

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 the charity entitled to the report
Henry Raby	Chair		
O'Connor	Chair		
Jeff Todd	Treasurer		
Angela Ranson	Secretary		
Chloe Hanks	Member	From September 2023	
Professor Abi Curtis	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
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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 (OPTIONAL)

Type of adviser	Name	Address
N/A	Enter name	Enter address

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 March 2024. The annual cycle for 2024-25.

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in March 2024.

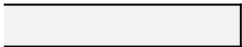
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or.

Peter's School,

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

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23.
d 30th March 2024.

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

[\(click on link\)](#)

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

'Codes Set Up'!C8

[\(click on link\)](#)

and here for expenses

'Codes Set Up'!F8

[\(click on link\)](#)

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

outsource

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		H	£ -	£ -
Enter description		I	£ -	£ -
Enter description		J	£ -	£ -
Enter description		K	£ -	£ -
Enter description		L	£ -	£ -
Total			£ 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

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accounting@outsource.org.uk

NAME	York Literature Festival
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Your Bank Balances

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

Petty Cash

Petty Cash balance	£ 159.00	£ 159.00
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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.

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accounting@outsourcing.org.uk

NAME	York Literature Festival
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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
Total:			£ -	

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

Date	Details	Cheque No:	Amount	Rec.
			£ -	N
			£ -	N
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	N
			£ -	N

Total: £ -

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
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Does the amount above agree to your funds brought forward from the previous year	Yes
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Once the funds amount agrees move onto the CODES SET UP page

contact:

accounting@outsource.org.uk

NAME

York Literature Festival

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

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

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

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

Bank Receipts
For Financial Year Ending:
31/05/2024

[illegible]

[illegible]

[illegible]

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[illegible]

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Total	
£	32,949.75

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[illegible]

[illegible]

[illegible]

[illegible]

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				

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Total
£ 30,864.23

Amount	Bank Y/N
£ 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

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	N
	N
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	N
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	N

Petty Cash Payments
For Financial Year Ending:
31/03/2024

[illegible]

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OUTNUMBER

York Literature Festival

YOUR BANK RECONCILIATION

Financial Year Ending:

31/03/2024

BANK ACCOUNT BALANCES FOR CURRENT FINANCIAL YEAR

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 unpresented Deposits (Receipts) from current financial year: £ -

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

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

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

Once all transactions have cleared the closing bank balance would be: £ 26,772.31

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 £159.00

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:	
Friday, May 31, 2024	

Receipts	Bank	Petty Cash	Total
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
	£ 32,949.75	£ -	£ 32,949.75

Payments	Bank	Petty Cash	Total
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	£ -	£ -	£ -
	£ 30,864.23	£ -	£ 30,864.23

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

York Literature Festival

Summary by Fund

For period to: Friday, May 31, 2024

Receipts	General funds	BG Marketing	Enter description	Enter description	Enter description	Enter description	Enter description
Gross Revenue from Events	£ 19,232.75	£ -	£ -	£ -	£ -	£ -	£ -
Poetry Competition Receipts	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Sponsorship	£ 13,000.00	£ -	£ -	£ -	£ -	£ -	£ -
Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Book Sales Commission	£ 717.00	£ -	£ -	£ -	£ -	£ -	£ -
AC Final payment	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ 32,949.75	£ -	£ -	£ -	£ -	£ -	£ -

Payments	General funds	BG Marketing	Enter description	Enter description	Enter description	Enter description	Enter description
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	£ -	£ -	£ -	£ -	£ -	£ -	£ -
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	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ 30,864.23	£ -	£ -	£ -	£ -	£ -	£ -

Current Surplus (Deficit)	£ 2,085.52	£ -	£ -	£ -	£ -	£ -	£ -
Funds Brought Forward	£ 24,845.79	£ -	£ -	£ -	£ -	£ -	£ -
Funds Carried Forward	£ 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
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -

Summary By Month

Year Ending:

Month Ref	6	7	8	9	10	11	12	1
Income	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Gross Revenue from Events	£ -	£ -	£ -	£ -	£ -	£ -	£ 711.76	£ -
Poetry Competition Receipts	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Sponsorship	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 13,000.00
Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Book Sales Commission	£ -	£ -	£ -	£ -	£ -	£ -	£ 129.00	£ -
AC Final payment	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ -	£ -	£ -	£ -	£ -	£ -	£ 841	£ 13,000

[illegible]

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	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
	£	45	£	526	-£	60	£	143	£	47	£	474	£	2,144	£	4,721		

Funds Bal B/Fwd	£	24,846																
Funds Bal C/Fwd	£	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
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£	27,209	£	18,941	£	11,669	£	26,931
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Cumulative by Month

Year 1

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

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

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

Ending:

31/05/2024

Dec	Jan	Feb	Mar	Apr	May	TOTAL
£ 711.76	£ 711.76	£ 711.76	£ 885.16	£ 885.16	£ 19,232.75	£ 23,138
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 65,000
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ 129.00	£ 129.00	£ 129.00	£ 129.00	£ 717.00	£ 717.00	£ 1,950
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ 841	£ 13,841	£ 13,841	£ 14,014	£ 14,602	£ 32,950	£ 90,088

Dec	Jan	Feb	Mar	Apr	May	TOTAL
£ 400.00	£ 400.00	£ 400.00	£ 4,372.70	£ 8,722.70	£ 8,922.70	£ 23,618
£ -	£ -	£ -	£ 563.04	£ 730.28	£ 730.28	£ 2,024
£ -	£ -	£ -	£ 420.00	£ 1,288.48	£ 1,288.48	£ 2,997
£ -	£ 1,368.00	£ 1,368.00	£ 2,018.00	£ 2,764.40	£ 4,345.29	£ 11,864
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ 1,600.00	£ 3,200.00	£ 4,800.00	£ 6,400.00	£ 8,000.00	£ 9,260.50	£ 33,261
£ 47.29	£ 847.28	£ 2,351.39	£ 2,351.39	£ 2,351.39	£ 2,351.39	£ 10,442
£ 308.34	£ 1,260.89	£ 1,595.89	£ 2,365.22	£ 2,452.56	£ 2,496.82	£ 11,412
£ -	£ -	£ -	£ 466.28	£ 466.28	£ 466.28	£ 1,399
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ 584.97	£ 584.97	£ 584.97	£ 584.97	£ 584.97	£ 584.97	£ 3,695
£ 132.77	£ 132.77	£ 132.77	£ 132.77	£ 172.52	£ 172.52	£ 1,540
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -

£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ 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

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

Expenditure	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL
Artists' Fees	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 15,000	£ 220	£ 15,220
Artists' travel	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,245	£ 940	£ 1,985
Artists' accommodation	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 585	£ 160	£ 1,745
Venue costs	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 3,228	£ 456	£ 3,682
Other event costs	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Poetry Commission Fees and Prizes	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Festival Director	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 600	£ 600	£ 600	£ 600	£ 600	£ 600	£ 500	£ 8,500	£ 12,000
Publicity brochure	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 500	£ -	£ -	£ -	£ -	£ -	£ 336	£ -	£ 1,000	£ 1,000	£ 2,836
Publicity/PR Costs	£ -	£ 40	£ 40	£ 40	£ 40	£ 40	£ 40	£ 40	£ 40	£ 40	£ 40	£ 40	£ 40	£ 40	£ 40	£ 3,865	£ 1,900	£ 6,165
Insurance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 885	£ -	£ 38	£ 114	£ 1,023
Visit York Membership	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 400	£ 400
Website & IT Charges	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 425	£ 200	£ -	£ -	£ -	£ -	£ -	£ 200	£ 825
Admin Charges	£ -	£ -	£ -	£ 25	£ -	£ -	£ 25	£ -	£ -	£ -	£ -	£ -	£ 50	£ -	£ -	£ -	£ 100	£ 200
£ Fee	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Training	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Annual meeting	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ 40	£ 40	£ 40	£ 65	£ 540	£ 40	£ 665	£ 1,065	£ 1,240	£ 1,911	£ 640	£ 26,457	£ 13,000	£ 45,703				

[illegible]

Cumulative Budget

Year Ending:

31/05/2024

Income	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL
Gross Revenue from Events	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 36,000	£ 36,000	£ 36,000
Poetry Competition Receipts	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Sponsorship	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 13,000	£ 13,000	£ 13,000	£ 13,000	£ 13,000	£ 13,000
Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Book Sales Commission	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 500	£ 500	£ 500
AC Final payment	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 13,000	£ 13,000	£ 13,000	£ 48,500	£ 49,500	£ 49,500

Expenditure	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL
Artists' Fees	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 15,000	£ 15,220	£ 15,220
Artists travel	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,245	£ 1,585	£ 1,585
Artists accommodation	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,585	£ 1,745	£ 1,745
Venue costs	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 3,275	£ 3,692	£ 3,692
Other event costs	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Poetry Competition Fees and Prizes	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Festival Director	£ -	£ -	£ -	£ -	£ -	£ 600	£ 1,200	£ 1,800	£ 2,400	£ 3,000	£ 3,500	£ 12,000	£ 12,000
Festival brochure	£ -	£ -	£ -	£ 500	£ 500	£ 500	£ 500	£ 500	£ 836	£ 836	£ 1,836	£ 2,836	£ 2,836
Publicity/PR costs	£ 40	£ 80	£ 120	£ 160	£ 200	£ 240	£ 280	£ 320	£ 360	£ 400	£ 4,265	£ 6,155	£ 6,155
Insurance	£ -	£ -	£ -	£ -	£ -	£ -	£ 385	£ 385	£ 385	£ 385	£ 2,111	£ 3,035	£ 3,035
Visit York Membership	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 400	£ 400	£ 400	£ 400	£ 400	£ 400
Website & IT Charges	£ -	£ -	£ -	£ -	£ -	£ -	£ 425	£ 625	£ 625	£ 625	£ 625	£ 825	£ 825
Admin Charges	£ -	£ -	£ 25	£ 25	£ 25	£ 50	£ 50	£ 50	£ 100	£ 100	£ 100	£ 200	£ 200
EE Fee	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Training	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Annual meeting	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ 40	£ 80	£ 145	£ 665	£ 725	£ 1,390	£ 2,455	£ 3,695	£ 5,606	£ 6,246	£ 32,703	£ 45,703	£ 45,703

Tea

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

Ending:	31/03/2024
---------	------------

Budget Yr	Balance Budget
£ 36,000.00	£ 16,767.25
£ -	£ -
£ 13,000.00	£ -
£ -	£ -
£ 500.00	-£ 217.00
£ -	£ -
£ -	£ -
£ 49,500	£ 16,550.25

Budget Yr	Balance Budget
£ 15,220.00	£ 6,297.30
£ 1,585.00	£ 854.72
£ 1,745.00	£ 456.52
£ 3,692.00	-£ 653.29
£ -	£ -
£ -	£ -
£ 12,000.00	£ 2,739.50
£ 2,836.00	£ 484.61
£ 6,165.00	£ 3,668.18
£ 1,035.00	£ 568.72
£ 400.00	£ 400.00
£ 825.00	£ 240.03
£ 200.00	£ 27.48
£ -	£ -
£ -	£ -
£ -	£ -
£ -	£ -
£ -	£ -
£ 45,703	£ 14,838.77

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 Intern

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 se

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
(is Date	
How Day)	86
How Day)	
How Day)	94
How Day)	
Murphy	12
Workshops	11
Workshops	
Workshops	11
Workshops	
Workshops	22
Workshops	
Workshops	80
Workshops	
Workshops	94
Workshops	
Workshops	100
Workshops	
Workshops	35
Workshops	
Workshops	40
Workshops	
Workshops	60
Workshops	
Chris Mullin	132

Bader	Behr	116
Shaw	Case	67
Royle		22
Steve	Moore	20
Richards		121
Maslin	es	38
Andrews	and	31
Catherine		82
Naylor		35
Haynes		345
Zine	Fair	specific moment)
Pete		20
Stories		37
Miki	Brany	54
Chen		31
Gibson		24
Low	Owt	26
Sissay		404
Turton		47
TOTAL		2592

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

£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 Published		
Academic		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 co

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

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

operate 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 not a great space 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 with 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 logo was not aesthetically pleasing despite being clearly associated

with the brand.

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 event.

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 mean

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

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 promoting

: 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 co

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

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 and audience.

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

at Grand Opera House (see below).

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

ents 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 F

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

ue. 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?

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

and 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, ther

'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

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

ty. 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

sorship 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 plans

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

in 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

had to report their plans to the YLF Board of Trustees and handled this requirement

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.

jarding 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

ugely 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.

; 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

actions 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 fi

e with this collaboration needs discussion.

feelings about the project will be provided.

York Literature Festival
(Charity Number: 1165936)

Receipts & payments accounts for the year ended:					31st May 2024	
	Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds		
	£	£	£	£		
Receipts						
Events	19,233	-	19,233	11,175		
Sponsorship	13,000	-	13,000	13,000		
Book sales	717	-	717	670		
Total receipts	32,950	-	32,950	24,845		
Payments						
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	-	-	-	-		
Total payments	30,864	-	30,864	17,290		
Net of receipts/(payments)	2,086	-	2,086	7,555		
Transfer between accounts	-	-	-	-		
Balance brought forward	24,846	-	24,846	17,291		
Balance carried forward	26,932	-	26,932	24,846		

York Literature Festival

(Charity Number: 1165936)

Statement of assets and liabilities	31st May 2024
-------------------------------------	---------------

	Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds
	£	£	£	£
Assets				
Cash at bank and in hand				
Current bank account	26,772	-	26,772	24,686
Paypal	1	-	1	1
Petty cash	159	-	159	159
	26,932	-	26,932	24,846

	Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds
	£	£	£	£
Liabilities				
Artist fee & travel	350	-	350	245
Independent examination fee	330	-	330	-
	680	-	680	245

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)