

# YORK LITERATURE FESTIVAL

England & Wales · Charity number 1165936

## Details

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Other names	YLF
Status	Registered
Legal form	CIO
Registered	2016-03-09
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Website	<a href="http://www.yorkliteraturefestival.co.uk">www.yorkliteraturefestival.co.uk</a>

## Activities

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**Objects:** TO ADVANCE EDUCATION IN AND PROMOTE THE ART OF LITERATURE BY THE PROVISION OF AN ANNUAL LITERATURE FESTIVAL AND OTHER ASSOCIATED EVENTS FOR THE PUBLIC BENEFIT.

**Activities:** York Literature Festival provides an annual literature festival and other associated events for the public benefit.

## Classification

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- **How:** Other Charitable Activities
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

## Geography

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- City Of York

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-05-31	£23,731	£21,509	-	-
2024-05-31	£32,950	£30,865	-	-
2023-05-31	£24,773	£17,338	-	-
2022-05-31	£11,137	£8,039	-	-
2021-05-31	£1,227	£9,145	-	-

## Trustees

Name	Role	Appointed
<b>Dr Rob O'Connor PhD</b>	Chair	2024-08-12
CHLOE HANKS		2023-07-01
Dr Angela Ranson PhD		2018-11-27
Helen Walker		2025-11-30
Julia Joy Edgar		2024-09-20
Professor Vybarr Cregan-Reid PhD		2024-09-02
SALLY ANN O'CONNOR BA, MSC		2016-06-01
Shelby Gibbs		2024-08-12

**YORK LITERATURE FESTIVAL**

England & Wales - Charity number 1165936

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# Accounts

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## YORK LITERATURE FESTIVAL – FESTIVAL DIRECTORS’ REVIEW OF 2024/25 CYCLE

**25/05/2025**

**GENERAL:** The YLF board made the decision to go ahead with the 2025 festival in late summer of 2024 after an extended review of the 2024 festival in March and a board reshuffle in the summer. The board decided to all be involved with the programming of the 2025 festival, contributing event ideas and organisation administration. In hindsight, this may not have been the most efficient approach but did result in no need to appoint a festival director. York St John sponsorship continued in this annual cycle, with this being the second year of a three-year deal. The agreement’s stipulations regarding continued student engagement, research input and community outreach was built into the programming activity. The festival consisted of 36 events, taking place between 6th and 29th March 2025, with an additional event on 29th April 2025. Overall, the festival was a success, with lots of positive feedback, and is in a favourable position moving forward into the next annual cycle for 2025-26. However, there are lots of things to be considered and the board was asked to provide feedback on their experiences as a means of assessing next steps.

**PURPOSE:** The board’s overriding CIO purpose of delivering a high-quality literature festival for the general public in York and the North East was achieved in 2025 and we provided a platform for local writing talent to engage with a wider audience.

**AIMS:** The board of trustees’ principal aim in 2024/25 was to ensure that a festival happened and, therefore, this aim was met. The parameters of the York St John University sponsorship were also met in terms of the programming of festival events. The main focus this year was to ascertain whether a change in programming approach would affect the festival cycle overall. The festival did not make much money overall, but this was well within the parameters of the charity’s finances. This was primarily through the cancellation of a high profile event, but other factors will also be considered in this review.

**STRATEGY:** Our event/ticket price profile was as follows.

Free	£0-5	£6-10	£11-15	£16-20	£21-25	£26-30	£30+	Total
14	2	10	11	0	0	0	0	37

The largest proportion of ticket prices was free. Although this is great for audience participation, there is a problem with dropout rates, which averaged around 40-50% for

those events, as well as potentially missed income streams. Strategies regarding free events need to be established for future programming. There were a larger number of events in the £11-15 category and this did not prove detrimental to audience numbers, with several of the events achieving audience sizes of 150+. The £0-5 bracket of ticket sales is an area that may be interesting to explore in future cycles, but these events would have to be budgeted very carefully to achieve financial stability.

The festival operated with one administrative assistant and programming contributions from all YLF board of trustees members. Although this did alleviate some pressure in certain areas, maintaining communication regarding the events was difficult across several people.

A team of students from YSJU also helped to programme and deliver a small selection of three events, funded by YSJU sponsorship. This student programming was, on the whole, successful, although better communication with board members would have helped. Given the board's approach to programming, there were several different people in charge of the events, which did result in some fragmented communication in places. Overall, though, the input from the student team was very good indeed.

#### **ARTISTIC CONTENT:**

We were able to contract nationally recognised figures within literature and popular culture, including Nobel-Laureate Abdulrazak Gurnah, Matt Haig, Susanna Clarke (although this event was unfortunately cancelled at the last minute), Susie Dent, Andrew McMillan, Sophie Hannah and David Almond.

We did have some non-fiction events on The Brontes, Classic Literature, Dylan Thomas and Horror film, but there was a lack of high-profile non-fiction figures amongst the programme which would need to be reconsidered for the 2026 festival. History and Politics in particular were lacking and this was due to the absence of an important festival friend from the programming duties during this cycle. This highlights a potential need for the board to be less reliant on other people in certain areas of programming support.

The festival expanded its offering of folk horror events, with this being the third year of inclusion. Once again, this proved popular and was priced ticketed for the first time which did not deter audiences. This themed day is proving popular and is something to consider moving forward in terms of monetising this popular part of our programming.

YSJU programme of six events, including the usual student showcase, a panel focused on women in SF, a panel on What is a Classic? and an academic book launch concerning the Brontes. The other YSJ events were with authors Naomi Booth and Angharad Hampshire.

Poetry was well represented this year, with the second Howl Owt collaboration, the third International Women’s Day Poetry Showcase (which was once again very popular) and a special evening celebrating Ukrainian Poetry in the North. The poetry programming was spearheaded by CH on the YLF Board of Trustees and was a wonderful run of events. The board needs to consider a poetry headliner for next year’s programme, although the presence of Mary Jean Chan at the International Women’s Day event was definitely a coup for this year’s programme.

There were some workshops in 2025 - including a superhero workshop and some masterclass style workshops from Sophie Hannah and Real Writers Circle - but the 2025 festival did lack the local and “hands-on” feel of 2024’s workshop offerings. There was a lack of local publishing representation too and it may be worth considering an offering similar to 2023’s Say Yes to the Small Press in the future.

There was some focused activity for children, including some younger aged events with Olivia Mulligan and Catherine Jacob and the high-profile event with David Almond. This needs future development though, perhaps through a more integrated collaboration with schools. Memoir was also represented through Anna Doble and the Three Dads.

*Genres included this year:*

Fiction	YA/Children	SF Fantasy Horror	Poetry	Food	Politics	Academic	Workshop/ Creative/ Getting Published	Memoir	History
14	3	6	6	0	0	4	3	2	0

Once again the focus here was literary, fiction and poetry, which does meet the nature of the festival. However, a realignment towards non-fiction would be a good thing. The majority of NF events in 2025 were academic in subject matter and more trade non-fiction authors need to be considered next year.

It is important for the YLF board to consider early on the number of events and their subject matter moving forward into future annual cycles, and this can then be implemented by continued utilisation of operational support such as volunteers, internship/placements or “in-kind” support from sponsorship.

**VENUE PARTNERSHIPS AND SPONSORSHIP:**

## Venues

The use of venues for 2025 breaks down as follows:

York Explore	Black Swan	Joseph Rowntree School	York St John University	St Peter's School	The Minster	Theatre @41	The Citadel	The Crescent	Museum Gardens+	The Blue Boar	Friargate Theatre
6	5*	2	6	6	1	2	1	4	1	1	1

\*Please note that 4 of these events were the Folk Horror Day.

+This was the starting point for the Literary Walk.

### *York Explore Library*

York Explore Library hosted six events, many of which sold out. This partnership remains stable and effective, with benefits to both sides. A perfect venue space for debut authors. However, there was not much visible marketing of the events from YE. Also, there is no AV provision for events. In future festivals, it may be good to consider how we can support this, maybe through hiring or purchase of AV equipment where needed.

### *St Peter's School.*

The partnership with St Peter's School was effective once again, with high levels of AV and staff support for the six events hosted at their Memorial Hall venue. St Peter's School remains a key partner though. Provision is always professional. Advice would be for early contact with this venue in the next cycle to firm up parameters of operation. Our normal festival liaison, Ben Fuller, was on long term leave, so some of the 2025 events at St Peter's School were not as high-profile as we usually host. However, Susanna Clarke (unfortunately cancelled) and Matt Haig both sold out at 300 people. The St Peter's team were very effective in providing on-site support. With Ben back in place for 2026 (?) we hope that programming for St Peter's School will be more high profile.

### *The Crescent Community Venue*

This year we returned to The Crescent after a successful event in 2024 and we developed the relationship further with four events this year. We had a variety of events at The Crescent this year. Anna Doble still provided music memoir focus, but we also hosted poetry, horror film talk and Andrew McMillan in this space. The discovery of cabaret style set-up at this venue was revelatory. The Crescent continues to develop as a great host partner to work with.

### *York St John University*

Sponsorship from YSJU was achieved again in July 2023. After an initial one-year sponsorship agreement, this was increased to a three-year contract, meaning that there was £13K of sponsorship funding from them, as well as another £7K in-kind support. This arrangement will continue (review dependent) until 2026.

In terms of the sponsorship agreement requirements, we carried out several activities to ensure that these were met and achieved. YSJU branding was present across festival materials and in venues. A member of YSJU staff continued on the board. Events on YSJU campus were of a literary nature and were in line with the institution's strategic objectives and staff research interests. Student opportunities were available through the student programming project, the volunteering community and the student showcase event. Student's gained vocational experiences through these opportunities. YSJU staff were involved with hosting events: the Folk Horror Day, Women in SF, Naomi Booth event, Angharad Hampshire's event, the talk on What is a Classic?, the Literary Enemies event and the Brontes book launch all had input from YSJU staff members.

Collaboration between the logistical teams at YSJU and the YLF festival directors was smoother this year, with AV support booked and provided for all of the events on campus, which was an improvement on 2024. However, there was some expenses on AV provision here and it may be worth the YLF board thinking about this in relation to the YSJU sponsorship agreement.

The ***programming project*** involved three postgraduate students who saw the planning of three events through from conception to hosting. These events were the David Almond event, the Andrew McMillan event and the Emma Morgan event. RJO was in constant contact with the team and provided advice and developmental feedback to the students involved. They also had to report their plans to the YLF Board of Trustees and handled this requirement in a professional manner. Feedback from stakeholders in these events was that the student team handled themselves very professionally. The audience reactions at all of these events demonstrated that the team did a remarkable job of hosting and organizing. Report and feedback from the student team on their feelings about the project will be provided. The student team had to adapt to fluid situations, changing the format of Emma Morgan's event due to low numbers, dealing with potentially controversial content and communication with artists. All this was handled professionally. As mentioned, communication with specific event leads on the board could have been better, but this was not too detrimental overall.

### *York Theatre Royal*

York Theatre Royal once again ran our box office and this process seemed to operate smoothly and without concern. No event held here, but this should be an aim for 2026 if possible.

### *Theatre @41*

After a great introduction last year, this venue was used again for the International Women's Day and Ukrainian Poetry events. This is a great space for poetry events and one which I think can certainly be developed alongside The Crescent as a regular venue on our programming. They were keen to work with us and provided ticket sales provision for the event and online publicity.

### *The Blue Boar*

Utilised because of the connection with Howlers Open Mic night, but a useful event space for a small number.

### *Joseph Rowntree School*

This venue was utilised for the first time thanks to the organisation of new board member JE. David Almond and the Superhero Workshop were hosted here. Out-of-town, but the bus links to the school are excellent and there is a well-serviced car park. A variety of rooms are available and the auditorium was a wonderful space for 100-200 people. The atrium area is very conducive for events. The staff and students were extremely helpful in regards to on-site assistance. This venue comes highly recommended after the 2025 festival.

### *The Minster*

A prestigious venue to have included in our programme for the first time. However, this event was planned by an external friend and YLF needs to investigate the development of a relationship with The Minster as a potential venue in the future.

## **MARKETING AND PR:**

Publicity Routes explored this year:

- YO1 Radio
- BBC Radio York
- York Mix - article published 3 Feb
- York Independent Life
- Indie York
- York Mumbler - will be highlighting our children's events on the 2nd in conjunction with Snooks trail launch.
- Little Vikings - have added our children's events to their online calendar and sent a media pack for us to consider in future

- The Handy Mag package
- Railing Banners

Although improved from 2024, the physical presence of YLF within the city during March could be better. More posters, banners, brochure distribution in person could be beneficial in future years.

Flyers were printed and distributed this year but it was hard to assess the impact on ticket sales from this activity. However, this was a more focused approach than previous years.

Reciprocal marketing is something we could explore in more depth next year. Reach out to other local organisations for features on the platforms and in their newsletters.

We changed the brand colours to purple this year which was repeated across social media and the brochure design. This has been met with good feedback.

### **SOCIAL MEDIA MARKETING**

Social media marketing this year was excellent and consisted of a targeted campaign on Instagram as the main focus as well as other activity. We have gained followers on each of the platforms we have used and during peak festival season engagement was good.

Social media marketing was driven by CH this year and this is noted in the review for its success.

### **BROCHURE DISTRIBUTION**

4000 copies of the brochure were printed and distributed around various venues in York, including York Theatre Royal, York St John University, York Explore Library network, St Peter's School, independent bookshops and businesses around York, Visit York Tourist Information Centre.

### **FINANCE:**

The financial success of the 2025 festival is due to the continuation of sponsorship funds. However, the festival income was enough to cover the costs of the events, with the sponsorship funds essential for YLF to cover the expenses of pre-festival preparations. The income levels were also dramatically affected by the sold out Susanna Clarke event being cancelled, which resulted in a 2K loss of revenue. However, we hope to reschedule this event in the near future. Routes to extra income need to be considered to ensure longer term prosperity for the festival. The year-end accounts are predicted to be c.£28K with an increase of £2K from June 2024.

## **GOVERNANCE AND STRUCTURE:**

The board of trustees was restructured in the summer of 2024, with members leaving and others joining. This was a useful time to reassess roles within the board and this resulted in a reshuffling of people to make use of skill sets. Over the course of the annual cycle we have also found a new treasurer for the board of trustees.

Communication within the board of trustees has also improved over this annual cycle, with more items being covered within meetings and decisions made effectively and efficiently.

Board expertise in marketing/publicity and funding would be helpful to bolster the skill set and operational advice required by festival directors.

## **APPENDIX ONE: EVENT ATTENDANCE**

**Below are attendance figures for each event during YLF 2025:**

Dylan Thomas Talk	42 (Sold Out)
International Women's Day Poetry Showcase	54
Folk Horror Day - Hauntology Talk	40 (SO)
Folk Horror Day - Olivia Isaac Henry	30
Folk Horror Day - York Soc of Hauntologists Book Club	40 (SO)
Folk Horror Day - Bob Fischer	40 (SO)
Women In SF	87
Andrew McMillan	40
What Is a Classic?	87
Sophie Hannah Masterclass	40
Sophie Hannah Evening Event	81
Harry Whittaker	43 (SO)

Workshop with a Difference	25
David Almond	77
Susie Dent	166
Susanna Clarke (CANCELLED)	300 (SO)
Brontes and Contagion	72
Angela Ranson	30
Beyond the Walls Student Showcase	76
Ukrainian Poetry in the North	12
Superhero Workshop	15
Literary Enemies	40 (SO)
Naomi Booth	83
Angharad Hampshire	67
Abdulrazak Gurnah	74
Olivia Mulligan	12
Catherine Jacob	10
Feeding the Monster	57
Emma Morgan	10
Matt Haig	350
Anna Doble	30
Punch Porteous	100 (est across four shows)
The Three Dads	150 (SO)
<b>TOTAL</b>	<b>2380</b>

Around 200 less tickets sold than 2024.

**APPENDIX TWO:**

**Review from the Student Programming Project Team.**

## **BOARD OF TRUSTEES SUGGESTIONS:**

A number of suggestions for the 2025-26 annual cycle are put forward here, all of which have been developed from experiences and issues which arose this year, and comments from the YLF Board of Trustees feedback form. These are of course dependent on funding and manpower:

- 1) Have a festival director in 2026 - one person with an overview has greater control and communication chains can be more effectively managed. Delegation could still be made to YLF Board members if necessary. This position could be paid/unpaid (TBD) and supported by paid/unpaid administrative assistance as required.
- 2) Free events need to be carefully considered - how can we limit the drop-off on free events? Is there another ticketing structure which encourages financial accessibility but still means there is a commitment to attend? This was the largest ticket structure in the 2025 programme and may be costing us income streams.
- 3) Ensure that the sponsorship agreement with YSJU continues. 2026 is the final year of the current sponsorship agreement.
- 4) Review artist agreements to improve wording and clauses.
- 5) Tighten up travel and accommodation expenses processes.
- 6) Disability awareness and communication - review of venues and inclusion of information in the printed brochure. Disability clause on website to be considered (eg reaching out to the YLF team regarding specific needs in a timely manner).
- 7) Inclusion of BSL interpreters in some of the events and advertise this prominently to appropriate audiences.
- 8) Assess potential collaboration between YLF and Toppings bookshop, opening October 2025.
- 9) Attendance lists - stop the use of paper lists. An unnecessary level of detail and potential GDPR issue. Attendance checks on mobiles or devices in the future.
- 10) More children's events in 2026. This needs monitoring from the YLF Board of Trustees.
- 11) More non-fiction authors for 2026.

- 12) More local focus - poetry performers, local publishers, “behind-the-scenes” events.
- 13) More workshop provision - especially “hands-on” events such as Zine workshops of book binding workshops.
- 14) Try and find specialist knowledge for the YLF Board of Trustees and consider use of an outside grant writing specialist if a need is identified.
- 15) Produce a clear marketing strategy in plenty of time during the 2025-26 annual cycle.
- 16) YLF to consider purchase of a speaker, microphone and stand. This would allow us to deploy AV at events or venues where we feel this would be beneficial.
- 17) Construct an indicative annual cycle as a reference tool, listing the time of year that activities need to be done. This would help to maintain focus in terms of programming and governance.
- 18) Assess the shape and content of YLF 2026. The festival director should be working on a brief set by the YLF Board.
- 19) Construct a contingency planning policy document, plotting out the festival's action for a variety of potential scenarios, especially event cancellations.

# Welcome to

# **OUTNUMBER**

**Bank & Cash spreadsheet for small Voluntary & Community groups**

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## **General Guidance**

OUTNUMBER is an Excel based spreadsheet which uses formulas to automatically summarise the amounts entered for receipt and payment transactions by the use of codes.

### **Before you start:**

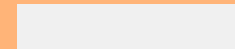
You will need to enter some information about your group, the funds it already has and its bank balances.

These are entered on the following 3 sheets which incorporate specific guidance on how to complete them.

Cells where you will need to input information are coloured



or



Once you have entered the information, this cell will indicate that all information has been entered accurately with a 'Yes', otherwise it will state 'No':

Yes

### **Coding**

Each receipt and payment requires an account code. This comprises two parts:

An alphabetical Fund code which should be taken from here

'Your Group'!I21	<a href="#">(click on link)</a>
------------------	---------------------------------

A numeric income or expense code as allocated by you, here for income

'Codes Set Up'!C8	<a href="#">(click on link)</a>
-------------------	---------------------------------

and here for expenses

'Codes Set Up'!F8	<a href="#">(click on link)</a>
-------------------	---------------------------------

### Completion

Once you have entered all your receipts, payments and petty cash items for the period, the following cells will automatically indicate that the data has been input accurately with a 'Yes', otherwise these

will state 'No':

NO	NO
----	----

This cell will be zero if all data has been input and your bank account reconciles

£	-
---	---

### Please note:

*As the accuracy of these figures may be subject to a number of factors including; the accuracy of amounts and codes entered, alterations made (both purposely or in error) to the spreadsheet's format or formulas, and corruption of the spreadsheet file itself, it is recommended that you carry out additional checks to verify the accuracy of the figures produced.*

For assistance at any time with the use of Outnumber or any accounting issues or for advice please contact:

[accounting@outsource.org.uk](mailto:accounting@outsource.org.uk)

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# OUTNUMBER

Bank & Cash spreadsheet for small Voluntary & Community groups

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*Enter the name of your group:* York Literature Festival

*Enter your Charity number:* 1165936

*Enter your year-end date:* 31/05/25

Needs to be entered as  
DD/MM/YY

## YOUR FUNDS

Funds	U/ D/ R	Code	Current Year Amount	Previous Year Amount
General funds	U	A	£ 28,993.83	£ 26,772.31
BG Marketing		B	£ -	£ -
Enter description		C	£ -	£ -
Enter description		D	£ -	£ -
Enter description		E	£ -	£ -
Enter description		F	£ -	£ -
Enter description		G	£ -	£ -

Enter description		H	£	-	£	-
Enter description		I	£	-	£	-
Enter description		J	£	-	£	-
Enter description		K	£	-	£	-
Enter description		L	£	-	£	-
<b>Total</b>			£	28,993.83	£	26,772.31

### Completion Guidance

*Enter the names of any designated or restricted funds in Column B*

*Enter the names of any new funds for the current year in column B*

*Enter U for Unrestricted funds or D for Designated funds or R for Restricted funds in Column H*

*Enter the balance brought forward from the previous year in Column K*

*The current year balance on each fund updates automatically once you complete your receipts and payments*

# outsourcing

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[accounting@outsourcing.org.uk](mailto:accounting@outsourcing.org.uk)

<b>NAME</b>	York Literature Festival
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## Your Bank Balances

Bank Accounts	Account No.	Current Year Amount	Previous Year Amount
Main Account		£ 28,992.83	£ 26,771.31
Paypal		£ 1.00	£ 1.00
Old account		£ -	£ -
Enter description		£ -	£ -
Enter description		£ -	£ -
Enter description		£ -	£ -
Enter description		£ -	£ -
<b>Total</b>		<b>£ 28,993.83</b>	<b>£ 26,772.31</b>

### Petty Cash

Petty Cash balance	£ -	£ -
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**Completion Guidance**

*Enter the names of each account held in column B*

*Enter the account numbers of each account held in column F*

*Enter the current year balances from the bank statements in column K*

*Enter the previous year bank balances from the bank statements in column L*

*If you have petty cash, enter the amount of cash you had in your petty cash tin at the end of the financial year and beginning of the year in columns K and L respectively.*

# outsourcing

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**NAME**

York Literature Festival

## Your Opening Reconciliation

*If you had any unpresented Deposits (Receipts) at the end of the last financial year enter details below:*

Date	Details	Pay In Ref:	Amount	Rec.
				Y
			£ -	N
			£ -	N
			£ -	N
			£ -	N
<b>Total:</b>			£ -	

*If you had any unpresented Cheques(Payments) at the end of the last financial year enter details below:*

<b>Date</b>	<b>Details</b>	<b>Cheque No:</b>	<b>Amount</b>	<b>Rec.</b>
			£ -	N
			£ -	N
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	N
			£ -	N
<b>Total:</b>			£ -	

<b>Reconciled Bank Balances</b>	<b>£ 26,772.31</b>
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<b>Based on the above information this is the total funds amount brought forward at the start of the financial year</b>	<b>£ 26,772.31</b>
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<b>Does the amount above agree to your funds brought forward from the previous year</b>	<b>Yes</b>
---	------------

*Once the funds amount agrees move onto the CODES SET UP page*

For assistance at any time with the use of Outnumber or any accounting issues or advice please contact:

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**NAME****York Literature Festival**

*Enter descriptions below for the different types of Receipts & Payments your organisation has*

<b>Receipts</b>	<b>Code</b>
<i>Gross Revenue from Events</i>	<b>01</b>
<i>Poetry Competition Receipts</i>	<b>02</b>
<i>Sponsorship</i>	<b>03</b>
<i>Grants</i>	<b>04</b>
<i>Book Sales Commission</i>	<b>05</b>
<i>AC Final payment</i>	<b>06</b>
<i>Donations</i>	<b>07</b>
<i>Account Credit</i>	<b>08</b>
<i>Enter Description</i>	<b>09</b>
<i>Enter Description</i>	<b>10</b>
<i>Enter Description</i>	<b>11</b>
<i>Enter Description</i>	<b>12</b>
<i>Enter Description</i>	<b>13</b>
<i>Enter Description</i>	<b>14</b>
<i>Enter Description</i>	<b>15</b>

<b>Payments</b>	<b>Code</b>
<i>Artists' Fees</i>	<b>01</b>
<i>Artists travel</i>	<b>02</b>
<i>Artists accommodation</i>	<b>03</b>
<i>Venue costs</i>	<b>04</b>
<i>Other event costs</i>	<b>05</b>
<i>Poetry Competition Fees and Prizes</i>	<b>06</b>
<i>Festival Director</i>	<b>07</b>
<i>Festival brochure</i>	<b>08</b>
<i>Publicity/PR Costs</i>	<b>09</b>
<i>Insurances</i>	<b>10</b>
<i>Visit York Membership</i>	<b>11</b>
<i>Website &amp; IT Charges</i>	<b>12</b>
<i>Admin Charges</i>	<b>13</b>
<i>IE Fee</i>	<b>14</b>
<i>Training</i>	<b>15</b>
<i>Annual meeting</i>	<b>16</b>
<i>Donations</i>	<b>17</b>
<i>Bank charges</i>	<b>18</b>
<i>2023 Festival</i>	<b>19</b>
<i>Book sales contra</i>	<b>20</b>
<i>Trustees expenses</i>	<b>21</b>
<i>Enter Description</i>	<b>22</b>
<i>Enter Description</i>	<b>23</b>
<i>Enter Description</i>	<b>24</b>
<i>Enter Description</i>	<b>25</b>
<i>Enter Description</i>	<b>26</b>
<i>Enter Description</i>	<b>27</b>

<i>Enter Description</i>	<b>28</b>
<i>Enter Description</i>	<b>29</b>
<i>Cash Drawn from Bank for Petty Cash</i>	<b>30</b>

**Bank Receipts  
For Financial Year Ending:  
31/5/2025**

<b>Mth</b>	<b>Date</b>	<b>Detail</b>	<b>Fund/Code e.g. (A01)</b>
6	12/06/24	Intuit Ltd	A08
9	12/09/24	York St John University	A03
4	09/04/25	TheatreEX 41 Ltd	A01
4	11/04/25	Little Apple	A05
4	22/04/25	Criminally Good Books	A05
4	23/04/25	York Theatre Royal	A01
5	07/05/25	Fox Lane Books	A05
12			
12			
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# Cheques & Bank Payments

For Financial Year Ending:

31/5/2025

Mth	Date	Invoice No:	Detail	Fund/Code e.g. (A01)
5	29/05/2025		3 Dads Walking Lim	A02
5	16/05/25		0713 Intuit Ltd Ma	A09
5	09/05/25		E Hartley Smith	A01
5	07/05/25		Katelyn Anne Rober	A07
4	28/04/25		Abdulrazak Gurnah	A01
4	28/04/25		Real Writers Circl	A02
4	28/04/25		NAOMI BOOTH	A01
4	28/04/25		Mykhailo Honcharen	A01
4	28/04/25		Sally O'Connor	A21
4	16/04/25		I Heald	A01
4	16/04/25		0713 Intuit Ltd Ma	A09
4	09/04/25		Helen Comerford	A01
4	08/04/25		Anna Doble	A01
4	08/04/25		Susie Dent	A01
4	08/04/25		Katelyn Anne Rober	A07
4	08/04/25		Anna BOGUTSKAYA	A01
4	08/04/25		THE CHURCHILL HOTE	A03
4	08/04/25		Sarah Dustagheer	A01
4	08/04/25		THE CHURCHILL HOTE	A03
4	08/04/25		THE CHURCHILL HOTE	A03
4	08/04/25		THE CHURCHILL HOTE	A03
4	02/04/25		LISA STONEHOUSE	A09
4	02/04/25		YOUR LOCAL LINK LT	A09
4	02/04/25		The Crescent Ticke	A04
4	02/04/25		The Crescent Ticke	A04
4	02/04/25		The Crescent Ticke	A04
4	02/04/25		CYC Joseph Rowntre	A04
4	02/04/25		Olivia Mulligan	A01
4	02/04/25		Catherine Jacob	A01
4	02/04/25		Carolyn Milner	A21
4	02/04/25		Emma Morgan	A01
3	31/03/25		MOONRIVER PUBLISHI	A09
3	31/03/25		Harry Whittaker So	A01
3	31/03/25		Angharad Hampshire	A01
3	27/03/25		Sophie Hannah Jone	A01
3	27/03/25		DAVID ALMOND (UK)	A01
3	27/03/25		Dr Naomi Wood	A01
3	27/03/25		Andrew McMillan	A01

























# Total

£ 21,509.46

Amount	Bank Y/N
£ 500.00	N
£ 41.78	N
£ 100.00	N
£ 1,000.00	N
£ 720.00	N
£ 554.52	N
£ 200.00	N
£ 180.19	N
£ 105.79	N
£ 250.00	N
£ 42.39	N
£ 150.00	N
£ 350.00	N
£ 827.58	N
£ 500.00	N
£ 382.73	N
£ 210.00	N
£ 188.59	N
£ 149.10	N
£ 140.00	N
£ 115.00	N
£ 562.50	N
£ 264.00	N
£ 250.00	N
£ 250.00	N
£ 250.00	N
£ 140.00	N
£ 122.70	N
£ 120.00	N
£ 12.14	N
£ 310.00	N
£ 350.00	N
£ 250.00	N
£ 200.00	N
£ 524.90	N
£ 490.72	N
£ 400.00	N
£ 387.70	N





















































































**Your Bank Reconciliation****Financial Year Ending:****31/5/2025****BANK ACCOUNT BALANCES FOR CURRENT FINANCIAL YEAR**

Opening Bank Balance at the start of the current financial year: £ 26,772.31

Plus the total amount of Receipts paid in (from Receipts page): £ 23,730.98

Less the total amount of Payments paid out (from Payments page): £ 21,509.46

Once all transactions have cleared the closing bank balance would be: £ 28,993.83

**BANK RECONCILIATION**

CURRENT BANK ACCOUNT statement BALANCE: £ 28,992.83

SAVINGS BANK ACCOUNT statement balance: £ 1.00

Plus value of unrepresented Deposits (Receipts) from current financial year: £ -

Less value of unrepresented Cheques (Payments) from current financial year: £ -

Plus any unrepresented Deposits (Receipts) from previous financial year: £ -

Less any unrepresented Cheques (Payments) from previous financial year: £ -

Once all transactions have cleared the closing bank balance would be: £ 28,993.83

**UNRECONCILED AMOUNT (This will be ZERO when everything balances):** £ -**CHECK 'SUMMARY' SHEET**OPENING BALANCE AGREES? **YES**CLOSING BALANCE AGREES? **YES****CHECK 'SUMMARY BY FUND' SHEET**OPENING BALANCE AGREES? **YES**CLOSING BALANCE AGREES? **YES****Petty Cash Balances**

OPENING BALANCE AS SUMMARY? £ -

CLOSING BALANCE AS SUMMARY? £ -

**CHECK 'SUMMARY BY MONTH' SHEET**OPENING BALANCE AGREES? **YES**CLOSING BALANCE AGREES? **YES**

# Summary of Receipts & Payments

## York Literature Festival

For period to:

Friday, May 31, 2024

<b>Receipts</b>	<b>Bank</b>	<b>Petty Cash</b>	<b>Total</b>
Gross Revenue from Events	£ 10,043.04	£ -	£ 10,043.04
Poetry Competition Receipts	£ -	£ -	£ -
Sponsorship	£ 13,000.00	£ -	£ 13,000.00
Grants	£ -	£ -	£ -
Book Sales Commission	£ 643.68	£ -	£ 643.68
	<b>£ 23,730.98</b>	<b>£ -</b>	<b>£ 23,730.98</b>

<b>Payments</b>	<b>Bank</b>	<b>Petty Cash</b>	<b>Total</b>
Artists' Fees	£ 8,254.88	£ -	£ 8,254.88
Artists travel	£ 1,054.52	£ -	£ 1,054.52
Artists accommodation	£ 614.10	£ -	£ 614.10
Venue costs	£ 1,373.33	£ -	£ 1,373.33
Other event costs	£ -	£ -	£ -
Poetry Competition Fees and Prizes	£ -	£ -	£ -
Festival Director	£ 3,500.00	£ -	£ 3,500.00
Festival brochure	£ -	£ -	£ -
Publicity/PR Costs	£ 4,312.74	£ -	£ 4,312.74
Insurances	£ 277.00	£ -	£ 277.00
Visit York Membership	£ -	£ -	£ -
Website & IT Charges	£ 1,619.96	£ -	£ 1,619.96
Admin Charges	£ 385.00	£ -	£ 385.00
IE Fee	£ -	£ -	£ -
Donations	£ -	£ -	£ -
Bank charges	£ -	£ -	£ -
2023 Festival	£ -	£ -	£ -
Cash Drawn from Bank for Petty Cash	£ -	£ -	£ -
	<b>£ 21,509.46</b>	<b>£ -</b>	<b>£ 21,509.46</b>

<b>Current Surplus (Deficit)</b>	<b>£ 2,221.52</b>	<b>£ -</b>	<b>£ 2,221.52</b>
<b>Funds Brought Forward</b>	<b>£ 26,772.31</b>	<b>£ -</b>	<b>£ 26,772.31</b>
<b>Funds Carried Forward</b>	<b>£ 28,993.83</b>	<b>£ -</b>	<b>£ 28,993.83</b>



Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bank charges	£ -	£ -	£ -	£ -	£ -	£ -	£ -
2023 Festival	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Book sales contra	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Trustees expenses	£ 117.93	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ 21,509.46	£ -	£ -	£ -	£ -	£ -	£ -

<b>Current Surplus (Deficit)</b>	£ 2,221.52	£ -	£ -	£ -	£ -	£ -	£ -
<b>Funds Brought Forward</b>	£ 26,772.31	£ -	£ -	£ -	£ -	£ -	£ -
<b>Funds Carried Forward</b>	£ 28,993.83	£ -	£ -	£ -	£ -	£ -	£ -

Enter description	Enter description	Enter description	Enter description	Enter description	Total
£ -	£ -	£ -	£ -	£ -	£ 10,043.04
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 13,000.00
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 643.68
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 44.26
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 23,730.98

Enter description	Enter description	Enter description	Enter description	Enter description	Total
£ -	£ -	£ -	£ -	£ -	£ 8,254.88
£ -	£ -	£ -	£ -	£ -	£ 1,054.52
£ -	£ -	£ -	£ -	£ -	£ 614.10
£ -	£ -	£ -	£ -	£ -	£ 1,373.33
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 3,500.00
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 4,312.74
£ -	£ -	£ -	£ -	£ -	£ 277.00
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 1,619.96
£ -	£ -	£ -	£ -	£ -	£ 385.00
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -

£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	117.93
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
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£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	21,509.46

£	-	£	-	£	-	£	-	£	2,221.52
£	-	£	-	£	-	£	-	£	26,772.31
£	-	£	-	£	-	£	-	£	28,993.83



Annual meeting	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bank charges	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
2023 Festival	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Book sales contra	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Trustees expenses	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ 88	£ 43	£ 43	£ 102	£ 392	£ 78	£ 1,104	£ 646	

<b>Funds Bal B/Fwd</b>	£ 26,772.31								
<b>Funds Bal C/Fwd</b>	£ 26,729	£ 26,686	£ 26,642	£ 39,540	£ 39,148	£ 39,070	£ 37,966	£ 37,320	

# 31/5/2025

2	3	4	5	
Feb	Mar	Apr	May	TOTAL
£ -	£ -	£ 10,043.04	£ -	£ 10,043
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ 13,000
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ 282.68	£ 361.00	£ 644
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ 44
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ 10,326	£ 361	£ 23,731

Feb	Mar	Apr	May	TOTAL
£ -	£ 4,353.09	£ 3,801.79	£ 100.00	£ 8,255
£ -	£ -	£ 554.52	£ 500.00	£ 1,055
£ -	£ -	£ 614.10	£ -	£ 614
£ -	£ 383.33	£ 890.00	£ -	£ 1,373
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ 500.00	£ 500.00	£ 500.00	£ 1,000.00	£ 3,500
£ -	£ -	£ -	£ -	£ -
£ 2,596.69	£ 413.89	£ 868.89	£ 41.78	£ 4,313
£ -	£ 277.00	£ -	£ -	£ 277
£ -	£ -	£ -	£ -	£ -
£ 699.99	£ 300.00	£ -	£ -	£ 1,620
£ -	£ -	£ -	£ -	£ 385
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -

£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ 117.93	£ -	£ 118
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ 3,797	£ 6,227	£ 7,347	£ 1,642	£ 21,509

**Surplus (Deficit) on Year** £ 2,222

£ 33,523	£ 27,296	£ 30,275	£ 28,994
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## Cumulative by Month

Year 1

<b>Income</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>
<i>Gross Revenue from Events</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Poetry Competition Receipts</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Sponsorship</i>	£ -	£ -	£ -	£ 13,000.00		
<i>Grants</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Book Sales Commission</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>AC Final payment</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Donations</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Account Credit</i>	£ 44.26	£ 44.26	£ 44.26	£ 44.26	£ 44.26	£ 44.26
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
	£ 44	£ 44	£ 44	£ 13,044	£ 44	£ 44

<b>Expenditure</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>
<i>Artists' Fees</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Artists travel</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Artists accommodation</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Venue costs</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Other event costs</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Poetry Competition Fees and Prizes</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Festival Director</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Festival brochure</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Publicity/PR Costs</i>	£ 88.01	£ 130.93	£ 174.12	£ 216.34	£ 258.83	£ 301.81
<i>Insurances</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Visit York Membership</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Website &amp; IT Charges</i>	£ -	£ -	£ -	£ 59.99	£ 59.99	£ 59.99
<i>Admin Charges</i>	£ -	£ -	£ -	£ -	£ 350.00	£ 385.00
<i>IE Fee</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Training</i>	£ -	£ -	£ -	£ -	£ -	£ -

<b>Annual meeting</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Donations</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Bank charges</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>2023 Festival</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Book sales contra</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Trustees expenses</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
	£	88	£	131	£	174	£	276	£	669	£	747



£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	117.93	£	117.93	£	-	£	118
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	1,851	£	2,496	£	6,293	£	12,520	£	19,868	£	21,509	£	21,509



# Actual vs Budget

Year

Month Ref	May
-----------	-----

Income	Actual Ytd
Gross Revenue from Events	£ 10,043.04
Poetry Competition Receipts	£ -
Sponsorship	£ 13,000.00
Grants	£ -
Book Sales Commission	£ 643.68
AC Final payment	£ -
Donations	£ -
	£ 23,731

Budget Ytd
£ 36,000.00
£ -
£ 13,000.00
£ -
£ 500.00
£ -
£ -
£ 49,500

Variance Ytd
-£ 25,956.96
£ -
£ -
£ -
£ 143.68
£ -
£ -
-£ 25,769.02

Expenditure	Actual Ytd
Artists' Fees	£ 8,254.88
Artists travel	£ 1,054.52
Artists accommodation	£ 614.10
Venue costs	£ 1,373.33
Other event costs	£ -
Poetry Competition Fees and Prizes	£ -
Festival Director	£ 3,500.00
Festival brochure	£ -
Publicity/PR Costs	£ 4,312.74
Insurances	£ 277.00
Visit York Membership	£ -
Website & IT Charges	£ 1,619.96
Admin Charges	£ 385.00
IE Fee	£ -
Training	£ -
Annual meeting	£ -
Donations	£ -
Book sales contra	£ -
	£ 21,509

Budget Ytd
£ 15,220.00
£ 1,585.00
£ 1,745.00
£ 3,692.00
£ -
£ -
£ 12,000.00
£ 2,836.00
£ 6,165.00
£ 1,035.00
£ 400.00
£ 825.00
£ 200.00
£ -
£ -
£ -
£ -
£ -
£ 45,703

Variance Ytd
-£ 6,965.12
-£ 530.48
-£ 1,130.90
-£ 2,318.67
£ -
£ -
-£ 8,500.00
-£ 2,836.00
-£ 1,852.26
-£ 758.00
-£ 400.00
£ 794.96
£ 185.00
£ -
£ -
£ -
£ -
-£ 24,193.54

**r Ending: 31/5/2025**

<b>Budget Yr</b>	
£	36,000.00
£	-
£	13,000.00
£	-
£	500.00
£	-
£	-
<b>£</b>	<b>49,500</b>

<b>Balance Budget</b>	
£	25,956.96
£	-
£	-
£	-
<b>-£</b>	<b>143.68</b>
£	-
£	-
<b>£</b>	<b>25,769.02</b>

<b>Budget Yr</b>	
£	15,220.00
£	1,585.00
£	1,745.00
£	3,692.00
£	-
£	-
£	12,000.00
£	2,836.00
£	6,165.00
£	1,035.00
£	400.00
£	825.00
£	200.00
£	-
£	-
£	-
£	-
£	-
<b>£</b>	<b>45,703</b>

<b>Balance Budget</b>	
£	6,965.12
£	530.48
£	1,130.90
£	2,318.67
£	-
£	-
£	8,500.00
£	2,836.00
£	1,852.26
£	758.00
£	400.00
<b>-£</b>	<b>794.96</b>
<b>-£</b>	<b>185.00</b>
£	-
£	-
£	-
£	-
£	-
<b>£</b>	<b>24,193.54</b>

**YORK LITERATURE FESTIVAL**

England & Wales - Charity number 1165936

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# Accounts

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# Trustees' Annual Report

From: *Thursday 1st June 2023*

To: *Friday 31st May 2024*

Charity's full name *York Literature Festival CIO*

Registered Company number

Registered Charity number

1165936

## Objectives and activities

### Summary of the purposes of the charity set out in its governing document

In hindsight, this was very late and did present logistical challenges for the festival directors. York The agreement contained stipulations regarding continued student engagement, research input a Overall, the festival was a success and is in a favourable position moving forward into the next ar

### Summary of the main activities in relation to those purposes for the public benefit, in particular activities, projects or services identified in the accounts

Following the success of the 2023 festival, the board took the decision to go ahead with a festival The festival was held in York between 11 and 27 March 2024. All events were open to the public and the 36 events attracted total audiences of 2592 people.

The trustees consider that they have complied with their duties to have due regard to the public b published by the Charity Commission.

### Additional details of objectives and activities (OPTIONAL)

*You may choose to include further statements, where relevant, about:*

*Policy on grant making*

*Policy on social investment including program related investment*

*Contribution made by volunteers*

*Other*

## Achievements and performance

### Summary of the main achievements of the charity, identifying the difference the charity's v to the circumstances of its beneficiaries and any wider benefits to society as a whole.

We achieved our fundamental purpose of delivering a high-quality literature festival for the gener and the North East and providing a showcase for local writing talent to engage with a wider audie

This year the charity was delighted to welcome York St John University as its main sponsor and li  
Other events were held throughout the city and income was £19.9K from 36 events. The festival a

**Additional information (optional)**

*You may choose to include further statements where relevant about:*

*Achievements against objectives set*

*Performance of fundraising activities against objectives set*

*Investment performance against objectives*

*Other*

---

**Financial review**

**Review of the charity's financial position at the end of the period**

The charity achieved a surplus of £2.1k in the year from the 2024 festival.

**Statement explaining the policy for holding reserves stating why they are held**

Reserves are held to finance the next year's festival which is normally held in the March following

## Amount of reserves held

At the 31 May 2024 unrestricted funds amounted to the reserves stood at £26,932

## Reasons for holding zero reserves

N/A

## Funds materially in deficit

*No uncertainties*

## Explanation of any uncertainties about the charity continuing as a going concern

N/A

## Additional information (optional)

*You may choose to include further statements where relevant about:*

*The charity's principal sources of funds (including any fundraising)*

*Investment policy and objectives including any social investment policy adopted*

*A description of the principal risks facing the charity*

*Other*

---

## Structure, governance and management

---

### Description of the charity's trusts

Type of governing document  
(e.g. trust deed, royal charter)

Constitution

How the charity is constituted (e.g. unincorporated association, CIO)

*YLF is a Charitable Incorporated Organisation.*

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

Trustees are selected by personal invitation subject to appropriate resolution approved by the Board of Trustees

### Additional governance issues (OPTIONAL)

*You may choose to include further statements where relevant about:*

*Policies and procedures adopted for the induction and training of trustees*

*The charity's organisational structure and any wider network with which the charity works*

*Relationship with any related parties*

## Other

YLF's Board of Trustees act as the Management Team, usually supported by the Festival Director. They are assisted in this task by a number of volunteers and strategic partners. These include St

### Reference and administration details

Charity's full name York Literature Festival CIO

Other names the charity is known by YLF.

Charity's principal address 142 Carr Lane  
York.

Postcode **YO26 5HG**

### Names of the trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of entitled
<a href="#">Henry Raby</a>	Chair		
<a href="#">O'Connor</a>	Chair		
<a href="#">Jeff Todd</a>	Treasurer		
<a href="#">Angela Ranson</a>	Secretary		
<a href="#">Chloe Hanks</a>	Member	<b>From September 2023</b>	
<a href="#">Professor Abi Curtis</a>	Member - representing York St John University		

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

[N/A](#)

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
--------------	-----------------------------------

[N/A](#)

<b>Funds held as custodian trustees on behalf of others</b>	
Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

**Names and addresses of advisers (OPTIONAL)**

Type of adviser	Name	Address
<i>N/A</i>	<i>Enter name</i>	<i>Enter address</i>

**Name of chief executive or names of senior staff members (OPTIONAL)**

*N/A*

**Declaration**

The trustees declare that they have approved the Trustees Annual Report and Accounts

Signed on behalf of the charity's trustees

Signature            Henry Raby  
 Full Name            *Henry Raby*  
 Position              *Chair*  
 Date

*09/08/2024*



St John sponsorship continued in this annual cycle, with a new three-year deal signed off in July 2024 and community outreach. The festival consisted of 36 events, taking place between 28th February and 28th March 2024. The annual cycle for 2024-25.

**cular, the**

in March 2024.

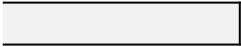
enefit guidance



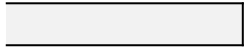
**work has made**

al public in York  
ence.

literary events  
achieved a net



| the year end.

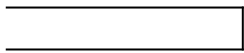
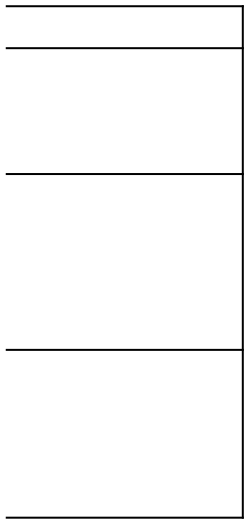


ct to an  
rustees.

tr.

Peter's School,

person (or body)  
to appoint trustee  
(if any)



-----  
23.  
d 30th March 2024.

# Welcome to

# **OUTNUMBER**

**Bank & Cash spreadsheet for small Voluntary & Community groups**

© Copyright Outsource VCSE Support (CIC) 2016

## **General Guidance**

OUTNUMBER is an Excel based spreadsheet which uses formulas to automatically summarise the amounts entered for receipt and payment transactions by the use of codes.

### **Before you start:**

You will need to enter some information about your group, the funds it already has and its bank balances.

These are entered on the following 3 sheets which incorporate specific guidance on how to complete them.

Cells where you will need to input information are coloured  or 

Once you have entered the information, this cell will indicate that all information has been entered accurately with a 'Yes', otherwise it will state 'No':

Yes

### **Coding**

Each receipt and payment requires an account code. This comprises two parts:

An alphabetical Fund code which should be taken from here

'Your Group'!I21	<a href="#">(click on link)</a>
------------------	---------------------------------

A numeric income or expense code as allocated by you, here for income

Codes Set Up!C8	<a href="#">(click on link)</a>
-----------------	---------------------------------

and here for expenses

Codes Set Up!F8	<a href="#">(click on link)</a>
-----------------	---------------------------------

### Completion

following cells will automatically indicate that the data has been input accurately with a 'Yes', otherwise these will state 'No':

NO	NO
----	----

This cell will be zero if all data has been input and your bank account reconciles

£	-
---	---

### Please note:

*As the accuracy of these figures may be subject to a number of factors including; the accuracy of amounts and codes entered, alterations made (both purposely or in error) to the spreadsheet's format or formulas, and corruption of the spreadsheet file itself, it is recommended that you carry out additional checks to verify the accuracy of the figures produced.*

For assistance at any time with the use of Outnumber or any accounting issues or for advice please contact:

[accounting@outsource.org.uk](mailto:accounting@outsource.org.uk)

# outsource

[www.outsource.org.uk](http://www.outsource.org.uk)



# OUTNUMBER

Bank & Cash spreadsheet for small Voluntary & Community groups

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**Enter the name of your group:** *York Literature Festival*

**Enter your Charity number:** 1165936

**Enter your year-end date:** 31/05/24

Needs to be entered as DD/MM/YY

## YOUR FUNDS

Funds	U/ D/ R	Code	Current Year Amount	Previous Year Amount
General funds	U	A	£ 22,018.18	£ 24,845.79
BG Marketing		B	£ -	£ -
Enter description		C	£ -	£ -
Enter description		D	£ -	£ -
Enter description		E	£ -	£ -
Enter description		F	£ -	£ -
Enter description		G	£ -	£ -

Enter description		<b>H</b>	£ -	£ -
Enter description		<b>I</b>	£ -	£ -
Enter description		<b>J</b>	£ -	£ -
Enter description		<b>K</b>	£ -	£ -
Enter description		<b>L</b>	£ -	£ -
<b>Total</b>			£ 22,018.18	£ 24,845.79

### Completion Guidance

*Enter the names of any designated or restricted funds in Column B*

*Enter the names of any new funds for the current year in column B*

*Enter U for Unrestricted funds or D for Designated funds or R for Restricted funds in Column H*

*Enter the balance brought forward from the previous year in Column K*

*The current year balance on each fund updates automatically once you complete your receipts and payme*

# outsourcing

[www.outsource.org.uk](http://www.outsource.org.uk)

For assistance at any time with the use of Outnumber or any accounting issues or advice please contact:

[accounting@outsourcing.org.uk](mailto:accounting@outsourcing.org.uk)



<b>NAME</b>	York Literature Festival
-------------	--------------------------

## Your Bank Balances

Bank Accounts	Account No.	Current Year Amount	Previous Year Amount
<b>Main Account</b>		£ 26,771.31	£ 24,685.79
<b>Paypal</b>		£ 1.00	£ 1.00
<b>Old account</b>		£ -	£ -
<b>Enter description</b>		£ -	£ -
<b>Enter description</b>		£ -	£ -
<b>Enter description</b>		£ -	£ -
<b>Enter description</b>		£ -	£ -
<b>Total</b>		£ 26,772.31	£ 24,686.79

<b>Petty Cash</b>			
<b>Petty Cash balance</b>		£ 159.00	£ 159.00

**Completion Guidance**  
*Enter the names of each account held in column B*  
*Enter the account numbers of each account held in column F*  
*Enter the current year balances from the bank statements in column K*  
*Enter the previous year bank balances from the bank statements in column L*

*If you have petty cash, enter the amount of cash you had in your petty cash tin at the end of the financial year and beginning of the year in columns K and L respectively.*

# outsource

[www.outsource.org.uk](http://www.outsource.org.uk)

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[accounting@outsourcing.org.uk](mailto:accounting@outsourcing.org.uk)

**NAME**

York Literature Festival

**Your Opening Reconciliation**

*If you had any unpresented Deposits (Receipts) at the end of the last financial year enter details below:*

<b>Date</b>	<b>Details</b>	<b>Pay In Ref:</b>	<b>Amount</b>	<b>Rec.</b>
				Y
			£ -	N
			£ -	N
			£ -	N
			£ -	N
<b>Total:</b>			<b>£ -</b>	

***If you had any unrepresented Cheques(Payments) at the end of the last financial year enter deails below:***

<b>Date</b>	<b>Details</b>	<b>Cheque No:</b>	<b>Amount</b>	<b>Rec.</b>
			£ -	N
			£ -	N
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	N
			£ -	N
<b>Total:</b>			<b>£ -</b>	

**Reconciled Bank Balances** £ **24,686.79**

**Based on the above information this is the total funds amount brought forward at the start of the financial year** £ **24,845.79**

**Does the amount above agree to your funds brought forward from the previous year** **Yes**

***Once the funds amount agrees move onto the CODES SET UP page***

contact:

[accounting@outsource.org.uk](mailto:accounting@outsource.org.uk)

**NAME****York Literature Festival**

*Enter descriptions below for the different types of Receipts & Payments your organisation has*

<b>Receipts</b>	<b>Code</b>
<i>Gross Revenue from Events</i>	<b>01</b>
<i>Poetry Competition Receipts</i>	<b>02</b>
<i>Sponsorship</i>	<b>03</b>
<i>Grants</i>	<b>04</b>
<i>Book Sales Commission</i>	<b>05</b>
<i>AC Final payment</i>	<b>06</b>
<i>Donations</i>	<b>07</b>
<i>Enter Description</i>	<b>08</b>
<i>Enter Description</i>	<b>09</b>
<i>Enter Description</i>	<b>10</b>
<i>Enter Description</i>	<b>11</b>
<i>Enter Description</i>	<b>12</b>
<i>Enter Description</i>	<b>13</b>
<i>Enter Description</i>	<b>14</b>
<i>Enter Description</i>	<b>15</b>

<b>Payments</b>	<b>Code</b>
<i>Artists' Fees</i>	<b>01</b>
<i>Artists travel</i>	<b>02</b>
<i>Artists accommodation</i>	<b>03</b>
<i>Venue costs</i>	<b>04</b>
<i>Other event costs</i>	<b>05</b>
<i>Poetry Competition Fees and Prizes</i>	<b>06</b>
<i>Festival Director</i>	<b>07</b>
<i>Festival brochure</i>	<b>08</b>
<i>Publicity/PR Costs</i>	<b>09</b>
<i>Insurances</i>	<b>10</b>
<i>Visit York Membership</i>	<b>11</b>
<i>Website &amp; IT Charges</i>	<b>12</b>
<i>Admin Charges</i>	<b>13</b>
<i>IE Fee</i>	<b>14</b>
<i>Training</i>	<b>15</b>
<i>Annual meeting</i>	<b>16</b>
<i>Donations</i>	<b>17</b>
<i>Bank charges</i>	<b>18</b>
<i>2023 Festival</i>	<b>19</b>
<i>Book sales contra</i>	<b>20</b>
<i>Enter Description</i>	<b>21</b>
<i>Enter Description</i>	<b>22</b>
<i>Enter Description</i>	<b>23</b>
<i>Enter Description</i>	<b>24</b>
<i>Enter Description</i>	<b>25</b>
<i>Enter Description</i>	<b>26</b>
<i>Enter Description</i>	<b>27</b>

<i>Enter Description</i>	<b>28</b>
<i>Enter Description</i>	<b>29</b>
<i>Cash Drawn from Bank for Petty Cash</i>	<b>30</b>









































































## Cheques & Bank Payments For Financial Year Ending: 31/03/2024

Mth	Date	Invoice No:	Detail	Fund/Code e.g. (A01)
6	16/06/23	24001	Mailchimp	A09
7	17/07/23	24002	Mailchimp	A09
7	19/07/23	24003	Annual meeting	A13
7	21/07/23	24004	Juno Dawson	A19
8	16/08/23	24005	Mailchimp	A09
8	18/08/23	24006	Harper Collins - Dawson night 2 recovery	A19
9	06/09/23	24007	Vistaprint	A08
9	07/09/23	24008	Grafik	A12
9	18/09/23	24009	Mailchimp	A09
10	16/10/23	24010	Mailchimp	A09
11	03/11/23	24011	ICO	A12
11	03/11/23	24012	Fiona Shaw	A01
11	17/11/23	24013	Mailchimp	A09
11	22/11/23	24014	Emma Smith	A01
12	15/12/23	24015	Mailchimp	A09
12	15/12/23	24016	Grafik	A12
12	15/12/23	24017	Shelby Gibbs	A07
12	15/12/23	24018	Rob O'Connor	A07
1	04/01/24	24019	Shelby Gibbs	A07
1	04/01/24	24020	Rob O'Connor	A07
1	16/01/24	24021	Mailchimp	A09
1	30/01/24	24022	Newsquest	A09
1	30/01/24	24023	ATG -Grand Opera House	A04
1	30/01/24	24024	Grafik	A08
1	30/01/24	24025	Grafik	A08
2	02/02/24	24026	Shelby Gibbs	A07
2	02/02/24	24027	Press Green	A08
2	14/02/24	24028	HandyMag	A09
2	14/02/24	24029	Rob O'Connor	A07
3	04/03/24	24030	Grafik	A09
3	04/03/24	24031	Press Green	A09
3	04/03/24	24032	Tysers Insurance Brokers	A10
3	04/03/24	24033	Shelby Gibbs	A07
3	04/03/24	24034	Rob O'Connor	A07
3	07/03/24	24035	Mailchimp	A09
3	13/03/24	24036	Carole Bromley	A01
3	13/03/24	24037	Anne Caldwell	A01
3	13/03/24	24038	Morgan Green Creatives Ltd - Powles travel	A02
3	13/03/24	24039	Morgan Green Creatives Ltd - Powles	A01
3	13/03/24	24040	Rafael Behr	A01
3	13/03/24	24041	Churchill Risbridger	A03
3	13/03/24	24042	Churchill NM Powles	A03
3	13/03/24	24043	Polari	A01

3	13/03/24	24043	Polari	A02
3	14/03/24	24044	Vidaveo - Adam Gill	A01
3	14/03/24	24045	Philipa Gill	A01
3	14/03/24	24045	Philipa Gill travel	A02
3	14/03/24	24046	Bob Fisher	A01
3	21/03/24	24047	Martin MacInnes	A01
3	21/03/24	24047	Martin MacInnes travel	A02
3	21/03/24	24048	Jessica Andrews	A01
3	21/03/24	24048	Jessica Andrews travel	A02
3	21/03/24	24049	Olivia Mulligan	A01
3	21/03/24	24050	Allie Esiri	A01
3	21/03/24	24051	Simone Yasmin	A01
3	21/03/24	24051	Simone Yasmin travel	A02
3	21/03/24	24052	Mailchimp	A09
3	27/03/24	24053	Churchill S Patel	A03
3	27/03/24	24054	Cynthia Murphy	A01
3	27/03/24	24055	Jade Blood	A01
3	27/03/24	24056	Miki Berenyi	A01
3	27/03/24	24056	Miki Berenyi travel	A02
3	27/03/24	24057	Churchill Miki Berenyi	A03
3	28/03/24	24058	DP Harrison St Peter's audio	A04
3	28/03/24	24059	York Medical Society	A04
3	28/03/24	24060	Sheena Patel	A01
3	28/03/24	24061	Catherine Taylor	A01
4	04/04/24	24062	Angela Ranson - printing	A09
4	04/04/24	24063	Angela Ranson - expenses	A13
4	04/04/24	24064	The Crescent	A04
4	04/04/24	24065	The Basement	A04
4	04/04/24	24066	Shelby Gibbs March	A07
4	04/04/24	24067	Shelby Gibbs L Sissay food	A03
4	04/04/24	24068	Shelby Gibbs Expenses	A13
4	08/04/24	24069	The Basement	A04
4	08/04/24	24070	Churchill R Behr	A03
4	08/04/24	24071	Churchill M MacInnes	A03
4	08/04/24	24072	Churchill J Andrews	A03
4	08/04/24	24073	Churchill I Moore	A03
4	17/04/24	24074	Mailchimp	A09
4	18/04/24	24075	Rob O'Connor	A07
4	18/04/24	24076	Ian Moore	A01
4	18/04/24	24077	Churchill Sissay	A03
4	18/04/24	24078	L Sissay	A01
4	22/04/24	24078	L Sissay travel	A02
4	22/04/24	24079	Churchill Turton	A03
4	23/04/24	24080	Eliza Chan-Ma	A01
4	30/04/24	24081	RJ Barker	A01
4	30/04/24	24082	M Gibson	A01
5	15/05/24	24083	Nic Fife	A01
5	15/05/24	24084	R O'Connor final	A07
5	15/05/24	24084	S Gibbs final	A07
5	16/05/24	24085	Mailchimp	A09
12				























<b>Total</b>	
£	30,864.23

<b>Amount</b>	<b>Bank Y/N</b>
£ 44.78	Y
£ 43.09	Y
£ 132.77	Y
£ 350.00	Y
£ 44.70	Y
-£ 105.00	Y
£ 47.29	Y
£ 49.99	Y
£ 45.49	Y
£ 46.52	Y
£ 35.00	Y
£ 100.00	Y
£ 39.46	Y
£ 300.00	Y
£ 44.30	Y
£ 499.98	Y
£ 1,000.00	Y
£ 600.00	Y
£ 1,000.00	Y
£ 600.00	Y
£ 43.53	Y
£ 909.02	Y
£ 1,368.00	Y
£ 599.99	Y
£ 200.00	Y
£ 1,000.00	Y
£ 1,504.11	Y
£ 335.00	Y
£ 600.00	Y
£ 240.00	Y
£ 442.13	Y
£ 466.28	Y
£ 1,000.00	Y
£ 600.00	Y
£ 43.70	Y
£ 100.00	Y
£ 75.00	Y
£ 100.00	Y
£ 250.00	Y
£ 300.00	Y
£ 105.00	Y
£ 105.00	Y
£ 400.00	Y

£	136.49	Y
£	75.00	Y
£	75.00	Y
£	50.00	Y
£	700.00	Y
£	200.00	Y
£	100.00	Y
£	200.00	Y
£	100.00	Y
£	75.00	Y
£	240.00	Y
£	100.00	Y
£	16.55	Y
£	43.50	Y
£	105.00	Y
£	200.00	Y
£	150.00	Y
£	350.00	Y
£	60.00	Y
£	105.00	Y
£	360.00	Y
£	290.00	Y
£	232.70	Y
£	250.00	Y
£	42.78	Y
£	18.20	Y
£	300.00	Y
£	223.20	Y
£	1,000.00	Y
£	18.48	Y
£	21.55	Y
£	223.20	Y
£	160.00	Y
£	160.00	Y
£	160.00	Y
£	105.00	Y
£	44.56	Y
£	600.00	Y
£	250.00	Y
£	160.00	Y
£	3,600.00	Y
£	167.24	Y
£	105.00	Y
£	100.00	Y
£	250.00	Y
£	150.00	Y
£	100.00	Y
£	472.69	Y
£	787.81	Y
£	44.26	Y
		N



















































































# OUTNUMBER

# York Literature Festival

## YOUR BANK RECONCILIATION

Financial Year Ending:	31/03/2024
<b>BANK ACCOUNT BALANCES FOR CURRENT FINANCIAL YEAR</b>	
Opening Bank Balance at the start of the current financial year:	£ 24,686.79
Plus the total amount of Receipts paid in (from Receipts page):	£ 32,949.75
Less the total amount of Payments paid out (from Payments page):	£ 30,864.23
Once all transactions have cleared the closing bank balance would be:	£ 26,772.31

## BANK RECONCILIATION

CURRENT BANK ACCOUNT statement BALANCE:	£ 26,771.31
SAVINGS BANK ACCOUNT statement balance:	£ 1.00
Plus value of unrepresented Deposits (Receipts) from current financial year:	£ -
Less value of unrepresented Cheques (Payments) from current financial year:	£ -
Plus any unrepresented Deposits (Receipts) from previous financial year:	£ -
Less any unrepresented Cheques (Payments) from previous financial year:	£ -
Once all transactions have cleared the closing bank balance would be:	£ 26,772.31
<b>UNRECONCILED AMOUNT (This will be ZERO when everything balances):</b>	£ -

<b>CHECK 'SUMMARY' SHEET</b>	
OPENING BALANCE AGREES?	YES
CLOSING BALANCE AGREES?	YES

<b>CHECK 'SUMMARY BY FUND' SHEET</b>	
OPENING BALANCE AGREES?	YES
CLOSING BALANCE AGREES?	YES

<b>Petty Cash Balances</b>	
OPENING BALANCE AS SUMMARY	£159.00
CLOSING BALANCE AS SUMMARY	£159.00

<b>CHECK 'SUMMARY BY MONTH' SHEET</b>	
OPENING BALANCE AGREES?	YES
CLOSING BALANCE AGREES?	YES

**Summary of Receipts & Payments****York Literature Festival****For period to:****Friday, May 31, 2024**

<b>Receipts</b>	<b>Bank</b>	<b>Petty Cash</b>	<b>Total</b>
Gross Revenue from Events	£ 19,232.75	£ -	£ 19,232.75
Poetry Competition Receipts	£ -	£ -	£ -
Sponsorship	£ 13,000.00	£ -	£ 13,000.00
Grants	£ -	£ -	£ -
Book Sales Commission	£ 717.00	£ -	£ 717.00
	<b>£ 32,949.75</b>	<b>£ -</b>	<b>£ 32,949.75</b>

<b>Payments</b>	<b>Bank</b>	<b>Petty Cash</b>	<b>Total</b>
Artists' Fees	£ 8,922.70	£ -	£ 8,922.70
Artists travel	£ 730.28	£ -	£ 730.28
Artists accommodation	£ 1,288.48	£ -	£ 1,288.48
Venue costs	£ 4,345.29	£ -	£ 4,345.29
Other event costs	£ -	£ -	£ -
Poetry Competition Fees and Prizes	£ -	£ -	£ -
Festival Director	£ 9,260.50	£ -	£ 9,260.50
Festival brochure	£ 2,351.39	£ -	£ 2,351.39
Publicity/PR Costs	£ 2,496.82	£ -	£ 2,496.82
Insurances	£ 466.28	£ -	£ 466.28
Visit York Membership	£ -	£ -	£ -
Website & IT Charges	£ 584.97	£ -	£ 584.97
Admin Charges	£ 172.52	£ -	£ 172.52
IE Fee	£ -	£ -	£ -
Donations	£ -	£ -	£ -
Bank charges	£ -	£ -	£ -
2023 Festival	£ 245.00	£ -	£ 245.00
Cash Drawn from Bank for Petty Cash	£ -	£ -	£ -
	<b>£ 30,864.23</b>	<b>£ -</b>	<b>£ 30,864.23</b>

<b>Current Surplus (Deficit)</b>	<b>£ 2,085.52</b>	<b>£ -</b>	<b>£ 2,085.52</b>
<b>Funds Brought Forward</b>	<b>£ 24,686.79</b>	<b>£ 159.00</b>	<b>£ 24,845.79</b>
<b>Funds Carried Forward</b>	<b>£ 26,772.31</b>	<b>£ 159.00</b>	<b>£ 26,931.31</b>



Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bank charges	£ -	£ -	£ -	£ -	£ -	£ -	£ -
2023 Festival	£ 245.00	£ -	£ -	£ -	£ -	£ -	£ -
Book sales contra	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ 30,864.23	£ -	£ -	£ -	£ -	£ -	£ -

<b>Current Surplus (Deficit)</b>	£ 2,085.52	£ -	£ -	£ -	£ -	£ -	£ -
<b>Funds Brought Forward</b>	£ 24,845.79	£ -	£ -	£ -	£ -	£ -	£ -
<b>Funds Carried Forward</b>	£ 26,931.31	£ -	£ -	£ -	£ -	£ -	£ -

Enter description	Enter description	Enter description	Enter description	Enter description	Total
£ -	£ -	£ -	£ -	£ -	£ 19,232.75
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 13,000.00
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 717.00
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 32,949.75

Enter description	Enter description	Enter description	Enter description	Enter description	Total
£ -	£ -	£ -	£ -	£ -	£ 8,922.70
£ -	£ -	£ -	£ -	£ -	£ 730.28
£ -	£ -	£ -	£ -	£ -	£ 1,288.48
£ -	£ -	£ -	£ -	£ -	£ 4,345.29
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 9,260.50
£ -	£ -	£ -	£ -	£ -	£ 2,351.39
£ -	£ -	£ -	£ -	£ -	£ 2,496.82
£ -	£ -	£ -	£ -	£ -	£ 466.28
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 584.97
£ -	£ -	£ -	£ -	£ -	£ 172.52
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -

£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	245.00
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	30,864.23

£	-	£	-	£	-	£	-	£	2,085.52
£	-	£	-	£	-	£	-	£	24,845.79
£	-	£	-	£	-	£	-	£	26,931.31



Annual meeting	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bank charges	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
2023 Festival	£ -	£ 350.00	-£ 105.00	£ -	£ -	£ -	£ -	£ -	£ -
Book sales contra	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ 45	£ 526	-£ 60	£ 143	£ 47	£ 474	£ 2,144	£ 4,721	

<b>Funds Bal B/Fwd</b>	£ 24,846								
<b>Funds Bal C/Fwd</b>	£ 24,801	£ 24,275	£ 24,335	£ 24,193	£ 24,146	£ 23,672	£ 22,368	£ 30,648	

# 31/05/2024

2	3	4	5	
Feb	Mar	Apr	May	TOTAL
£ -	£ 173.40	£ -	£ 18,347.59	£ 19,233
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ 13,000
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ 588.00	£ -	£ 717
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ 173	£ 588	£ 18,348	£ 32,950

Feb	Mar	Apr	May	TOTAL
£ -	£ 3,972.70	£ 4,350.00	£ 200.00	£ 8,923
£ -	£ 563.04	£ 167.24	£ -	£ 730
£ -	£ 420.00	£ 868.48	£ -	£ 1,288
£ -	£ 650.00	£ 746.40	£ 1,580.89	£ 4,345
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ 1,600.00	£ 1,600.00	£ 1,600.00	£ 1,260.50	£ 9,261
£ 1,504.11	£ -	£ -	£ -	£ 2,351
£ 335.00	£ 769.33	£ 87.34	£ 44.26	£ 2,497
£ -	£ 466.28	£ -	£ -	£ 466
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ 585
£ -	£ -	£ 39.75	£ -	£ 173
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -

£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ 245
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ 3,439	£ 8,441	£ 7,859	£ 3,086	£ 30,864

**Surplus (Deficit) on Year** £ 2,086

£ 27,209	£ 18,941	£ 11,669	£ 26,931
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## Cumulative by Month

Year 1

<b>Income</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>
<i>Gross Revenue from Events</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Poetry Competition Receipts</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Sponsorship</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Grants</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Book Sales Commission</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>AC Final payment</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Donations</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>

<b>Expenditure</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>
<i>Artists' Fees</i>	£ -	£ -	£ -	£ -	£ -	£ 400.00
<i>Artists travel</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Artists accommodation</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Venue costs</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Other event costs</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Poetry Competition Fees and Prizes</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Festival Director</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Festival brochure</i>	£ -	£ -	£ -	£ 47.29	£ 47.29	£ 47.29
<i>Publicity/PR Costs</i>	£ 44.78	£ 87.87	£ 132.57	£ 178.06	£ 224.58	£ 264.04
<i>Insurances</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Visit York Membership</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Website &amp; IT Charges</i>	£ -	£ -	£ -	£ 49.99	£ 49.99	£ 84.99
<i>Admin Charges</i>	£ -	£ 132.77	£ 132.77	£ 132.77	£ 132.77	£ 132.77
<i>IE Fee</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Training</i>	£ -	£ -	£ -	£ -	£ -	£ -

<b>Annual meeting</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Donations</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Bank charges</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>2023 Festival</b>	£	-	£	350.00	£	245.00	£	245.00	£	245.00	£	245.00
<b>Book sales contra</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
	£	45	£	571	£	510	£	653	£	700	£	1,174



£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ 245.00	£ 245.00	£ 245.00	£ 245.00	£ 245.00	£ 245.00	£ 2,800
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ 3,318	£ 8,039	£ 11,478	£ 19,919	£ 27,779	£ 30,864	£ 105,050

**Budget & Cashflow**

**Year Ending: 31/05/2024**

<i>Income</i>	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL
Gross Revenue from Events	£	-	£	-	£	-	£	-	£	-	£	-	£ 36,000
Poetry Competition Receipts	£	-	£	-	£	-	£	-	£	-	£	-	£ 36,000
Sponsorship	£	-	£	-	£	-	£	-	£	-	£	-	£ 13,000
Grants	£	-	£	-	£	-	£	-	£	-	£	-	£ -
Book Sales Commission	£	-	£	-	£	-	£	-	£	-	£	-	£ 500
AC Final payment	£	-	£	-	£	-	£	-	£	-	£	-	£ -
Donations	£	-	£	-	£	-	£	-	£	-	£	-	£ 49,500

<i>Expenditure</i>	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL
Artists' Fees	£	-	£	-	£	-	£	-	£	-	£	-	£ 15,000
Artists travel	£	-	£	-	£	-	£	-	£	-	£	-	£ 1,245
Artists accommodation	£	-	£	-	£	-	£	-	£	-	£	-	£ 3,985
Venue costs	£	-	£	-	£	-	£	-	£	-	£	-	£ 3,226
Other event costs	£	-	£	-	£	-	£	-	£	-	£	-	£ 466
Poetry Competition Fees and Prizes	£	-	£	-	£	-	£	-	£	-	£	-	£ -
Festival Director	£	-	£	-	£	-	£	-	£	-	£	-	£ 600
Festival brochure	£	-	£	-	£	-	£	-	£	-	£	-	£ 336
Publicity/PR Costs	£	40	£	40	£	40	£	40	£	40	£	40	£ 3,865
Insurances	£	-	£	-	£	-	£	-	£	-	£	-	£ 885
Visit York Membership	£	-	£	-	£	-	£	-	£	-	£	-	£ 400
Website & IT Charges	£	-	£	-	£	-	£	-	£	-	£	-	£ 425
Admin Charges	£	-	£	-	£	-	£	-	£	-	£	-	£ 25
IE Fee	£	-	£	-	£	-	£	-	£	-	£	-	£ 200
Training	£	-	£	-	£	-	£	-	£	-	£	-	£ -
Annual meeting	£	-	£	-	£	-	£	-	£	-	£	-	£ -
Donations	£	-	£	-	£	-	£	-	£	-	£	-	£ -

<b>Funds Bal B/Fwd</b>	£ 24,806												
<b>Funds Bal C/Fwd</b>	£ 24,806	£ 24,766	£ 24,701	£ 24,161	£ 24,121	£ 23,456	£ 22,391	£ 34,151	£ 32,240	£ 31,600	£ 41,643	£ 28,643	<b>Surplus (Deficit) on Year</b> £ 3,797

**Cumulative Budget**

**Year Ending: 31/05/2024**

<i>Income</i>	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL
Gross Revenue from Events	£	-	£	-	£	-	£	-	£	-	£	-	£ 36,000
Poetry Competition Receipts	£	-	£	-	£	-	£	-	£	-	£	-	£ 36,000
Sponsorship	£	-	£	-	£	-	£	-	£	-	£	-	£ 13,000
Grants	£	-	£	-	£	-	£	-	£	-	£	-	£ -
Book Sales Commission	£	-	£	-	£	-	£	-	£	-	£	-	£ 500
AC Final payment	£	-	£	-	£	-	£	-	£	-	£	-	£ -
Donations	£	-	£	-	£	-	£	-	£	-	£	-	£ 49,500

<i>Expenditure</i>	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL
Artists' Fees	£	-	£	-	£	-	£	-	£	-	£	-	£ 15,000
Artists travel	£	-	£	-	£	-	£	-	£	-	£	-	£ 1,245
Artists accommodation	£	-	£	-	£	-	£	-	£	-	£	-	£ 3,985
Venue costs	£	-	£	-	£	-	£	-	£	-	£	-	£ 3,226
Other event costs	£	-	£	-	£	-	£	-	£	-	£	-	£ 466
Poetry Competition Fees and Prizes	£	-	£	-	£	-	£	-	£	-	£	-	£ -
Festival Director	£	-	£	-	£	-	£	-	£	-	£	-	£ 600
Festival brochure	£	-	£	-	£	-	£	-	£	-	£	-	£ 336
Publicity/PR Costs	£	40	£	80	£	120	£	160	£	200	£	240	£ 2,900
Insurances	£	-	£	-	£	-	£	-	£	-	£	-	£ 885
Visit York Membership	£	-	£	-	£	-	£	-	£	-	£	-	£ 400
Website & IT Charges	£	-	£	-	£	-	£	-	£	-	£	-	£ 425
Admin Charges	£	-	£	-	£	-	£	-	£	-	£	-	£ 25
IE Fee	£	-	£	-	£	-	£	-	£	-	£	-	£ 200
Training	£	-	£	-	£	-	£	-	£	-	£	-	£ -
Annual meeting	£	-	£	-	£	-	£	-	£	-	£	-	£ -
Donations	£	-	£	-	£	-	£	-	£	-	£	-	£ -

<b>Funds Bal B/Fwd</b>	£ 24,806												
<b>Funds Bal C/Fwd</b>	£ 24,806	£ 24,766	£ 24,701	£ 24,161	£ 24,121	£ 23,456	£ 22,391	£ 34,151	£ 32,240	£ 31,600	£ 41,643	£ 28,643	<b>Surplus (Deficit) on Year</b> £ 3,797

**Actual vs Budget****Year**

Month Ref	May
-----------	-----

Income	Actual Ytd
Gross Revenue from Events	£ 19,232.75
Poetry Competition Receipts	£ -
Sponsorship	£ 13,000.00
Grants	£ -
Book Sales Commission	£ 717.00
AC Final payment	£ -
Donations	£ -
	<b>£ 32,950</b>

Budget Ytd
£ 36,000.00
£ -
£ 13,000.00
£ -
£ 500.00
£ -
£ -
<b>£ 49,500</b>

Variance Ytd
<b>-£ 16,767.25</b>
£ -
£ -
£ -
£ 217.00
£ -
£ -
<b>-£ 16,550.25</b>

Expenditure	Actual Ytd
Artists' Fees	£ 8,922.70
Artists travel	£ 730.28
Artists accommodation	£ 1,288.48
Venue costs	£ 4,345.29
Other event costs	£ -
Poetry Competition Fees and Prizes	£ -
Festival Director	£ 9,260.50
Festival brochure	£ 2,351.39
Publicity/PR Costs	£ 2,496.82
Insurances	£ 466.28
Visit York Membership	£ -
Website & IT Charges	£ 584.97
Admin Charges	£ 172.52
IE Fee	£ -
Training	£ -
Annual meeting	£ -
Donations	£ -
Book sales contra	£ -
	<b>£ 30,864</b>

Budget Ytd
£ 15,220.00
£ 1,585.00
£ 1,745.00
£ 3,692.00
£ -
£ -
£ 12,000.00
£ 2,836.00
£ 6,165.00
£ 1,035.00
£ 400.00
£ 825.00
£ 200.00
£ -
£ -
£ -
£ -
£ -
<b>£ 45,703</b>

Variance Ytd
<b>-£ 6,297.30</b>
<b>-£ 854.72</b>
<b>-£ 456.52</b>
£ 653.29
£ -
£ -
<b>-£ 2,739.50</b>
<b>-£ 484.61</b>
<b>-£ 3,668.18</b>
<b>-£ 568.72</b>
<b>-£ 400.00</b>
<b>-£ 240.03</b>
<b>-£ 27.48</b>
£ -
£ -
£ -
£ -
<b>-£ 14,838.77</b>

**Ending: 31/03/2024**

<b>Budget Yr</b>	
£	36,000.00
£	-
£	13,000.00
£	-
£	500.00
£	-
£	-
<b>£</b>	<b>49,500</b>

<b>Balance Budget</b>	
£	16,767.25
£	-
£	-
£	-
<b>-£</b>	<b>217.00</b>
£	-
£	-
<b>£</b>	<b>16,550.25</b>

<b>Budget Yr</b>	
£	15,220.00
£	1,585.00
£	1,745.00
£	3,692.00
£	-
£	-
£	12,000.00
£	2,836.00
£	6,165.00
£	1,035.00
£	400.00
£	825.00
£	200.00
£	-
£	-
£	-
£	-
£	-
<b>£</b>	<b>45,703</b>

<b>Balance Budget</b>	
£	6,297.30
£	854.72
£	456.52
<b>-£</b>	<b>653.29</b>
£	-
£	-
£	2,739.50
£	484.61
£	3,668.18
£	568.72
£	400.00
£	240.03
£	27.48
£	-
£	-
£	-
£	-
£	-
<b>£</b>	<b>14,838.77</b>

# **York Literature Festival**

**(Charity Number: 1165936)**

## **Trustees Annual Report & Financial Statements for the year ended**

**31st May 2024**

# **York Literature Festival**

(Charity Number: 1165936)

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## YORK LITERATURE FESTIVAL – BoT REPORT 2024 CYCLE

**01/07/2024**

GENERAL: The YLF board made the decision to go ahead with the 2024 festival

PURPOSE: The board's overriding CIO purpose of delivering a high-quality liter

AIMS: The festival directors' principal aim in 2023/24 was to ensure that a festiv

STRATEGY: No money was lost because of hosting the festival in 2024.

Our event/ticket price profile was as follows.

Free	£0-5	£6-10	£11-15	£16-20	£21-25
11	4	14	6	1	0

It was good to see that the majority of the ticket prices were still within the £0-10

The festival operated with two Co-Directors responsible for the programming an

### ARTISTIC CONTENT:

We were able to contract nationally recognised figures within literature and popu

High-level speakers in Politics and History, such as Iain Dale, Rafael Behr, Stev

YSJU programme of six events, including the usual student showcase, a panel

Poetry was well represented this year, with a Howl Owt collaboration, an Internat

Several workshops were delivered this year, including a children's illustration w

There was some focused activity for children, including YA author Cynthia Murp

*Genres included this year:*

Fiction	YA	SF/Fantasy/ Horror	Poetry	Food	Politics
6	1	4	6	1	3

Although pleasing to see fiction and poetry as the majority genres here, the FDs

It is important for the YLF board to consider early on the number of events and t

### VENUE PARTNERSHIPS AND SPONSORSHIP:

## Venues

The use of venues for 2025 breaks down as follows:

York Explore	Grand Opera House	York Medical Society	York St John University	St Peter's School	The Mount School
7	1	3	10*	6	1

\*Please note that 4 of these events were the Folk Horror Day, which for the purposes of the YSJU sponso

Err:509

### *York Explore Library*

York Explore Library hosted seven events, none of which sold out. This partner:  
St Peter's School.

The partnership with St Peter's School was effective once again, with high level  
*Grand Opera House, York.*

A costly venue, but helpful staff, not only on the day but also pre-event. They do

### *The Crescent Community Venue*

This year we returned to The Crescent after a successful event in 2023. Our foc  
York St John University

Sponsorship from YSJU was achieved again in July 2023. After an initial one-ye

In terms of the sponsorship agreement requirements, we carried out several act

Collaboration between the logistical teams at YSJU and the YLF festival directo

The programming project involved two postgraduate students who saw the plan

### *York Theatre Royal*

York Theatre Royal once again ran our box office and this process seemed to o

### *Theatre @41*

This venue was used for the first time by the student programming team as a ve

### *The Basement*

Used for two events, both of which worked reasonably successfully in the space

*The Mount School*

We do have a history with this venue which has waned in recent years. They we

*The Blue Boar*

Utilised because of the connection with Howlers Open Mic night, but a useful ev

*York Medical Society*

Used for the first time in a while this year and the three events hosted here rece

Upon reflection The Mount School and The Basement are not ideal venues in te

## MARKETING AND PR:

Publicity Routes explored this year:

YO1 Radio

BBC Radio York - Caroline Quentin and RJO

York Mix - article published 3 Feb

York Independent Life

Indie York

York Mumbler - will be highlighting our children's events on the 2nd in conjuncti

Little Vikings - have added our children's events to their online calendar and ser

York Food Festival (for Grace Dent and Food writers specifically).

The Handy Mag package

Interview with YorkTV, Channel 7.

York Press Package

Railing Banners

Despite the above, it has been noted that our physical presence within the city c

Reciprocal marketing is something we could explore in more depth next year. R

## **SOCIAL MEDIA MARKETING**

Social media marketing this year consisted largely of static informative posts ab

For Natalie Haynes, we used a local BookToker to create a video on the event v

Some feedback from audiences included that the green colour scheme that ties

## **BROCHURE DISTRIBUTION**

4000 copies of the brochure were printed and delivered. The following distributi

York Explore - 950 (for distribution across network)  
 York Theatre Royal - 500  
 York St John University - 750  
 Residents' Weekend - 200 (handed out)  
 Little Apple - 100  
 St Peter's School - 100  
 The Mount - 100  
 The Crescent - 100  
 Board of Trustees for distribution - 300  
 Uni of York - 100  
 Visit York - 200  
 Theatre@41 - 100  
 The Basement - 100  
 Conference of the North (through Fox Lane Books) - 100  
 Early events distribution - 200  
 Spare – 0      Total = 4000

**FINANCE:**

The financial success of the 2023 festival is down to the continuation of sponsor

**GOVERNANCE AND STRUCTURE:**

This aspect of the festival was a challenge for the FDs during the cycle, with de  
 Board expertise in marketing/publicity and funding would be helpful to bolster th

**APPENDIX ONE: EVENT ATTENDANCE**

**Below are attendance figures for each event during YLF 2024:**

Caroline	
Quentin	171
(ais Date	99
(isow Day)	86
(onid Day)	94
Musphy	12
(chshops	11
Pooty)	11
(osshp)k	22
Hokid Day)	80
Day) to Get	94
Published	100
Provas	35
Day Poetry	40
Showcase	60
Chris Mullin	132

Bader Behr	116
Shaw	67
Royle	22
Steve Moore	20
Richards	121
MacInnes	38
Andrews and	31
Catherine	82
Naylor	35
Haynes	specific
Time Fair	moment)
Verde	20
Stories	37
Miki Brazny	54
Chenew	31
Gibson	24
How Owt	26
Sissay	404
Turton	47
<b>TOTAL</b>	<b>2592</b>

al in late summer of 2023. Deliberation and YLF board considerations meant that  
 aature festival for the general public in York and the North East was achieved in  
 al happened and, therefore, this aim was met. The parameters of the York St Jc

£26-30	£30+	Total
0	0	36

) bracket, representing a good offer to the audience. High profile events that are  
 id running of events.

ular culture, including Martin MacInnes, Jessica Andrews, Sheena Patel, Natalie  
 /e Richards, Chris Mullin and food writers Ella Risbridger and Nina Mingya Powl  
 focused on writing the future, a panel on how to get published and a very succe  
 ational Women’s Day Poetry Showcase, the Polari Literary Salon and festival he  
 orkshop, a folk horror workshop, a writing the future workshop and the Zine fair,  
 why, but this continues to be an area for improvement (see below).

Getting			
Academic	Published	Memoir	History
5	5	4	1

s think it is important to try and achieve more literary and fiction events. Also, op  
 their subject matter moving forward into future annual cycles, and this can then l

Theatre @41	The Basement	The Crescent	Museum Gardens+	The Blue Boar
1	2	3	2	1

ership agreement was counted as one booking (meaning that we met the agreement stipulation of 6 events

ship remains stable and effective, with benefits to both sides. A perfect venue sp

s of AV and staff support for the six events hosted at their Memorial Hall venue.

o have a publicity network, but not sure how effective this was. There are high cc

us for this venue was once again music memoir events, with the launch of an a

ear sponsorship agreement, this was increased to a three-year contract, meanin

tivities to ensure that these were met and achieved. YSJU branding was presen

rs also improved, with extra input this year from the marketing team, who helpe

ning of three events through from conception to hosting. These events were the

perate smoothly and without concern. No event held here, but this should be an

venue for the Polari Literary Salon. It was a great performance space and should

3. There were problems with AV and microphones for both events which needs to

be utilised for the Food Writing event. The space is useful and flexible, but the venue

is a bit small for a small number.

We received great feedback for the ambience of the venue. For anything which may have

regards to location, atmosphere and technological requirements. Both venues have

worked well for the Snooks trail launch.

We need a media pack for us to consider in future

Marketing during March could be better. More posters, banners, brochure distribution in people

reach out to other local organisations for features on the platforms and in their newsletters

to promote upcoming events in the lead up. We have sporadically used TikTok's and reels

which had no marked effect on sales but is good for promoting brand awareness

and the current branding with the logo was not aesthetically pleasing despite being clearly associated

with the brand. No major issues occurred:

rship funds. However, the ticket income was not anywhere near covering the co:

cisions taking a long time to be made. Communications were troubled and dishe

ie skill set and operational advice required by festival directors.

at programming for the festival did not start in earnest until November 2023. In h  
2024 and we provided a platform for local writing talent to engage with a wider a  
ohn University sponsorship were also met in terms of the FDs programming of fe

able to bring in high ticket prices are lacking, but we did programme an event a

Haynes and Lemn Sissay.

les.

ssful Folk Horror Day.

adliner Lemn Sissay with a tremendous performance.

which also included practical elements.

en mics do need to be included in the programme, but all but one of the poetry €

be implemented by continued utilisation of operational support such as voluntee

; overall)

pace for debut authors. However, there was not much visible marketing of the ev

AV charges were asked for late in the process, something which YLF will have

costs for events here and we have to be sure that they will work. High costs near

academic book and then an event with Miki Berenyi. Although promotion of the m

g that there was £13K of sponsorship funding from them, as well as another £7K

t across festival materials and in venues. A member of YSJU staff continued on

d to promote the festival on campus and provided space for railing banners prom

: Polari Literary Salon, the International Women's Day Poetry Showcase and the

aim for 2025.

be considered again as a potential venue in future festivals. They were keen to

to be noted if using in the future. Technology was ineffective which did lead to c

venue does feel out of town and there is a significant walk from parking to the ve

ve a quirky edge (horror, fantasy spring to mind) this venue adds to the feel of th

limitations that impact on the audience experience.

rson could be beneficial in future years.

newsletters. Tailor these on an event-by-event basis to ensure we are reaching th

els to showcase festival atmosphere. We have gained followers on each of the

s amongst the 18-24 demographic.

with the brand. Could a potential new branding kit and style be worth considerin

sts of the events, with the sponsorship funds essential for YLF to cover the expenses

partening at times too. Governance needs to be streamlined for future cycles and

insight, this was very late and did present logistical challenges for the festival ( audience.

estival events. The festival did make an overall profit in 2024, achieved primarily

it Grand Opera House (see below).

events this year were more panel or performance orientated. More focus can be  
rs, internship/placements or “in-kind” support from sponsorship.

vents from YE, who had also promised to find a school audience for Cynthia Mui

to be more proactive about when hosting events at this venue in the future. St P

1 that it will be a higher ticket price for audiences. FDs believe that it was this an

music memoir events proved difficult, in the end there was good attendance across

< in-kind support. This arrangement will continue (review dependent) until 2026.

the board. Events on YSJU campus were of a literary nature and were in line with

noting the festival. More in-house communication was achieved through YSJU e

3 Zine Fair. Both FDs were in constant contact with the team and were there to p

work with us and provided ticket sales provision for the event and online publicit

omplaints, obstructed view in places, cold and damp smelling. The venue also di

venue. Many audience members struggled to find it - particularly as they were not

ie event. One to definitely keep in mind for specific events in the future. Charge i

re demographic for each event.

platforms we have used and during peak festival season, engagement is good.

ig?

enses of pre-festival preparations. Routes to extra income need to be considered

d clearer policies of practice instigated and communicated.

directors. York St John sponsorship continued in this annual cycle, with a new tr

through budget management and strategic marketing costs, offset by the spons

achieved here. Children's events need to have a strategic approach for 2025, n

rphy which failed to materialise (YLF had allocated 30 tickets for this). Also, the

eter's School remains a key partner though. Provision is always professional. F

d the fact that it was Easter Saturday that resulted in the two events struggling to

ss the day. Across both events there were around 100 people. Although down o

ith the institution's strategic objectives and staff research interests. Student oppo

emails and newsletters to both students and staff. Although presence and aware

rovide advice and developmental feedback to the students involved. They also

y. Charge for venue hire.

id not appear to distribute all of their brochures which is a shame as we could ha

able to enter through the main entrance. There is a lot of safeguarding to consi

for venue hire.

d to ensure longer term prosperity for the festival. The year-end accounts are pr

three-year deal signed off in July 2023. The agreement contained stipulations reg

scholarship funding.

maybe with one high profile headliner.

There is no AV provision for events. In future festivals, it may be good to consider how

Good advice would be for early contact with this venue in the next cycle to firm up p

rofitability – ultimately leading to the cancellation of Grace Dent. Despite some audience

feedback on the venue's activities last year, they were extremely happy with the turnout and

opportunities were available through the student programming project, the volunteer

numbers were increased across the university community, there is still room for more

events. All groups had to report their plans to the YLF Board of Trustees and handled this requiremen

ave distributed them elsewhere. Charge for venue hire.

der with this venue which is important to the school and whilst that is completely

edicted to be c.£27K with a profit of £2K for this annual cycle.

warding continued student engagement, research input and community outreach

ow we can support this, maybe through hiring or purchase of AV equipment whe

arameters of operation. Some audience feedback this year did indicate that the

ence interaction from Lemn (which ultimately we can not control) the event was l

id the events themselves and are keen to continue to develop the working relatic

ing community and the student showcase event. Student's gained vocational ex

re work to be done here in the next two years of the remaining sponsorship agre

ment in a professional manner. Feedback from stakeholders in these events was

understandable it does make the venue less desirable when considering it for f

. The festival consisted of 36 events, taking place between 28th Feb and 30th M

re needed.

venue isn't ideal for larger book signings, particularly with the example of Natali

roughly successful in terms of audience feedback and did make a small profit des

onship with YLF in the future. The small room in The Crescent was also used for

xperiences through these opportunities. YSJU staff were involved with hosting ev

ement.

s that the student team handled themselves very professionally. The audience re

uture festivals. The communication between the staff at the venue and the FD's

March 2024. Overall, the festival was a success and is in a favourable position m

e Haynes.

spite the financial pressures delivered by the Grace Dent cancellation. If the date

r the Zine Fair, which proved to be an effective space for this kind of “pop-in” act

vents, including the Folk Horror Day, Nicholas Royle, Catherine Taylor, Martin M

reactions at all of these events demonstrated that the team did a remarkable job c

was lacking and finalising details was difficult. How the board wishes to continu

oving forward into the next annual cycle for 2024-25.

e and the artist work, then this venue can be highly successful.

ivity. Charge for AV technician, but room for free.

MacInnes and the Brontes and Satire talk.

of hosting and organizing. Report and feedback from the student team on their f

e with this collaboration needs discussion.

feelings about the project will be provided.

**York Literature Festival**  
(Charity Number: 1165936)

<b>Receipts &amp; payments accounts for the year ended:</b>		<b>31st May 2024</b>		
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2024 Total funds</b>	<b>2023 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>				
Events	19,233	-	19,233	11,175
Sponsorship	13,000	-	13,000	13,000
Book sales	717	-	717	670
<b>Total receipts</b>	<b>32,950</b>	<b>-</b>	<b>32,950</b>	<b>24,845</b>
<b>Payments</b>				
Artists' fees & expenses	11,186	-	11,186	7,354
Venue costs	4,345	-	4,345	366
Festival director	9,261	-	9,261	-
Administration assistant	-	-	-	5,000
Festival brochure costs	2,351	-	2,351	1,926
Publicity & PR	2,497	-	2,497	1,381
Insurance	466	-	466	-
IT charges	585	-	585	1,235
Administration costs	173	-	173	28
IE fee	-	-	-	-
<b>Total payments</b>	<b>30,864</b>	<b>-</b>	<b>30,864</b>	<b>17,290</b>
<b>Net of receipts/(payments) transfer between accounts</b>	<b>2,086</b>	<b>-</b>	<b>2,086</b>	<b>7,555</b>
	-	-	-	-
<b>Balance brought forward</b>	<b>24,846</b>	<b>-</b>	<b>24,846</b>	<b>17,291</b>
<b>Balance carried forward</b>	<b>26,932</b>	<b>-</b>	<b>26,932</b>	<b>24,846</b>

**York Literature Festival**  
(Charity Number: 1165936)

<b>Statement of assets and liabilities</b>	<b>31st May 2024</b>
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	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2024 Total funds</b>	<b>2023 Total funds</b>
<b>Assets</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cash at bank and in hand</b>				
Current bank account	26,772	-	26,772	24,686
Paypal	1	-	1	1
Petty cash	159	-	159	159
	<u><b>26,932</b></u>	<u>-</u>	<u><b>26,932</b></u>	<u><b>24,846</b></u>

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2024 Total funds</b>	<b>2023 Total funds</b>
<b>Liabilities</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Artist fee & travel	350	-	350	245
Independent examination fee	330	-	330	-
	<u><b>680</b></u>	<u>-</u>	<u><b>680</b></u>	<u><b>245</b></u>

**York Literature Festival**  
(Charity Number: 1165936)

**Notes to the accounts for the year ended: 31st May 2024**

**Basis of accounts**

The Trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

**Approval of accounts for the year ended: 31st May 2024**

The report and accounts were approved  
at a meeting of the Trustees held on:

24/06/2024  
**Date**

Henry Raby

24/06/2024

**Signed for and on behalf of the trustee Date**

Henry Raby

Co-Chair

**Print name**

**Position (e.g. Chair etc)**

**YORK LITERATURE FESTIVAL**

England & Wales - Charity number 1165936

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# Accounts

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# **York Literature Festival**

(Charity Number: 1165936)

## **Trustees Annual Report & Financial Statements for the year ended**

**31st May 2023**

# **York Literature Festival**

(Charity Number: 1165936)

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# Trustees' Annual Report

**From:** 01 June 2022 **To:** 31 May 2023

**Charity's full name** York Literature Festival CIO

**Registered Charity number** 1165936

## Objectives and activities

### Summary of the purposes of the charity set out in its governing document

York Literature Festival CIO's (YLF) mission is to deliver a high-quality literature festival for the general public in York and the North East and to provide a showcase for local writing talent to engage with a wider audience.

### 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

Following the success of the limited 2022 festival, the board took the decision to go ahead with a festival in March 2023. The festival was held in York between 11 and 27 March 2023. All events were open to the public and the 27 events attracted total audiences of 1,835 person.

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

## Achievements and performance

### 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.

We achieved our fundamental purpose of delivering a high-quality literature festival for the general public in York and the North East and providing a showcase for local writing talent to engage with a wider audience.

This year the charity was delighted to welcome York St John University as its main sponsor and literary events were hosted at that University.

Other events were held throughout the city and income was £11.18k from 27 events. The festival achieved a net surplus of approximately £7.5k.

## Financial review

### Review of the charity's financial position at the end of the period

The charity achieved a surplus of £7.5k in the year from the 2023 festival.

Reserves are held to finance the next year's festival which is normally held in the March following the year end.

### Amount of reserves held

At the 31 May 2023 unrestricted funds amounted to the reserves stood at £24,846.

### Reasons for holding zero reserves

N/A

### Funds materially in deficit

None.

### Explanation of any uncertainties about the charity continuing as a going concern

No uncertainties.

## Structure, governance and management

### Description of the charity's trusts

#### Type of governing document

Constitution.

#### How the charity is constituted

YLF is a Charitable Incorporated Organisation.

#### Trustee selection methods including details of any constitutional

Trustees are selected by personal invitation subject to an appropriate resolution approved by the Board of Trustees.

### Additional governance issues

YLF's Board of Trustees act as the Management Team, usually supported by the Festival Director.

They are assisted in this task by a number of volunteers and strategic partners. These include St Peter's School, York St John University, York Theatre Royal and York Explore.

<b>Reference and administration details</b>
---

**Charity's full name** York Literature Festival CIO

**Other names the charity is known by** YLF.

**Charity's principal address** 142 Carr Lane  
York.

**Postcode** YO26 5HG

**Names of the trustees who manage the charity**

<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
Rob O'Connor	Chair		
Jeff Todd	Treasurer		
Sally O'Connor	Member		
Angela Ranson	Secretary		
Henry Raby	Member		
Susanna Cooper	Member		
Abi Curtis	Member - representing York St John University	From 30 November 2022	

<b>Declaration</b>
--------------------

**The trustees declare that they have approved the Trustees Annual Report and Accounts**

**Signed on behalf of the charity's trustees**

**Signature**

**Full Name** Robert O'Connor

**Position** Chair

**Date**

**York Literature Festival**  
(Charity Number: 1165936)

<b>Receipts &amp; payments accounts for the year ended:</b>			<b>31st May 2023</b>	
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2023 Total funds</b>	<b>2022 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>				
Events	11,175	-	11,175	9,276
Poetry competition	-	-	-	1,686
Sponsorship	13,000	-	13,000	-
Book sales	670	-	670	367
Other income	-	-	-	-
<b>Total receipts</b>	<b>24,845</b>	<b>-</b>	<b>24,845</b>	<b>11,329</b>
<b>Payments</b>				
Artists' fees & expenses	7,354	-	7,354	3,862
Venue costs	366	-	366	780
Poetry competition fees & prizes	-	-	-	1,238
Administration assistant	5,000	-	5,000	-
Festival brochure costs	1,926	-	1,926	1,245
Publicity & PR	1,381	-	1,381	654
IT charges	1,235	-	1,235	323
Administration costs	28	-	28	196
IE fee	-	-	-	-
<b>Total payments</b>	<b>17,290</b>	<b>-</b>	<b>17,290</b>	<b>8,298</b>
<b>Net of receipts/(payments)</b>	<b>7,555</b>	<b>-</b>	<b>7,555</b>	<b>3,031</b>
<b>Transfer between accounts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Balance brought forward</b>	<b>17,291</b>	<b>-</b>	<b>17,291</b>	<b>14,260</b>
<b>Balance carried forward</b>	<b>24,846</b>	<b>-</b>	<b>24,846</b>	<b>17,291</b>

**York Literature Festival**  
(Charity Number: 1165936)

<b>Statement of assets and liabilities at:</b>	<b>31st May 2023</b>
--	----------------------

	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
<b>Assets</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cash at bank and in hand</b>				
Current bank account	24,686	-	24,686	17,250
Paypal	1	-	1	1
Petty cash	159	-	159	40
	<b>24,846</b>	-	<b>24,846</b>	<b>17,291</b>
	<b>24,846</b>	-	<b>24,846</b>	<b>17,291</b>

	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
<b>Liabilities</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Independent examination fee	-	-	-	-
	-	-	-	-
	-	-	-	-

**York Literature Festival**  
(Charity Number: 1165936)

<b>Notes to the accounts for the year ended:</b>	<b>31st May 2023</b>
--	----------------------

**Basis of accounts**

The Trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

<b>Approval of accounts for the year ended:</b>	<b>31st May 2023</b>
---	----------------------

The report and accounts were approved at a meeting of the Trustees held on:

**Date**

**Signed for and on behalf of the trustees**

**Date**

**Print name**

**Position (e.g. Chair etc)**

# Welcome to

# **OUTNUMBER**

**Bank & Cash spreadsheet for small Voluntary & Community groups**

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## **General Guidance**

OUTNUMBER is an Excel based spreadsheet which uses formulas to automatically summarise the amounts entered for receipt and payment transactions by the use of codes.

### **Before you start:**

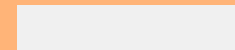
You will need to enter some information about your group, the funds it already has and its bank balances.

These are entered on the following 3 sheets which incorporate specific guidance on how to complete them.

Cells where you will need to input information are coloured



or



Once you have entered the information, this cell will indicate that all information has been entered accurately with a 'Yes', otherwise it will state 'No':

Yes

### **Coding**

Each receipt and payment requires an account code. This comprises two parts:

An alphabetical Fund code which should be taken from here

'Your Group'!I21	<a href="#">(click on link)</a>
------------------	---------------------------------

A numeric income or expense code as allocated by you, here for income

'Codes Set Up'!C8	<a href="#">(click on link)</a>
-------------------	---------------------------------

and here for expenses

'Codes Set Up'!F8	<a href="#">(click on link)</a>
-------------------	---------------------------------

### Completion

Once you have entered all your receipts, payments and petty cash items for the period, the following cells will automatically indicate that the data has been input accurately with a 'Yes', otherwise these will state 'No':

NO	NO
----	----

This cell will be zero if all data has been input and your bank account reconciles

£	-
---	---

### Please note:

*As the accuracy of these figures may be subject to a number of factors including; the accuracy of amounts and codes entered, alterations made (both purposely or in error) to the spreadsheet's format or formulas, and corruption of the spreadsheet file itself, it is recommended that you carry out additional checks to verify the accuracy of the figures produced.*

For assistance at any time with the use of Outnumber or any accounting issues or for advice please contact:

[accounting@outsource.org.uk](mailto:accounting@outsource.org.uk)

# outsource

[www.outsource.org.uk](http://www.outsource.org.uk)



# OUTNUMBER

Bank & Cash spreadsheet for small Voluntary & Community groups

© Copyright Outsource VCSE Support (CIC) 2016

Enter the name of your group: *York Literature Festival*

Enter your Charity number *1165936*

Enter your year-end date: *31/05/23*

Needs to be entered as  
DD/MM/YY

## YOUR FUNDS

Funds	U/ D/ R	Code	Current Year Amount	Previous Year Amount
General funds	U	A	£ 24,845.79	£ 17,291.50
BG Marketing		B	£ -	£ -
Enter description		C	£ -	£ -
Enter description		D	£ -	£ -
Enter description		E	£ -	£ -
Enter description		F	£ -	£ -
Enter description		G	£ -	£ -

Enter description		H	£	-	£	-
Enter description		I	£	-	£	-
Enter description		J	£	-	£	-
Enter description		K	£	-	£	-
Enter description		L	£	-	£	-
<b>Total</b>			£	24,845.79	£	17,291.50

### Completion Guidance

*Enter the names of any designated or restricted funds in Column B*

*Enter the names of any new funds for the current year in column B*

*Enter U for Unrestricted funds or D for Designated funds or R for Restricted funds in Column H*

*Enter the balance brought forward from the previous year in Column K*

*The current year balance on each fund updates automatically once you complete your receipts and payments*

# outsourcing

[www.outsource.org.uk](http://www.outsource.org.uk)

For assistance at any time with the use of Outnumber or any accounting issues or advice please contact:

[accounting@outsourcing.org.uk](mailto:accounting@outsourcing.org.uk)

<b>NAME</b>	York Literature Festival
-------------	--------------------------

## Your Bank Balances

Bank Accounts	Account No.	Current Year Amount	Previous Year Amount
Main Account		£ 24,685.79	£ 17,222.50
Paypal		£ 1.00	£ 1.00
Old account		£ -	£ -
Enter description		£ -	£ -
Enter description		£ -	£ -
Enter description		£ -	£ -
Enter description		£ -	£ -
<b>Total</b>		£ 24,686.79	£ 17,223.50

### Petty Cash

Petty Cash balance	£ 159.00	£ 40.00
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**Completion Guidance**

*Enter the names of each account held in column B*

*Enter the account numbers of each account held in column F*

*Enter the current year balances from the bank statements in column K*

*Enter the previous year bank balances from the bank statements in column L*

*If you have petty cash, enter the amount of cash you had in your petty cash tin at the end of the financial year and beginning of the year in columns K and L respectively.*

# outsourcing

[www.outsource.org.uk](http://www.outsource.org.uk)

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[accounting@outsourcing.org.uk](mailto:accounting@outsourcing.org.uk)

**NAME**

York Literature Festival

**Your Opening Reconciliation***If you had any unrepresented Deposits (Receipts) at the end of the last financial year enter details below:*

<b>Date</b>	<b>Details</b>	<b>Pay In Ref:</b>	<b>Amount</b>	<b>Rec.</b>
	Cash sales - Henry		£ 28.00	Y
			£ -	N
			£ -	N
			£ -	N
			£ -	N
<b>Total:</b>			<b>£ 28.00</b>	

*If you had any unpresented Cheques(Payments) at the end of the last financial year enter details below:*

<b>Date</b>	<b>Details</b>	<b>Cheque No:</b>	<b>Amount</b>	<b>Rec.</b>
			£ -	N
			£ -	N
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	N
			£ -	N
<b>Total:</b>			£ -	

<b>Reconciled Bank Balances</b>	<b>£ 17,251.50</b>
---------------------------------	--------------------

<b>Based on the above information this is the total funds amount brought forward at the start of the financial year</b>	<b>£ 17,291.50</b>
---	--------------------

<b>Does the amount above agree to your funds brought forward from the previous year</b>	<b>Yes</b>
---	------------

*Once the funds amount agrees move onto the CODES SET UP page*

For assistance at any time with the use of Outnumber or any accounting issues or advice please contact:

[accounting@outsource.org.uk](mailto:accounting@outsource.org.uk)

**NAME****York Literature Festival**

*Enter descriptions below for the different types of Receipts & Payments your organisation has*

<b>Receipts</b>	<b>Code</b>
<i>Gross Revenue from Events</i>	<b>01</b>
<i>Poetry Competition Receipts</i>	<b>02</b>
<i>Sponsorship</i>	<b>03</b>
<i>Grants</i>	<b>04</b>
<i>Book Sales Commission</i>	<b>05</b>
<i>AC Final payment</i>	<b>06</b>
<i>Donations</i>	<b>07</b>
<i>Enter Description</i>	<b>08</b>
<i>Enter Description</i>	<b>09</b>
<i>Enter Description</i>	<b>10</b>
<i>Enter Description</i>	<b>11</b>
<i>Enter Description</i>	<b>12</b>
<i>Enter Description</i>	<b>13</b>
<i>Enter Description</i>	<b>14</b>
<i>Enter Description</i>	<b>15</b>

<b>Payments</b>	<b>Code</b>
<i>Artists' Fees</i>	<b>01</b>
<i>Artists travel</i>	<b>02</b>
<i>Artists accommodation</i>	<b>03</b>
<i>Venue costs</i>	<b>04</b>
<i>Other event costs</i>	<b>05</b>
<i>Poetry Competition Fees and Prizes</i>	<b>06</b>
<i>Admin assistant</i>	<b>07</b>
<i>Festival Marketing Costs</i>	<b>08</b>
<i>Publicity/PR Costs</i>	<b>09</b>
<i>Insurances</i>	<b>10</b>
<i>Visit York Membership</i>	<b>11</b>
<i>Website &amp; IT Charges</i>	<b>12</b>
<i>Admin Charges</i>	<b>13</b>
<i>IE Fee</i>	<b>14</b>
<i>Training</i>	<b>15</b>
<i>Annual Report</i>	<b>16</b>
<i>Donations</i>	<b>17</b>
<i>Bank charges</i>	<b>18</b>
<i>Enter Description</i>	<b>19</b>
<i>Book sales contra</i>	<b>20</b>
<i>Enter Description</i>	<b>21</b>
<i>Enter Description</i>	<b>22</b>
<i>Enter Description</i>	<b>23</b>
<i>Enter Description</i>	<b>24</b>
<i>Enter Description</i>	<b>25</b>
<i>Enter Description</i>	<b>26</b>
<i>Enter Description</i>	<b>27</b>

<i>Enter Description</i>	<b>28</b>
<i>Enter Description</i>	<b>29</b>
<i>Cash Drawn from Bank for Petty Cash</i>	<b>30</b>





































<b>Total</b>	
£	24,773.24

<b>Amount</b>	<b>Bank Y/N</b>
£ 13,000.00	Y
£ 19.00	Y
£ 36.00	C
£ 27.00	C
£ 9.00	C
	Y
	Y
£ 7.00	Y
£ 55.00	Y
£ 20.00	Y
£ 1,315.00	Y
£ 393.44	Y
£ 270.00	Y
£ 10,001.20	Y
-£ 185.80	C
-£ 193.60	C
£ -	N
£ -	N
£ -	N
£ -	N
£ -	N
£ -	N
£ -	N
£ -	N
£ -	N
£ -	N
£ -	N
£ -	N
£ -	N
£ -	N
£ -	N
£ -	N
£ -	N
£ -	N
£ -	N
£ -	N
£ -	N

Includes payment of £250 for AV hire in payments



































**Cheques & Bank Payments  
For Financial Year Ending:  
31/03/2023**

<b>Mth</b>	<b>Date</b>	<b>Invoice No:</b>	<b>Detail</b>	<b>Fund/Code e.g. (A01)</b>
6	16/06/22	23001	Mailchimp	A09
7	18/07/22	23002	Mailchimp	A09
8	16/08/22	23003	Mailchimp	A09
9	16/09/22	23004	Mailchimp	A09
10	17/10/22	23005	Mailchimp	A09
11	17/11/22	23007	Mailchimp	A09
12	16/12/22	23009	Mailchimp	A09
1	16/01/23	23011	Mailchimp	A09
1	31/01/23	23014	Grafik	A08
2	07/02/23	23016	Press Green brochure	A08
2	16/02/23	23017	Mailchimp	A09
3	16/03/23	23020	Mailchimp	A09
3	21/03/23	23022	Press Green banners	A09
4	16/04/23	23046	Mailchimp	A09
5	16/05/23	23062	Mailchimp	A09

<b>Total</b>	
£	17,337.95

<b>Amount</b>		<b>Bank Y/N</b>
£	40.47	Y
£	40.97	Y
£	39.82	Y
£	41.97	Y
£	43.21	Y
£	41.15	Y
£	39.04	Y
£	46.42	Y
£	599.99	Y
£	1,326.56	Y
£	46.54	Y
£	46.47	Y
£	864.00	Y
£	45.48	Y
£	45.32	Y





























































## YOUR BANK RECONCILIATION

Financial Year Ending: **31/05/2023**

### BANK ACCOUNT BALANCES FOR CURRENT FINANCIAL YEAR

Opening Bank Balance at the start of the current financial year:	£	17,251.50
Plus the total amount of Receipts paid in (from Receipts page):	£	24,773.24
Less the total amount of Payments paid out (from Payments page):	£	17,337.95
Once all transactions have cleared the closing bank balance would be:	£	24,686.79

### BANK RECONCILIATION

CURRENT BANK ACCOUNT statement BALANCE:	£	24,685.79
SAVINGS BANK ACCOUNT statement balance:	£	1.00
Plus value of unrepresented Deposits (Receipts) from current financial year:	£	-
Less value of unrepresented Cheques (Payments) from current financial year:	£	-
Plus any unrepresented Deposits (Receipts) from previous financial year:	£	-
Less any unrepresented Cheques (Payments) from previous financial year:	£	-
Once all transactions have cleared the closing bank balance would be:	£	24,686.79

**UNRECONCILED AMOUNT (This will be ZERO when everything balances):** £ -

#### CHECK 'SUMMARY' SHEET

OPENING BALANCE AGREES?	YES
CLOSING BALANCE AGREES?	YES

#### CHECK 'SUMMARY BY FUND' SHEET

OPENING BALANCE AGREES?	YES
CLOSING BALANCE AGREES?	YES

#### Petty Cash Balances

OPENING BALANCE AS SUMMARY?	£ 40.00
CLOSING BALANCE AS SUMMARY?	£159.00

#### CHECK 'SUMMARY BY MONTH' SHEET

OPENING BALANCE AGREES?	YES
CLOSING BALANCE AGREES?	YES

**Summary of Receipts & Payments****York Literature Festival****For period to:****## ##**

<b>Receipts</b>	<b>Bank</b>	<b>Petty Cash</b>	<b>Total</b>
Gross Revenue from Events	£ 11,030.80	£ -	£ 11,030.80
Poetry Competition Receipts	£ -	£ -	£ -
Sponsorship	£ 13,000.00	£ -	£ 13,000.00
Grants	£ -	£ -	£ -
Book Sales Commission	£ 670.44	£ -	£ 670.44
AC Final payment	£ -	£ -	£ -
	<b>£ 24,701.24</b>	<b>£ -</b>	<b>£ 24,701.24</b>

<b>Payments</b>	<b>Bank</b>	<b>Petty Cash</b>	<b>Total</b>
Artists' Fees	£ 5,391.40	£ -	£ 5,391.40
Artists travel	£ 902.73	£ -	£ 902.73
Artists accommodation	£ 1,060.00	£ -	£ 1,060.00
Venue costs	£ 366.40	£ -	£ 366.40
Other event costs	£ -	£ -	£ -
Poetry Competition Fees and Prizes	£ -	£ -	£ -
Admin assistant	£ 5,000.00	£ -	£ 5,000.00
Festival Marketing Costs	£ 1,926.55	£ -	£ 1,926.55
Publicity/PR Costs	£ 1,380.86	£ -	£ 1,380.86
Insurances	£ -	£ -	£ -
Visit York Membership	£ -	£ -	£ -
Website & IT Charges	£ 1,234.97	£ -	£ 1,234.97
Admin Charges	£ -	£ 25.00	£ 25.00
IE Fee	£ -	£ -	£ -
Donations	£ -	£ -	£ -
Bank charges	£ 3.04	£ -	£ 3.04
Cash Drawn from Bank for Petty Cash	£ -	£ -	£ -
	<b>£ 17,265.95</b>	<b>-£ 119.00</b>	<b>£ 17,146.95</b>

<b>Current Surplus (Deficit)</b>	<b>£ 7,435.29</b>	<b>£ 119.00</b>	<b>£ 7,554.29</b>
<b>Funds Brought Forward</b>	<b>£ 17,251.50</b>	<b>£ 40.00</b>	<b>£ 17,291.50</b>
<b>Funds Carried Forward</b>	<b>£ 24,686.79</b>	<b>£ 159.00</b>	<b>£ 24,845.79</b>



Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bank charges	£ 3.04	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Book sales contra	-£ 144.00	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ 17,146.95	£ -	£ -	£ -	£ -	£ -	£ -

<b>Current Surplus (Deficit)</b>	£ 7,554.29	£ -	£ -	£ -	£ -	£ -	£ -
<b>Funds Brought Forward</b>	£ 17,291.50	£ -	£ -	£ -	£ -	£ -	£ -
<b>Funds Carried Forward</b>	£ 24,845.79	£ -	£ -	£ -	£ -	£ -	£ -

Enter description	Enter description	Enter description	Enter description	Enter description	Total
£ -	£ -	£ -	£ -	£ -	£ 11,030.80
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 13,000.00
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 670.44
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 24,701.24

Enter description	Enter description	Enter description	Enter description	Enter description	Total
£ -	£ -	£ -	£ -	£ -	£ 5,391.40
£ -	£ -	£ -	£ -	£ -	£ 902.73
£ -	£ -	£ -	£ -	£ -	£ 1,060.00
£ -	£ -	£ -	£ -	£ -	£ 366.40
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 5,000.00
£ -	£ -	£ -	£ -	£ -	£ 1,926.55
£ -	£ -	£ -	£ -	£ -	£ 1,380.86
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 1,234.97
£ -	£ -	£ -	£ -	£ -	£ 25.00
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -

£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	3.04
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	144.00
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	17,146.95

£	-	£	-	£	-	£	-	£	7,554.29
£	-	£	-	£	-	£	-	£	17,291.50
£	-	£	-	£	-	£	-	£	24,845.79



Annual Report	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bank charges	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Book sales contra	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ 40	£ 41	£ 40	£ 42	£ 43	£ 76	£ 839	£ 3,446	

<b>Funds Bal B/Fwd</b>	£ 17,292								
<b>Funds Bal C/Fwd</b>	£ 30,251	£ 30,210	£ 30,170	£ 30,128	£ 30,085	£ 30,009	£ 28,976	£ 25,530	

# 31/05/2023

2	3	4	5	
Feb	Mar	Apr	May	TOTAL
£ -	£ 1,409.00	£ -	£ 9,815.40	£ 11,031
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ 13,000
£ -	£ -	£ -	£ -	£ -
£ -	£ 7.00	£ 663.44	£ -	£ 670
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ 1,416	£ 663	£ 9,815	£ 24,701

Feb	Mar	Apr	May	TOTAL
£ -	£ 3,495.00	£ 1,130.00	£ 766.40	£ 5,391
£ -	£ 631.20	£ 271.53	£ -	£ 903
£ -	£ 265.00	£ 955.00	£ -160.00	£ 1,060
£ -	£ 100.00	£ 266.40	£ -	£ 366
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ 800.00	£ 800.00	£ -	£ 1,000.00	£ 5,000
£ 1,326.56	£ -	£ -	£ -	£ 1,927
£ 46.54	£ 910.47	£ 45.48	£ 45.32	£ 1,381
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ 1,235
£ -	£ -	£ -	£ 25.00	£ 25
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -

£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ 3.04	£ -	£ -	£ 3
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	-£ 144.00	-£ 144
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ 2,173	£ 6,205	£ 2,668	£ 1,533	£ 17,147

**Surplus (Deficit) on Year** £ 7,554

£ 23,357	£ 18,568	£ 16,563	£ 24,846
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## Cumulative by Month

## Year 1

<b>Income</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>
<i>Gross Revenue from Events</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Poetry Competition Receipts</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Sponsorship</i>	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00
<i>Grants</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Book Sales Commission</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>AC Final payment</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Donations</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
	£ 13,000	£ 13,000	£ 13,000	£ 13,000	£ 13,000	£ 13,000

<b>Expenditure</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>
<i>Artists' Fees</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Artists travel</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Artists accommodation</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Venue costs</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Other event costs</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Poetry Competition Fees and Prizes</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Admin assistant</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Festival Marketing Costs</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Publicity/PR Costs</i>	£ 40.47	£ 81.44	£ 121.26	£ 163.23	£ 206.44	£ 247.59
<i>Insurances</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Visit York Membership</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Website &amp; IT Charges</i>	£ -	£ -	£ -	£ -	£ -	£ 35.00
<i>Admin Charges</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>IE Fee</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Training</i>	£ -	£ -	£ -	£ -	£ -	£ -

<b>Annual Report</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Donations</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Bank charges</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Book sales contra</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
<b>Enter Description</b>	£	-	£	-	£	-	£	-	£	-	£	-
	£	40	£	81	£	121	£	163	£	206	£	283



£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	3.04	£	3.04	£	3.04	£	9
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	-£	144.00	-£	144
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-	£	-	£	-
£	1,122	£	4,568	£	6,741	£	12,946	£	15,614	£	17,147	£	59,033





**Ending: 31/03/2023**

<b>Budget Yr</b>		<b>Balance Budget</b>	
£	15,000.00	£	15,193.60
£	-	£	-
£	13,000.00	£	-
£	-	£	-
£	500.00	£	500.00
£	-	£	-
£	-	£	-
£	<b>28,500</b>	£	<b>15,693.60</b>

<b>Budget Yr</b>		<b>Balance Budget</b>	
£	8,050.00	£	8,050.00
£	980.00	£	980.00
£	900.00	£	900.00
£	950.00	£	950.00
£	-	£	-
£	-	£	-
£	5,000.00	£	1,800.00
£	5,900.00	£	3,973.45
£	480.00	£	100.41
£	450.00	£	450.00
£	400.00	£	400.00
£	1,225.00	-£	9.97
£	150.00	£	150.00
£	-	£	-
£	-	£	-
£	-	£	-
£	-	£	-
£	-	£	-
£	<b>24,485</b>	£	<b>17,743.89</b>

**YORK LITERATURE FESTIVAL**

England & Wales - Charity number 1165936

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# Accounts

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# **York Literature Festival**

(Charity Number: 1165936)

## **Trustees Annual Report & Financial Statements for the year ended**

**31st May 2022**

# York Literature Festival

(Charity Number: 1165936)

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<b>Statement of Assets and Liabilities</b>	<b>6</b>
<b>Notes to the Accounts</b>	<b>7</b>

# Trustees' Annual Report

**From:** 01 June 2021 **To:** 31 May 2022

**Charity's full name** York Literature Festival CIO

**Registered Charity number** 1165936

## Objectives and activities

### Summary of the purposes of the charity set out in its governing document

York Literature Festival CIO's (YLF) mission is to deliver a high-quality literature festival for the general public in York and the North East and to provide a showcase for local writing talent to engage with a wider audience.

### 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

The annual cycle for 2021 – 22 involved a transition out of the conditions we faced during the Covid-19 pandemic. Considering the lead-in time needed for planning a festival, the board took the calculated risk in October 2021 to go ahead with a festival in March. The March 2022 festival was very stripped back in terms of financial commitment, but this did allow us to move forward despite any substantial financial injection seen since the sponsorship funds of 2020. The festival this year was a success, given the circumstances. We are in a good position moving forward into the next annual cycle for 2022-23.

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

## Achievements and performance

### 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.

We achieved our fundamental purpose of delivering a high-quality literature festival for the general public in York and the North East and providing a showcase for local writing talent to engage with a wider audience.

23 events were held and income was £9.2 k from sales of around 1,400 tickets. The festival achieved a net surplus of approximately £2k.

## Financial review

### Review of the charity's financial position at the end of the period

The charity achieved a surplus of £3k in the year from the 2022 festival and poetry competition.

Reserves are held to finance the next year's festival which is normally held in the March following the year end.

### Amount of reserves held

At the 31 May 2022 unrestricted funds amounted to the reserves stood at £17,291.

### Reasons for holding zero reserves

N/A

### Funds materially in deficit

None.

### Explanation of any uncertainties about the charity continuing as a going concern

No uncertainties.

## Structure, governance and management

### Description of the charity's trusts

**Type of governing document** Constitution.

**How the charity is constituted** YLF is a Charitable Incorporated Organisation.

**Trustee selection methods including details of any constitutional** Trustees are selected by personal invitation subject to an appropriate resolution approved by the Board of Trustees.

### Additional governance issues

YLF's Board of Trustees act as the Management Team, supported by the Festival Director.

They are assisted in this task by a number of volunteers and strategic partners.

These include St Peter's School, York St John University, York Theatre Royal and York Explore.

YLF also works closely with Make It York and other local organisations.

## Reference and administration details

**Charity's full name** York Literature Festival CIO

**Other names the charity is known by** YLF.

**Charity's principal address** 37 Compton Street  
York.

**Postcode** YO30 6LE



**Declaration**

The trustees declare that they have approved the Trustees Annual Report and Accounts

Signed on behalf of the charity's trustees

**Signature**

**Full Name** Rob O'Connor

**Position** Chair

**Date**

**York Literature Festival**  
(Charity Number: 1165936)

<b>Receipts &amp; payments accounts for the year ended:</b>		<b>31st May 2022</b>		
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2022 Total funds</b>	<b>2021 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>				
Events	9,276	-	9,276	-
Poetry competition	1,686	-	1,686	-
Sponsorship	-	-	-	-
Grants received	-	-	-	1,165
Book sales	367	-	367	-
Other income	-	-	-	62
<b>Total receipts</b>	<b>11,329</b>	<b>-</b>	<b>11,329</b>	<b>1,227</b>
<b>Payments</b>				
Artists' fees & expenses	3,862	-	3,862	2,709
Venue costs	780	-	780	5,203
Poetry competition fees & prizes	1,238	-	1,238	-
Festival director/management fees	-	-	-	-
Festival brochure costs	1,245	-	1,245	-
Publicity & PR	654	-	654	477
Insurance	-	-	-	-
IT charges	323	-	323	407
Administration costs	196	-	196	49
IE fee	-	-	-	300
Donations	-	-	-	-
<b>Total payments</b>	<b>8,298</b>	<b>-</b>	<b>8,298</b>	<b>9,145</b>
<b>Net of receipts/(payments)</b>	<b>3,031</b>	<b>-</b>	<b>3,031</b>	<b>(7,918)</b>
<b>Transfer between accounts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Balance brought forward</b>	<b>14,260</b>	<b>-</b>	<b>14,260</b>	<b>22,178</b>
<b>Balance carried forward</b>	<b>17,291</b>	<b>-</b>	<b>17,291</b>	<b>14,260</b>

**York Literature Festival**  
(Charity Number: 1165936)

<b>Statement of assets and liabilities at:</b>	<b>31st May 2022</b>
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	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2022 Total funds</b>	<b>2021 Total funds</b>
<b>Assets</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cash at bank and in hand</b>				
Current bank account	17,250	-	17,250	14,255
Paypal	1	-	1	5
Petty cash	40	-	40	-
	<b>17,291</b>	-	<b>17,291</b>	<b>14,260</b>
	<b>17,291</b>	-	<b>17,291</b>	<b>14,260</b>

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2022 Total funds</b>	<b>2021 Total funds</b>
<b>Liabilities</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Independent examination fee	-	-	-	-
	-	-	-	-
	-	-	-	-

**York Literature Festival**  
(Charity Number: 1165936)

<b>Notes to the accounts for the year ended:</b>	<b>31st May 2022</b>
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**Basis of accounts**

The Trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

<b>Approval of accounts for the year ended:</b>	<b>31st May 2022</b>
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The report and accounts were approved at a meeting of the Trustees held on:

**Date**

**Signed for and on behalf of the trustees**

**Date**

**Print name**

**Position (e.g. Chair etc)**

**YORK LITERATURE FESTIVAL**

England & Wales - Charity number 1165936

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# Accounts

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# **York Literature Festival**

(Charity Number: 1165936)

## **Trustees Annual Report & Financial Statements**

**for the year ended**

**31st May 2021**

# **outsourc**e

Charity accounts preparation &  
independent examination service

# York Literature Festival

(Charity Number: 1165936)

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# Trustees' Annual Report

**From:** 01 June 2020 **To:** 31 May 2021

**Charity's full name** York Literature Festival CIO

**Registered Charity number** 1165936

## Objectives and activities

### Summary of the purposes of the charity set out in its governing document

York Literature Festival CIO's (YLF) mission is to deliver a high-quality literature festival for the general public in York and the North East and to provide a showcase for local writing talent to engage with a wider audience.

### 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

As all venues remained closed in the year no live events were considered in the year. The charity utilised the prior year funds from Arts Council England to put on five events through the streaming platform MyVLF in October 2020,

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

## Achievements and performance

### 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.

In 2019/20 YLF received a grant from Art Council England (ACE) to support a diversity project as part of the 2020 festival which was subsequently cancelled. ACE confirmed that the remaining grant could be utilised for on-line events held in October 2020. These events included some of those included in the original grant funded programme.

## Financial review

### Review of the charity's financial position at the end of the period

During the year the funds received from ACE were utilised on an on-line programme in October 2020 and the balance of the grant was subsequently released, Minimal funds were used on operating the charity in the year.

### Statement explaining the policy for holding reserves stating why they are held

Reserves are held to finance the next year's festival which is normally held in the March following the year end.

### Amount of reserves held

At the 31 May 2021 unrestricted funds amounted to the reserves stood at £14,260.

### Reasons for holding zero reserves

N/A

### Funds materially in deficit

None.

### Explanation of any uncertainties about the charity continuing as a going concern

See review of financial position above.

## Structure, governance and management

### Description of the charity's trusts

**Type of governing document** Constitution.

**How the charity is constituted** YLF is a Charitable Incorporated Organisation.

**Trustee selection methods including details of any constitutional provisions** Trustees are selected by personal invitation subject to an appropriate resolution approved by the Board of Trustees.

### Additional governance issues

YLF's Board of Trustees act as the Management Team, supported by the Festival Director.

They are assisted in this task by a number of volunteers and strategic partners.

These include St Peter's School, York St John University, York Theatre Royal and York Explore.

YLF also works closely with Make It York and other local organisations.

<b>Reference and administration details</b>
---

**Charity's full name** York Literature Festival.

**Other names the charity is known by** York Literature Festival Group, YLF.

**Charity's principal address** 37 Compton Street  
Huntington  
York.  
**Postcode** YO30 6LE

**Names of the 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)
Rob O'Connor	Chair		
Jeff Todd	Treasurer		
Sally O'Connor	Member		
Angela Ranson	Secretary		
Henry Raby	Member	From 23 September 2020	

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year
N/A	

**Funds held as custodian trustees on behalf of others**

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

**Names and addresses of advisers**

Type of adviser	Name	Address
<b>Independent Examiner</b>	Karen Wood ACMA	Outsource Accountancy Services & Independent Examinations Hiscox Building, Peasholme Green York YO1 6ET
<b>Bankers</b>	The Co-operative Bank	15-17 Feasegate York. YO1 8SH

**Name of chief executive or names of senior staff members**

N/A

**Declaration**

The trustees declare that they have approved the Trustees Annual Report and Accounts

Signed on behalf of the charity's trustees

**Signature**

**Full Name** Rob O'Connor

**Position** Chair

**Date**

**York Literature Festival**  
(Charity Number: 1165936)

<b>Receipts &amp; payments accounts for the year ended:</b>	<b>31st May 2021</b>			
	<b>Unrestricted</b>	<b>Restricted</b>	<b>2021</b>	<b>2020</b>
	<b>funds</b>	<b>funds</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>				
Events	-	-	-	2,358
Poetry competition	-	-	-	4,778
Sponsorship	-	-	-	15,250
Grants received	-	1,165	1,165	10,490
Book sales	-	-	-	22
Other income	62	-	62	-
<b>Total receipts</b>	<b>62</b>	<b>1,165</b>	<b>1,227</b>	<b>32,898</b>
<b>Payments</b>				
Artists' fees & expenses	(233)	2,942	2,709	1,400
Venue costs	-	5,203	5,203	271
Poetry competition fees & prizes	-	-	-	3,024
Festival director/management fees	-	-	-	9,000
Festival brochure costs	-	-	-	4,392
Publicity & PR	379	98	477	4,662
Insurances	-	-	-	448
IT charges	407	-	407	24
Administration costs	49	-	49	321
IE fee	300	-	300	270
Donations	-	-	-	200
<b>Total payments</b>	<b>902</b>	<b>8,243</b>	<b>9,145</b>	<b>24,012</b>
<b>Net of receipts/(payments)</b>	<b>(840)</b>	<b>(7,078)</b>	<b>(7,918)</b>	<b>8,886</b>
<b>Transfer between accounts</b>	-	-	-	-
<b>Balance brought forward</b>	<b>15,100</b>	<b>7,078</b>	<b>22,178</b>	<b>13,292</b>
<b>Balance carried forward</b>	<b>14,260</b>	<b>-</b>	<b>14,260</b>	<b>22,178</b>

**York Literature Festival**  
(Charity Number: 1165936)

<b>Statement of assets and liabilities at:</b>	<b>31st May 2021</b>			
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2021 Total funds</b>	<b>2020 Total funds</b>
<b>Assets</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cash at bank and in hand</b>				
Current bank account	14,255	-	14,255	22,165
Paypal	5	-	5	13
Petty cash	-	-	-	-
	<b>14,260</b>	<b>-</b>	<b>14,260</b>	<b>22,178</b>
	<b>14,260</b>	<b>-</b>	<b>14,260</b>	<b>22,178</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2021 Total funds</b>	<b>2020 Total funds</b>
<b>Liabilities</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Independent examination fee	-	-	-	300
	-	-	-	<b>300</b>
	-	-	-	<b>300</b>

**York Literature Festival**  
(Charity Number: 1165936)

<b>Notes to the accounts for the year ended:</b>	<b>31st May 2021</b>
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**1. Basis of accounts**

The Trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

**2. Restricted funds**

Restricted funds all relate to a grant received from Arts Council England (ACE) for a diversity project at the 2020 festival, however only one event was held prior to the cancellation of the festival in March 2020. ACE subsequently confirmed the utilisation of the remaining funds for on-line events which were held in October 2020 and subsequently released the balance 10% of the grant..

<b>Approval of accounts for the year ended:</b>	<b>31st May 2021</b>
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The report and accounts were approved at a meeting of the Trustees held on:

**Date**

**Signed for and on behalf of the trustees**

**Date**

**Print name**

**Position (e.g. Chair etc)**