



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 July 2023 Period start date **To 30 June 2024** Period end date

Charity name: Cheltenham Festival of Performing Arts

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	To organise and hold the annual Cheltenham Festival of Performing Arts, attracting entries from individuals and groups from across England and Wales.
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 the Charity have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	Each year, the festival is organised and run entirely by volunteers ... be they trustees, committee members, stewards and other helpers. Their overall contribution to the festival is immense.

Achievements and Performance

	SORP reference	
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.	Para 1.20	The festival comprises classes in each of the 3 disciplines: Music, Dance and Speech & Drama, allowing the performers to <i>compete</i> in a friendly atmosphere against others and simultaneously gain experience in performing in public, being guided by a professional adjudicator and developing vital life skills.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity's finances are sound, with a small profit being recorded for the latest reporting period.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity endeavours to hold funds sufficient to cover a total festival loss in any one year.
Amount of reserves held	Para 1.22	£96,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

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	The charity has once again benefitted from a £20,000 grant from Cheltenham Borough Council. Other income is from Interest on deposits, Performers' Entry Fees, Spectator Entrance Fees, Sponsorship and Advertising.
Investment policy and objectives including any social investment policy adopted	Para 1.46	To deposit funds in no-risk interest-bearing bank savings accounts.
A description of the principal risks facing the charity	Para 1.46	If Cheltenham Borough Council were to cease awarding the annual Community Grant (£20,000), the charity would struggle to continue to hold the festival at our favoured Cheltenham Town Hall venue.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution document
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	CIO
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	Trustees may be selected by decision at an annual general meeting. Vacant trustee places may also be filled by appointment by the members or the charity trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity has an Executive Committee, comprising the Trustees and two other volunteers. Additionally, there is a committee for each of the 3 disciplines Music, Dance and Speech & Drama and a Secretary for Cups and Medals.
Relationship with any related parties	Para 1.51	N/A

Reference and Administrative details

Charity name	Cheltenham Festival of Performing Arts
Other name the charity uses	CFPA
Registered charity number	1157550
Charity's principal address	88 Cambrian Road Walton Cardiff TEWKESBURY Glos. GL20 7RP

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	Chair	1 Jul 2023 – 9 Mar 2024	
2	Allan Gillespie	Chair	9 Mar 2024 – 30 Jun 2024	Executive Committee
3	Janice Keen	Vice Chair	1 Jul 2023 – 9 Mar 2024	
4	Jonathan Dyer	Vice Chair	9 Mar 2024 – 30 Jun 2024	Executive Committee
5	Lesley Hendrie	Secretary	9 Mar 2024 - 30 Jun 2024	Executive Committee
6	Duncan Hooper	Treasurer		Executive Committee
7	David Terry	Music Secretary		Executive Committee
8	Carol McDowall	Dance Secretary		Executive Committee
9	Rebecca Vines	Speech Secretary		Executive Committee
10	Fiona Crouch	Development Officer		Executive Committee

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Declarations

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

Signature(s)		
Full name(s)	Allan A Gillespie	
Position (eg Secretary, Chair, etc)	Chair	
Date		

CHELTENHAM FESTIVAL OF PERFORMING ARTS

INCOME & EXPENDITURE ACCOUNT

YEAR ENDED 30th JUNE 2024

	Notes	2024 £	2023 £
INCOME			
Advertising		700	800
Box Office	1	16,119	11,430
Events			
Competitors' Entry Fees		20,653	17,142
Community Grant		20,000	20,000
Donations		91	844
Friends		1,176	871
Gift Aid			
Grants & Awards		300	
Interest on Investments		1,979	671
Sponsorship		575	1,500
Programme Sales		1,924	1,698
Medals & Other Sales		154	400
Misc		130	
GROSS INCOME		63,801	55,356
EXPENDITURE			
Accountancy		300	300
Adjudicators Expenses		6,714	6,042
Adjudicators Fees		8,885	8,787
Domain & Email Renewals		175	
Competition Medals & Trophies		2,895	2,974
Federation of Festivals		431	398
Hire of Halls	2	38,202	34,168
Hire of Equipment & Piano Tuning	3	1,032	964
Insurance		350	290
Miscellaneous		393	1,336
Postage & Telephone			120
Printing of Programmes		1,779	2,400
Stationery & Printing		51	
Subscriptions		30	30
Website		600	600
Valerie Walsh Award		200	100
K Nutland Award		500	1,000
Corporation Tax			
		62,537	59,509
SURPLUS/(DEFICIT) FOR THE YEAR		£1,264	(£4,153)

CHELTENHAM FESTIVAL OF PERFORMING ARTS

BALANCE SHEET

30th JUNE 2024

	Notes	2024 £	2023 £
CURRENT ASSETS			
Debtors	4	9,309	9,205
Bank Current Account	5	23,673	39,338
Investment Accounts	6	81,829	81,600
		114,811	130,143
CURRENT LIABILITIES			
Creditors	7	500	17,096
NET ASSETS		£114,311	£113,047
Represented by:			
FESTIVAL FUND			
At 1st July 2023		113,047	117,200
Surplus/(Deficit) for the year		1,264	(4,153)
At 30th June 2024		£114,311	£113,047

**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 2024 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
21st February 2025

CHELTENHAM FESTIVAL OF PERFORMING ARTS

NOTES TO THE ACCOUNTS

YEAR ENDED 30th JUNE 2024

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 (£35,520) plus Commission on Ticket Sales & Card Fees

3. Hire of Equipment

Hire of Equipment includes Piano Tuning and Dance Floor

	2024 £	2023 £
4. Debtors		
Includes Town Hall deposit for 2024, £9,084, 2023 £8,880		
5. Bank Current Accounts		
Lloyds Current Account	9,533	27,041
Lloyds Entries Account	14,140	12,297
	23,673	39,338
6. Investment Accounts		
National Savings Account	16,527	16,400
National Savings Account re Barbara Roberts	13,273	13,171
United Trust Bank Charity 1 year Bond	52,029	52,029
	81,829	81,600
7. Creditors		
Outstanding Town Hall Charges of £nil, (2023, £16,079).	500	17,096