PR (various)			
Miscellaneous		1,444	5,533
Postage & Telephone		13	
Printing of Programmes		2,347	
Printing of Syllabus			
Secretaries' Honoraria			
Sheet Music Purchases			
Stationery & Printing		687	227
Subscriptions		62	65
Website		600	810
B Roberts Award			
Valerie Walsh Award		100	100
K Nutland Award		1,000	
Corporation Tax			290
		60,804	42,908
SURPLUS/(DEFICIT) FOR THE YEAR		(£5,819)	(£6,571)

CHELTENHAM FESTIVAL OF PERFORMING ARTS

BALANCE SHEET

30th JUNE 2022

	Notes	2022 £	2021 £
CURRENT ASSETS			
Debtors	4	20,430	176
Bank Current Account	5	31,474	45,660
Bank Deposit/Savings Accounts	6	3,406	3,406
Investment Accounts	7	80,930	80,418
		136,240	129,660
CURRENT LIABILITIES			
Creditors	8	19,040	6,641
NET ASSETS		£117,200	£123,019
Represented by:			
FESTIVAL FUND			
At 1st July 2021		123,019	129,590
(Deficit) for the year		(5,819)	(6,571)
At 30th June 2022		£117,200	£123,019

**Independent examiner's report to the trustees of
Cheltenham Festival of Performing Arts**

I report on the accounts of the Trust for the year ended 30th June 2022 which are set out on the pages attached.

Respective responsibilities of Trustees and Examiner

The Charity's Trustees 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under Section 145 of the 2011 Act
- To follow the procedures laid down in the general directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act.
- To state whether matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records maintained 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 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 Examiner's Statement

In connection with my examination no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- To keep records in accordance with section 130 of the 2011 Act and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met

Matthew A Bennett
Fellow Member of the Association of Accounting Technicians
43 Ryeworth Road, Cheltenham, GL52 6LG
7th November 2022

CHELTENHAM FESTIVAL OF PERFORMING ARTS

NOTES TO THE ACCOUNTS

YEAR ENDED 30th JUNE 2022

1. Box Office

Box office income is included Gross for the year. Commission and Card Fees are included in Hire of Halls

2. Hire of Halls

Includes full Hire Cost of Town Hall (£35,100) plus Commission on Ticket Sales & Card Fees

3. Hire of Equipment

Hire of Equipment includes Piano Tuning and Dance Floor

	2022 £	2021 £
4. Debtors		
Includes provision for Community Grant of £20,000		
5. Bank Current Accounts		
Barclays Current Account	14,055	42,628
Barclays Entries Account	17,419	3,032
	31,474	45,660
6. Bank Deposit/Savings Accounts		
Barclays Business Saver Account	145	145
Barclays Saver Account-Cup Contingency	730	730
Barclays Saver Account-Computer Contingency	1,692	1,692
Barclays Saver Account-Workshop Contingency	839	839
United Charity 100 day notice account		
Virgin Money Charity Deposit Account		
	3,406	3,406
7. Investment Accounts		
National Savings Account	16,385	16,383
National Savings Account re Barbara Roberts	13,158	13,157
United Trust Bank Charity 1 year Bond	51,387	50,878
	80,930	80,418
8. Creditors		
Includes outstanding Town Hall Charges of £18,654		

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7th November 2022