

York Literature Festival

(Charity Number: 1165936)

Trustees Annual Report & Financial Statements for the year ended

31st May 2021

The logo for 'outsource' is written in a bold, lowercase, sans-serif font. The letters are closely spaced, and the overall style is modern and professional.

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.

Reference and administration details

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
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Independent Examiner Karen Wood ACMA Outsource Accountancy Services & Independent Examinations
Hiscox Building, Peasholme Green
York
YO1 6ET

Bankers 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

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Receipts & payments accounts for the year ended:			31st May 2021	
	Unrestricted funds	Restricted funds	2021 Total funds	2020 Total funds
	£	£	£	£
Receipts				
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	-
Total receipts	62	1,165	1,227	32,898
Payments				
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
Total payments	902	8,243	9,145	24,012
Net of receipts/(payments)	(840)	(7,078)	(7,918)	8,886
Transfer between accounts	-	-	-	-
Balance brought forward	15,100	7,078	22,178	13,292
Balance carried forward	14,260	-	14,260	22,178

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

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Notes to the accounts for the year ended:

31st May 2021

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..

Approval of accounts for the year ended:

31st May 2021

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)