

# **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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# 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

### **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		
Susanna Cooper	Member		

**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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<b>Bankers</b>	The Co-operative Bank	15-17 Feasegate York. YO1 8SH
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**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 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)

Statement of assets and liabilities at:	31st May 2022
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	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
<b>Assets</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	-
	<u>17,291</u>	<u>-</u>	<u>17,291</u>	<u>14,260</u>

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



**York Literature Festival**  
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**Notes to the accounts for the year ended:**

**31st May 2022**

**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 2022**

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)**