

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. Students 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 were 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)
TOTAL	2380

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	(click on link)
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A numeric income or expense code as allocated by you, here for income

'Codes Set Up'!C8	(click on link)
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and here for expenses

'Codes Set Up'!F8	(click on link)
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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
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This cell will be zero if all data has been input and your bank account reconciles

£	-
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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

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	£ -	£ -
Total			£ 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

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NAME	York Literature Festival
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Your Bank Balances

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

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.

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NAME	York Literature Festival
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Your Opening Reconciliation

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

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

Total: £ -

Reconciled Bank Balances £ 26,772.31

Based on the above information this is the total funds amount brought forward at the start of the financial year £ 26,772.31

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

For assistance at any time with the use of Outnumber or any accounting issues or advice please 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>Account Credit</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>Trustees expenses</i>	21
<i>Enter Description</i>	22
<i>Enter Description</i>	23
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<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:
31/5/2025

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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

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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

[illegible]

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	N
	N
	N
	N
	N
	N
	N
	N
	N
	N
	N
	N
	N

Petty Cash Payments

For Financial Year Ending:

31/5/2025

[illegible]

[illegible]

[illegible]

[illegible]

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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 RECONCILLIATION

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

Receipts	Bank	Petty Cash	Total
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
	£ 23,730.98	£ -	£ 23,730.98

Payments	Bank	Petty Cash	Total
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	£ -	£ -	£ -
	£ 21,509.46	£ -	£ 21,509.46

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

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	£ 10,043.04	£ -	£ -	£ -	£ -	£ -	£ -
Poetry Competition Receipts	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Sponsorship	£ 13,000.00	£ -	£ -	£ -	£ -	£ -	£ -
Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Book Sales Commission	£ 643.68	£ -	£ -	£ -	£ -	£ -	£ -
AC Final payment	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Account Credit	£ 44.26	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ 23,730.98	£ -	£ -	£ -	£ -	£ -	£ -

Payments	General funds	BG Marketing	Enter description	Enter description	Enter description	Enter description	Enter description
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	£ -	£ -	£ -	£ -	£ -	£ -	£ -
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	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ 21,509.46	£ -	£ -	£ -	£ -	£ -	£ -

Current Surplus (Deficit)	£ 2,221.52	£ -	£ -	£ -	£ -	£ -	£ -
Funds Brought Forward	£ 26,772.31	£ -	£ -	£ -	£ -	£ -	£ -
Funds Carried Forward	£ 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
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -

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

Funds Bal B/Fwd	£ 26,772.31							
Funds Bal C/Fwd	£ 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

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

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

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	£	131	£	174	£	276	£	669	£	747

Ending:

31/5/2025

Dec	Jan	Feb	Mar	Apr	May	TOTAL
£ -	£ -	£ -	£ -	£ 10,043.04		£ 10,043
£ -	£ -	£ -	£ -	£ -	£ -	£ -
						£ 13,000
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ 282.68	£ 361.00	£ 644
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ 44.26	£ 44.26	£ 44.26	£ 44.26	£ 44.26	£ 44.26	£ 44
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ 44	£ 44	£ 44	£ 44	£ 10,370	£ 405	£ 23,731

Dec	Jan	Feb	Mar	Apr	May	TOTAL
£ -	£ -	£ -	£ 4,353.09	£ 8,154.88	£ 8,254.88	£ 8,255
£ -	£ -	£ -	£ -	£ 554.52	£ 1,054.52	£ 1,055
£ -	£ -	£ -	£ -	£ 614.10	£ 614.10	£ 614
£ -	£ 100.00	£ 100.00	£ 483.33	£ 1,373.33	£ 1,373.33	£ 1,373
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ 500.00	£ 1,000.00	£ 1,500.00	£ 2,000.00	£ 2,500.00	£ 3,500.00	£ 3,500
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ 345.73	£ 391.49	£ 2,988.18	£ 3,402.07	£ 4,270.96	£ 4,312.74	£ 4,313
£ -	£ -	£ -	£ 277.00	£ 277.00	£ 277.00	£ 277
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ 619.97	£ 619.97	£ 1,319.96	£ 1,619.96	£ 1,619.96	£ 1,619.96	£ 1,620
£ 385.00	£ 385.00	£ 385.00	£ 385.00	£ 385.00	£ 385.00	£ 385
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -

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

Budget & Cashflow

Year Ending:

31/5/2025

Income	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL
Gross Revenue from Events	£	£	£	£	£	£	£	£	£	£	£	£	36,000
Poetry Competition Receipts	£	£	£	£	£	£	£	£	£	£	£	£	£
Sponsorship	£	£	£	£	£	£	£	13,000	£	£	£	£	13,000
Grants	£	£	£	£	£	£	£	£	£	£	£	£	£
Book Sales Commission	£	£	£	£	£	£	£	£	£	£	500	£	500
AC Final payment	£	£	£	£	£	£	£	£	£	£	£	£	£
Donations	£	£	£	£	£	£	£	£	£	£	£	£	£
	£	£	£	£	£	£	£	13,000	£	£	£	£	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	£ 1,585
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	£ 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	£ 65	£ 540	£ 40	£ 665	£ 1,065	£ 1,240	£ 1,911	£ 640	£ 26,457	£ 13,000	£ 45,703				

Funds Bal B/Fwd	£	26,772											Surplus (Deficit) on Year			£	3,797							
Funds Bal C/Fwd	£	26,732	£	26,692	£	26,627	£	26,087	£	26,047	£	25,382	£	24,317	£	36,077	£	34,166	£	33,526	£	43,569	£	30,569

Cumulative Budget

Year Ending:

31/5/2025

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	
Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
Book Sales Commission	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 500	£ 500	
AC Final payment	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 13,000	£ 13,000	£ 13,000	£ 48,500	£ 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	£ 2,115	£ 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

Actual vs Budget

	Year	Value
1980	1980	1980
1981	1981	1981
1982	1982	1982
1983	1983	1983
1984	1984	1984
1985	1985	1985
1986	1986	1986
1987	1987	1987
1988	1988	1988
1989	1989	1989
1990	1990	1990
1991	1991	1991
1992	1992	1992
1993	1993	1993
1994	1994	1994
1995	1995	1995
1996	1996	1996
1997	1997	1997
1998	1998	1998
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2002	2002	2002
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2004	2004	2004
2005	2005	2005
2006	2006	2006
2007	2007	2007
2008	2008	2008
2009	2009	2009
2010	2010	2010
2011	2011	2011
2012	2012	2012
2013	2013	2013
2014	2014	2014
2015	2015	2015
2016	2016	2016
2017	2017	2017
2018	2018	2018
2019	2019	2019
2020	2020	2020
2021	2021	2021
2022	2022	2022
2023	2023	2023
2024	2024	2024
2025	2025	2025
2026	2026	2026
2027	2027	2027
2028	2028	2028
2029	2029	2029
2030	2030	2030
2031	2031	2031
2032	2032	2032
2033	2033	2033
2034	2034	2034
2035	2035	2035
2036	2036	2036
2037	2037	2037
2038	2038	2038
2039	2039	2039
2040	2040	2040
2041	2041	2041
2042	2042	2042
2043	2043	2043
2044	2044	2044
2045	2045	2045
2046	2046	2046
2047	2047	2047
2048	2048	2048
2049	2049	2049
2050	2050	2050
2051	2051	2051
2052	2052	2052
2053	2053	2053
2054	2054	2054
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2056	2056	2056
2057	2057	2057
2058	2058	2058
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2063	2063	2063
2064	2064	2064
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2067	2067	2067
2068	2068	2068
2069	2069	2069
2070	2070	2070
2071	2071	2071
2072	2072	2072
2073	2073	2073
2074	2074	2074
2075	2075	2075
2076	2076	2076
2077	2077	2077
2078	2078	2078
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2080	2080	2080
2081	2081	2081
2082	2082	2082
2083	2083	2083
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2086	2086	2086
2087	2087	2087
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2089	2089	2089
2090	2090	2090
2091	2091	2091
2092	2092	2092
2093	2093	2093
2094	2094	2094
2095	2095	2095
2096	2096	2096
2097	2097	2097
2098	2098	2098
2099	2099	2099
2100	2100	2100

Month Ref	May
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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

Period Ending:	31/5/2025
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Budget Yr	
£	36,000.00
£	-
£	13,000.00
£	-
£	500.00
£	-
£	-
£	49,500

Balance Budget	
£	25,956.96
£	-
£	-
£	-
-£	143.68
£	-
£	-
£	25,769.02

[illegible]

Balance Budget	
£	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