

THE WRITERS' SUMMER SCHOOL

England & Wales · Charity number 1168531

Details

Other names SWANWICK WRITERS' SUMMER SCHOOL

Status Registered

Legal form CIO

Registered 2016-08-01

Register [View on the Charity Commission register](#)

Contact

Address The Old Farmhouse
Station Road
Ulceby
N Lincs
DN39 6TT

Phone 07394995790

Email treasurer@swanwickwritersschool.org.uk

Website <http://www.swanwickwritersschool.org.uk/>

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE ART OF WRITING, INCLUDING TUITION FOR WRITERS AND PROSPECTIVE WRITERS IN EVERY FIELD

Activities: Provides an annual venue with courses workshops talks and discussion groups for writers at all stages of their careers.

Classification

- **How:** Makes Grants To Individuals, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Recreation
- **Who:** The General Public/mankind

Geography

- Derbyshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£168,538	£170,446	-	-
2023-09-30	£154,721	£143,820	-	-
2022-09-30	£147,029	£220,346	-	-
2021-09-30	£46,227	£47,003	-	-
2020-09-30	£5,091	£7,244	-	-

Trustees

Name	Role	Appointed
Keith Hinchy	Chair	2024-08-16
Cathy Anne Grimmer		2026-01-19
Elaine Margaret Tomba		2025-08-13
Gemma Owen-Kendall		2025-08-13
Maria Hughes		2024-08-16
Phil Collins		2024-08-16
Sally Warr		2023-09-04
Sarah Moore		2024-08-16

THE WRITERS' SUMMER SCHOOL

England & Wales - Charity number 1168531

Accounts

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024
FOR
THE WRITERS' SUMMER SCHOOL**

Brookes Stephens
New Media House
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

THE WRITERS' SUMMER SCHOOL

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FOR THE YEAR ENDED 30 SEPTEMBER 2024

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THE WRITERS' SUMMER SCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2024

The trustees present their report with the financial statements of the charity for the year ended 30 September 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The charity is a Charitable Incorporated Organisation.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The object of the School is to advance the education of the public in the art of writing, including tuition for writers and prospective writers.

Significant activities

The School is committed to running an annual residential conference for writers during one week in August. The programme aims to provide writers and potential writers with a diverse range of courses, speakers and other activities intended to motivate, inspire and develop their writing in a friendly and supportive environment, allowing them to network and share experiences.

While planning the programme for the conference, the Trustees consider the Commission's guidance on public benefit and in particular, seek to enable as many writers and potential writers as possible to benefit from the opportunities the School has to offer, which are:

- " A comprehensive programme of courses across as many genres as possible
- " Opportunities for mentorship
- " Communication throughout the year to maintain the spirit of the School
- " Assisted places for writers who would otherwise be unable to attend.

Public benefit

The trustees have had regard to the Charity Commission's guidance on public benefit.

THE WRITERS' SUMMER SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2024

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Programme

This was the School's 75th Anniversary year and to celebrate the programme was expanded to offer an increased selection of topics and activities. Comprised of four Specialist courses, each with a duration of 4 hours tuition, twenty Short courses providing 2 hours tuition each and sixteen 1 hour workshops, this is one of our most ambitious school weeks to date. Specialist courses covered The Secrets of Storytelling, Poetry: Going the Extra Mile, Exploring the Genre of Crime Fiction and Writing Short Stories: From Concept to Completion. Included in the Short course offerings were, Write Your Novel the Snowflake Way, Writers and Conversations: Your Lines in their Hands, Writing YA Fiction, Talking Taboos (sex and swearing), A Twist in the Tale, Making Money Writers Fillers, Performance Poetry and How to Train Your Eyebrows, Road to Self-Publishing, Writing Children's Fiction, Improve Your Writing with Tabletop Roleplay Games, Using Film and TV Structure to Write Better Novels, Competitions From the Judge's Viewpoint, Rhythm and Rhyme in Poetry, Research in Fiction Writing, Essential Tips for Crime Writers, Writing for Roleplaying Games, Diamond Words - Writing as Celebration, Editing as Author, Editor and Competition Judge, The Art of Suggestion in Scriptwriting and Pitch to the Publisher. The one hour workshops comprised of, Writing Fact from Fiction, Unlocking the Secrets of the Psychological Thriller, Behind the Mic for the Anxious Public Speaker, Find Your Historical Fiction Voice, Anthologies and Creative Collaborations, Writing to Change the World, Persona Poetry, Powerful Public Speaking for Writers, Songspiration, The Write Mindset, AI and Writers - Should We Worry, Take a Walk on the Wild Side - "Developing Characterisation", More Poetry Fun, Show Don't Tell, Traditional Poetry Forms, and Page To Stage.

Unfortunately, for the third year running, one Guest Speaker who was also a Short Course tutor, was unable to attend. The course vacancy was filled by inviting a regular tutor who provided an alternative course. The Speaker vacancy was filled by one of the Specialist Course tutors who held a "Panel Interview" with 5 newly published authors who all had their book launches at the School during the week.

We were delighted to bring back one of our most popular activities "Page to Stage" that we had to drop last year due to time constraints in the reduced week. "Lift Up Your Pens" continued to be daily "Just Write" was held on the Tuesday, led by 2 published authors. "Lift Up Your Hearts," "Meditation by the Lake" and "Unwind Your Mind" remained for reflection and relaxation. These elements of the programme are provided by delegates themselves and supported by the Committee on behalf of the School, to provide well-being and motivation to delegates. We also had scheduled, private use of the Conference Centres Chapel this year for quiet contemplation or worship.

As well as the daytime programme, a full range of entertainment was provided in the evenings, encouraging more participation from delegates and opportunities to meet and socialise with other writers. The "Speed Meet & Greet" - first introduced at the 2022 School - was held again by popular demand on the first night; along with "Write on Cue" to help kick-start creativity. Both were well attended. Other evening events included a Literary Quiz; a General Knowledge Quiz; the ever-popular Poetry and Prose open mics; and a Buskers' night (all well attended). As always, the Page to Stage performance saw a full house; a "Campfire Soirée" was held mid-week, the centre had implemented requests we made to light the area better and the results were much appreciated, they also provided a member of staff to supervise the use of the firepit. We also had toasted marshmallows. Everyone was fully able to join in and the atmosphere was jovial.

THE WRITERS' SUMMER SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2024

The Speakers this year included Adele Parks MBE, the author of 23 bestselling thrillers. Over five million copies of her English editions have been sold, and she's been translated into 31 different languages. Adele is a proud Ambassador for the National Literary Trust and The Reading Agency, two charities that Promote Literacy in the UK. She is also a judge for the Costa Book Awards and the British Book Awards. She was awarded an MBE for services to literature in the New Year's Honours List 2022. Interviewed by her husband they provided a light-hearted look at negotiating the tricky world of writing. Lesley Kara, a Sunday Times Top 10 and Amazon #1 bestselling author of psychological thrillers. Her novel *The Rumour* was the highest selling print crime fiction debut of 2019. It has been optioned for TV. Lesley provided the delegates with an insight into becoming a best-selling author. Lesley lives in Kent. Poet Luke Wright entertained the school with a performance that included readings of his poems as well as talking about his rise from a teenager looking for pop stardom and a disdain for poetry to becoming one of the best performing poets in the country and his life now as an active, professional poet.

The School attracted forty-three first-time attendees, which is slightly lower than the previous two years. The Early Bird period returned to 1st December 2023 till 31st December 2023 which incorporated Friends of Swanwick Priority Booking, generated 125 bookings, which was 20 more than the previous year even though it ran for a shorter period. On 1st February, when the price rose to the post-Early Bird level, booking slowed - 11 February and 10 in March- and continued in a similar fashion until the final details cut-off at end of July. Assisted Places, TopWrite candidates, prize and competition winners brought the total number of rooms occupied to 188. (see Financial review, page 5) Contract numbers were not at capacity. There were eleven cancellations including one TopWrite delegate who unfortunately could not take up her place due to personal circumstance.

There were eight Part-Time attendees and five Day-Visitors. Part-time bookings became available on the 1st of May 2024 and this year we were able to accommodate all that applied. 204 people in total were in attendance, including eight Committee Members, three Competition winners, the raffle winner from 2023, seven TopWrite recipients, four Assisted Places; three 4-Part course tutors, seventeen 2-Part courses (three guest tutors), three guest speakers, two guests from Writing magazine and 146 delegates.

As usual, a Welcome Reception for 'First Years' was held on the first evening to help put new people at ease, and a mid-week Afternoon Tea session was held to collect valuable feedback on how the programme was being received by those attending for the first time. Ambassadors were in place to provide additional support and help with collecting the information. The committee are not involved in this session, but Ambassadors are in place to encourage and assist attendees with their feedback.

With 2024 being the School's 75th Anniversary it was agreed that we would celebrate the event. The Lord Lieutenant for Derbyshire, Mrs Elizabeth Fothergill CBE attended. She gave a heartfelt speech, cut the celebratory cake and raised a toast to the continuation of the school before sitting down to a special evening meal with all the delegates. We produced commemorative programmes and a booklet on "Our Past, Present and Future" which were provided to each delegate as a keepsake. The Main Conference Hall was decorated with stories and memories provided by delegates, TopWrite recipients, previous tutors and speakers all printed onto posters and displayed around the walls. A letter from the King congratulating us on our 75 year achievement took pride of place. The weeks celebrations were topped off with a Diamond themed disco.

Mentorship

Twenty-one tutors provided a total of ninety-seven one to one sessions (of which twenty were used) covering a wide range of genres and subject matter for delegates seeking specific advice and direction for their work. These included fiction (Women's/Historical/Serials/Short Stories/Plotting a Novel/LGBTQIA+), non-fiction, scriptwriting, story creation and structure, General Forensic Advice for Crime Writers, Healthy Living for Writers, Book Design and Grammar. This year we offered sessions with a London Based Publisher where authors could pitch their book ideas. This was a very popular offer, accounting for 50% of the booked sessions, with a number of delegates being offered publishing contracts.

THE WRITERS' SUMMER SCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2024

Communication

The School's Facebook Closed Group page and Twitter feed were provided with a wide selection of flyers and up-to-date information throughout the year which helped to raise the School's online profile through links to various pages on the website and delegates reposting and retweeting them. Allowing tutors and speakers to promote their work at the School using social media helps maintain the visibility of the School and attracts new people from a wider range of areas. This drives traffic to the website which helps to maintain online visibility.

As it was the School's Diamond Anniversary, we invested in updating our website to a more modern layout and a change to our branding. The website also includes a more improved, streamlined booking system making it easier to book a place, purchase gift vouchers and coach travel and provides access to a shop for merchandise.

The bi-monthly newsletter was maintained dispensing updates and information to those who subscribe and providing a forum for delegates to share their writing successes. The Newsletter Editor continued to transform the medium into a more up to date and interactive format, providing opportunities for subscribers to communicate and share. It is hoped that this will help to draw new subscribers to the newsletter and potential new delegates to the School. Updates between newsletters were posted on Facebook and Twitter and circulated by the membership. The School continued to maintain a Wikipedia page.

TopWrite/Assisted Places

Regular and one-off donations to the Friends of Swanwick fund provided subsidised places for eight creative writing students through its TopWrite Scheme. Slightly higher number of applications than the last couple of years. However, only seven recipients were booked in, one had a change to her circumstance which prevented her from taking the place up. The fee for TopWrite was raised to £150.

Through the School's Assisted Places Scheme, also funded by Friends of Swanwick, four full-time places were provided for individuals on a low income and/or receiving benefits. A further donation of £2,000 from Amazon Literary Partnership allowed the places allocated to both schemes to be covered more easily leaving a substantial remainder going forward. This now regular donation is much appreciated by the Trustees.

THE WRITERS' SUMMER SCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2024

FINANCIAL REVIEW

Financial position

The decision to drop one day from the usual 6-day week in 2023 was made in answer to the 15% hike in accommodation costs that the CCT had imposed on their rates. The School decided to put the number of days back to 6 for this Anniversary year as a one off. The increase by the CCT was slightly less at 10.64% and we set our ticket prices to accommodate the increased fee without raising our prices in line. Increasing the days meant that the Early Bird price would be £799, rising to £825 for normal bookings. This meant a very small increase per night of £2.16 for Early Bird tickets and £1.50 per night for normal price tickets. We were pleased that this didn't deter people from attending, they could see it was still good value for money, as the head count for the week was 1 person higher than in 2023.

When bookings were due to close, we still had a number of full-time places available. We therefore took advantage of our contract with the CCT which allows us to reduce our numbers by up to 10% by the 20th July 2024. We had 2 full-time, 4 part-time and 4 day visitors book after the closing date which increased our room requirement to 188 (12 less than our original booking). However, as the CCT were implementing a new booking system it allowed us to reduce the contract numbers to avoid unnecessary charges.

*Note: Bookings close at the final details stage because the CCT restrict changes after that date to essential changes only, e.g. changes to the programme due to last-minute substitutions of tutors/speakers, so additional delegates can't usually be added unless their bookings have at least been received for confirmation. Details could be added pending bookings but the risk that someone could change their mind would mean the School is liable for the cost of the empty room.

Part-time attendance was again restricted to room availability, with tickets going on sale 1st May 2024, as did Day and Half Day attendance.

The sale of one to one sessions - a total of twenty sessions - brought in a surplus of £400; the raffle produced a further £992 in cash and the Book Shop generated a surplus of £240.57. At the end of the year, the final position at 30th September 2024 saw this year's School making a deficit of £1,908, due mainly to increased costs, additional monies spent to celebrate the 75th Anniversary and investment in rebranding and improving the website. Also, an increase to the annual honorarium for the Secretary and Treasurer was proposed by the Vice-Chair in March, seconded by the Chair and unanimously approved by the committee as recognition of the extra work they had undertaken to ensure the school remained a viable entity this year. The School ended the year with a total surplus remaining of £65,657. The second deposit for the 2024 School was paid along with the first deposit of £19,570 for 2025 and a holding deposit of £1,000 for 2026 to secure dates. All deposits are deducted from the final invoice.

The School attracts delegates from home and abroad, attending from as far afield as Japan and Israel. This year, there were eight overseas delegates, one of whom was a new delegate, one more than last year.

Funds raised through 'Friends of Swanwick' are treated as restricted reserves and are identified separately in the School's accounts to provide more transparency of purpose. The fund has continued to be essential in maintaining finance for the TopWrite and Assisted Places schemes through regular and one-off donations alike. This scheme is very popular and is handled by the School's TopWrite liaison but applications this year were again fewer. Despite difficulty in attracting applications for Assisted Places, four were received and all were successful. Better advertising and promotion of this scheme is advised going forward. Next year sees TopWrite celebrating its 20th Year and we plan to put emphasis on this in our advertising. The fund continues to support TopWrite and Assisted Places due mainly to generous donations from 'Friends', both regular and one-off, but bolstered by another donation from Amazon Literary Partnership (UK) (£2,000). The number of regular donors to 'Friends of Swanwick' fluctuates each year but one-off donations this year have been pretty much in line with 2023. At the end of the 2024 School financial year 30th September, the fund stood at £3,483.

The online booking system produced the highest proportion of bookings received and is the most popular method of booking (116), followed by bank transfer (48), standing orders (22), cheques (16), and PayByLink (2).

THE WRITERS' SUMMER SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2024

We had a few issues with the SumUp card reader due to poor WIFI in the room allocated as the Book Shop. We were able to resolve this by moving the till area. Despite the continuation of the cashless system at the centre cash was taken in the Book Shop and at book signings and for the Raffle and Hayes' staff Collection, but the card reader was also in play for some of these as well.

The online banking facilities provided by the CAF Bank, Ltd. continued to reduce the need for writing cheques and facilitates easier payment of invoices through bank transfers. Monthly account fees remained at £5 per account, interest rates dropped slightly. Another benefit for the School is that a change of Treasurer does not mean a change of bank. As long as there is proximity to an HSBC or RBS bank and a Post Office, the handover only requires a mandate and associated transfer documents, not a change of bank. The only issue with a completely online bank is that depositing cash or cheques must be done through a third party who may change their allegiance to CAF Bank at any time.

The School's social networking continued with the bi-monthly electronic newsletter, regular updates on Facebook and Twitter and ongoing review of content on the website. The School's long-term association with Writing Magazine led to a new agreement with them in regard to our commitment to continue conventional advertising, maintaining the School's long-standing relationship with Warner Group Publications who provide a competition prize place and administrate all three annual competitions.

The close association with the Christian Conference Trust through their management and provision of the facilities at the Hayes at Swanwick saw the 75th Writers' Summer School held there. The Hayes management continued to provide efficient and reciprocal support for the committee and the School in general, although there were some minor issues with food, which were addressed to the Hayes. They kindly provided a special cake for our celebration. The strong relationship between staff and management and the School's officers and committee were maintained, for the increased benefit of the delegates.

Reserves policy

The School continues to face a number of financial risks and liabilities:

- i. The CCT requires a substantial deposit a year in advance of each School (since 2016) which increased from 10% to 20% in 2023, paid in two instalments. In 2024 this changed again to a first 20% deposit at time of booking and a second 20% payment in February.
- ii. The number of members varies each year, and Trustees are reminded that in order for the School to remain viable we need to be able to maintain a reserve of £30,000.
- iii. Some expenditure, e.g. advertising, honoraria, advance fees for the Hayes (the School commits at least two years in advance), are incurred before any payment is received for places.
- iv. If the School is to survive in the long-term, it will need to find other sources of income that can be tapped into all year round.

A combination of all these events arising, a reserve in excess of £45,000 would be the ideal and although the School acknowledges that this level of reserve is unlikely to be required, it accepts that the continued rise in costs currently being felt the world over, may prompt the need to meet that figure sooner. Its aim, therefore, is to maintain a minimum reserve of £40,000 in undesignated funds (i.e. not dedicated to specific purposes) and review requirements and possibilities year on year.

Contractual changes that CCT has put in place have meant that the School must commit to paying a higher deposit earlier than normal, plus an additional, ever increasing fee for securing dates in subsequent years. Extensive negotiations with CCT regarding this have been less than satisfactory with their requirement to pay the 20% deposit in one payment remaining. However, in actuality they have been more flexible than expected. Continued negotiations are planned.

THE WRITERS' SUMMER SCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity operated under the rules of its CIO Association adopted on 1 August 2016.

Recruitment and appointment of new trustees

The method of appointing trustees is set out in the School's constitution. Members of the Writers' Summer School Committee are elected each year at the AGM held at the school and act as the School's trustees. The Committee is responsible for making decisions on all matters of general concern and importance to the School and for deciding on the allocation of the School's resources.

Organisational structure

This year, the Committee met thirteen times: three times during the School week - pre-School meeting on 8th, the AGM on 15th, and the post-School meeting on 16th August. One in each of October (at which a new Treasurer was co-opted) November and December 2023, January, April, May, June and July 2024, all taking place by Zoom. Due to concerns regarding the viability of the School due to financial matters, a 2-day overnight stay in Derby was convened in March, this was attended by 2/3rds of the committee with one other zooming in and the eighth member being completely unavailable for either. The first day covered the 2025 & Beyond Planning. The second being an ordinary committee meeting. The Secretary and Treasurer met at the Hayes in February to hold negotiations around the unexpected changes to the contracts and again in May to discuss some of the final details of the School and clarify any issues.

Key management remuneration

With the exception of the honoraria paid to the Treasurer and Secretary (set out in the constitution), no committee member received remuneration. Committee members were reimbursed for their expenses, where claimed. Officers were reimbursed 100% of the cost of their accommodation at the School and ordinary committee members were reimbursed 50% of that cost, reflecting the out of pocket costs of running the School week.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1168531

Principal address

Old Farmhouse
Station Road
Ulceby
North Lincolnshire
DN39 6TT

Trustees

Mr G Hornsby Chair (resigned 15.8.2024)
Ms V E Penny Trustee (resigned 15.8.2024)
Ms S Ridgway (resigned 15.8.2024)
Ms S Payne Secretary (resigned 30.11.2024)
Mr A Roberts Trustee
Dr L T Wall (resigned 15.8.2024)
Mrs A Proom (resigned 15.8.2024)
Mrs S P Warr Treasurer
Mr K Hinchy Trustee (appointed 16.8.2024)
Ms M P Latter (appointed 13.3.2025)
Ms M Hughes Trustee (appointed 16.8.2024)
Mr P Collins Trustee (appointed 16.8.2024)
Ms S Moore Trustee (appointed 16.8.2024)
Mr M Lake Trustee (appointed 16.8.2024)

THE WRITERS' SUMMER SCHOOL

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Brookes Stephens
New Media House
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

The Writers' Summer School has no permanent premises. Details of the School's registered address are held on the Charity Commission website. The School is held at The Hayes Conference Centre, Hayes Lane, Swanwick, Alfreton, Derbyshire, DE55 1AU.

Approved by order of the board of trustees on 22 July 2025 and signed on its behalf by:



Mr K Hinchy - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE WRITERS' SUMMER SCHOOL**

Independent examiner's report to the trustees of The Writers' Summer School

I report to the charity trustees on my examination of the accounts of The Writers' Summer School (the Trust) for the year ended 30 September 2024.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

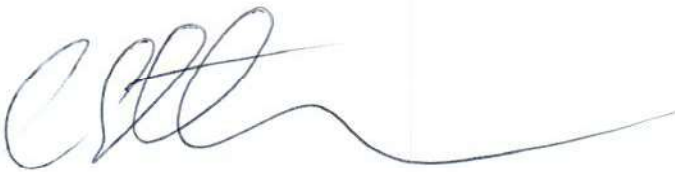
I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Leon Stephens FCA

Brookes Stephens
New Media House
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

22 July 2025

THE WRITERS' SUMMER SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2024

	Notes	Unrestricted fund £	Restricted fund £	2024 Total funds £	2023 Total funds £
Income and endowments from					
Donations and legacies		5,166	3,326	8,492	11,410
Other trading activities	2	157,756	-	157,756	142,238
Investment income	3	2,276	14	2,290	1,073
Total		<u>165,198</u>	<u>3,340</u>	<u>168,538</u>	<u>154,721</u>
Expenditure on					
Raising funds		2,188	-	2,188	1,719
Other		<u>161,111</u>	<u>7,147</u>	<u>168,258</u>	<u>142,101</u>
Total		<u>163,299</u>	<u>7,147</u>	<u>170,446</u>	<u>143,820</u>
NET INCOME/(EXPENDITURE)		1,899	(3,807)	(1,908)	10,901
Reconciliation of funds					
Total funds brought forward		60,275	7,290	67,565	56,664
Total funds carried forward		<u><u>62,174</u></u>	<u><u>3,483</u></u>	<u><u>65,657</u></u>	<u><u>67,565</u></u>

The notes form part of these financial statements

THE WRITERS' SUMMER SCHOOL

BALANCE SHEET
30 SEPTEMBER 2024

	Notes	Unrestricted fund £	Restricted fund £	2024 Total funds £	2023 Total funds £
Fixed assets					
Tangible assets	6	161	-	161	21
Current assets					
Debtors	7	21,938	-	21,938	12,933
Cash at bank		41,775	3,483	45,258	57,242
		<u>63,713</u>	<u>3,483</u>	<u>67,196</u>	<u>70,175</u>
Creditors					
Amounts falling due within one year	8	(1,700)	-	(1,700)	(2,631)
		<u>62,013</u>	<u>3,483</u>	<u>65,496</u>	<u>67,544</u>
Net current assets					
		<u>62,174</u>	<u>3,483</u>	<u>65,657</u>	<u>67,565</u>
Total assets less current liabilities					
		<u>62,174</u>	<u>3,483</u>	<u>65,657</u>	<u>67,565</u>
NET ASSETS					
		<u>62,174</u>	<u>3,483</u>	<u>65,657</u>	<u>67,565</u>
Funds	9				
Unrestricted funds				62,174	60,275
Restricted funds				<u>3,483</u>	<u>7,290</u>
Total funds				<u>65,657</u>	<u>67,565</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 22 July 2025 and were signed on its behalf by:



Mrs S P Warr - Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

THE WRITERS' SUMMER SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 SEPTEMBER 2024

2. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
Bookroom sales	2,895	2,078
Accommodation	154,861	140,160
	<u>157,756</u>	<u>142,238</u>

3. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	<u>2,290</u>	<u>1,073</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

The following honoraria have been paid to trustees of the school as allowed by section 13 of the Constitution:

L Deschner (Treasurer) (2023 £3,500)

S Warr (Treasurer) £4,375 (2023 £Nil)

S Payne (Secretary) £4,375 (2023 £3,500)

Trustees' expenses

Expenses totalling £3,956 (2023 £2,383) were paid to trustees during the year. Of the total amount paid, £2,962 (2023 £1,314) related to reimbursed costs and £994 (2023 £1,069) related to fees and book room sales paid to trustees. In total, 8 trustees were reimbursed expenses in the period.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
Income and endowments from			
Donations and legacies	6,807	4,603	11,410
Other trading activities	142,238	-	142,238
Investment income	1,055	18	1,073
Total	<u>150,100</u>	<u>4,621</u>	<u>154,721</u>
Expenditure on			
Raising funds	1,719	-	1,719
Other	136,468	5,633	142,101
Total	<u>138,187</u>	<u>5,633</u>	<u>143,820</u>

THE WRITERS' SUMMER SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2024

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
NET INCOME/(EXPENDITURE)	11,913	(1,012)	10,901
Reconciliation of funds			
Total funds brought forward	48,362	8,302	56,664
Total funds carried forward	<u>60,275</u>	<u>7,290</u>	<u>67,565</u>

6. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 October 2023	-	90	90
Additions	193	-	193
At 30 September 2024	<u>193</u>	<u>90</u>	<u>283</u>
DEPRECIATION			
At 1 October 2023	-	69	69
Charge for year	48	5	53
At 30 September 2024	<u>48</u>	<u>74</u>	<u>122</u>
NET BOOK VALUE			
At 30 September 2024	<u>145</u>	<u>16</u>	<u>161</u>
At 30 September 2023	<u>-</u>	<u>21</u>	<u>21</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade debtors	-	131
Prepayments and accrued income	21,938	12,802
	<u>21,938</u>	<u>12,933</u>

THE WRITERS' SUMMER SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2024

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade creditors	-	982
Other creditors	1,700	1,649
	<u>1,700</u>	<u>2,631</u>

9. MOVEMENT IN FUNDS

	At 1.10.23 £	Net movement in funds £	At 30.9.24 £
Unrestricted funds			
General fund	60,275	1,899	62,174
Restricted funds			
Restricted	7,290	(3,807)	3,483
TOTAL FUNDS	<u>67,565</u>	<u>(1,908)</u>	<u>65,657</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	165,198	(163,299)	1,899
Restricted funds			
Restricted	3,340	(7,147)	(3,807)
TOTAL FUNDS	<u>168,538</u>	<u>(170,446)</u>	<u>(1,908)</u>

THE WRITERS' SUMMER SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2024

9. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.10.22 £	Net movement in funds £	At 30.9.23 £
Unrestricted funds			
General fund	48,362	11,913	60,275
Restricted funds			
Restricted	8,302	(1,012)	7,290
TOTAL FUNDS	<u>56,664</u>	<u>10,901</u>	<u>67,565</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	150,100	(138,187)	11,913
Restricted funds			
Restricted	4,621	(5,633)	(1,012)
TOTAL FUNDS	<u>154,721</u>	<u>(143,820)</u>	<u>10,901</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.10.22 £	Net movement in funds £	At 30.9.24 £
Unrestricted funds			
General fund	48,362	13,812	62,174
Restricted funds			
Restricted	8,302	(4,819)	3,483
TOTAL FUNDS	<u>56,664</u>	<u>8,993</u>	<u>65,657</u>

THE WRITERS' SUMMER SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2024

9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	315,298	(301,486)	13,812
Restricted funds			
Restricted	7,961	(12,780)	(4,819)
TOTAL FUNDS	<u>323,259</u>	<u>(314,266)</u>	<u>8,993</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 September 2024.

11. INDEPENDENT EXAMINERS' REMUNERATION

Total amounts payable to the Independent Examiner for the examination of the accounts was £700 (2023 £650).

THE WRITERS' SUMMER SCHOOL

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2024

	2024 £	2023 £
Income and endowments		
Donations and legacies		
Donations	4,207	5,243
Misc	4,285	6,167
	<u>8,492</u>	<u>11,410</u>
Other trading activities		
Bookroom sales	2,895	2,078
Accommodation	154,861	140,160
	<u>157,756</u>	<u>142,238</u>
Investment income		
Deposit account interest	2,290	1,073
	<u>2,290</u>	<u>1,073</u>
Total incoming resources	<u>168,538</u>	<u>154,721</u>
Expenditure		
Other trading activities		
Bookroom sales	2,188	1,719
Other		
Refunds	6,178	5,812
Support costs		
Management		
Postage and stationery	1,572	541
Advertising	3,426	5,037
Sundries	897	1,026
Travelling	587	569
Gifts/Fees	10,002	11,031
Rent	122,514	99,791
Topwrite expenses	4,725	2,750
Prizes	3,300	2,748
Assisted Places	2,362	2,823
Fixtures and fittings	48	-
Computer equipment	5	7
	<u>149,438</u>	<u>126,323</u>
Finance		
Bank charges	3,192	2,316

This page does not form part of the statutory financial statements

THE WRITERS' SUMMER SCHOOL

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2024

	2024	2023
	£	£
Finance		
Governance costs		
Wages	8,750	7,000
Accountancy and legal fees	700	650
	<u>9,450</u>	<u>7,650</u>
Total resources expended	<u>170,446</u>	<u>143,820</u>
Net (expenditure)/income	<u>(1,908)</u>	<u>10,901</u>

This page does not form part of the statutory financial statements

THE WRITERS' SUMMER SCHOOL

England & Wales - Charity number 1168531

Accounts

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023
FOR
THE WRITERS' SUMMER SCHOOL**

Brookes Stephens
New Media House
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

THE WRITERS' SUMMER SCHOOL
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FOR THE YEAR ENDED 30 SEPTEMBER 2023

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THE WRITERS' SUMMER SCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2023

The trustees present their report with the financial statements of the charity for the year ended 30 September 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The charity is a Charitable Incorporated Organisation.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The object of the School is to advance the education of the public in the art of writing, including tuition for writers and prospective writers.

Significant activities

The School is committed to running an annual residential conference for writers for one week during each summer. The programme aims to provide writers and potential writers with a range of courses, speakers and other activities intended to inspire and develop their writing in a friendly and supportive environment, allowing them to network and share experiences.

While planning the programme for the conference, the Trustees consider the Commission's guidance on public benefit and in particular, seek to enable as many writers and potential writers as possible to benefit from the opportunities the School has to offer, which are:

- A comprehensive programme of courses across as many genres as possible
- Opportunities for mentorship
- Communication throughout the year to maintain the spirit of the School
- Assisted places for writers who would otherwise be unable to attend.

Public benefit

The trustees have had regard to the Charity Commission's guidance on public benefit.

THE WRITERS' SUMMER SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2023

ACHIEVEMENT AND PERFORMANCE

Charitable activities Programme

This year, the programme comprised four Specialist courses & twelve Short courses, covering How to write Your First Novel, Perfect Plotting, Catching Stars - "A brief guide to launching your thoughts into space and grabbing a poem on the way down" - The Path to Publication, Crime: Getting The Science Right, Writing Historical Fiction, Digital Publishing, Water & Poetry, The Trickier Bits of Fiction, Getting Playful With Picture Books, Creating Character Dialogue, Writing & Selling Travel Articles; twenty One Hour Sessions included Amazon & Kindle Publishing, Stress Relief for Writers, Poetry Fun, A Healthy Lifestyle for Writers, Comedy-A Whistle Stop Tour, Writing A Synopsis, Whose (Story) Line Is It Anyway - "Is our personal storyline helping, hindering or sabotaging our creativity?" - Ten Ways to Update Your Folklore, Drama Techniques, Yoga For Writers, What's in a Name - getting the right name for your characters - Editing: Both Sides of the Fence, Romantic Fiction, Competition Tips & Tricks, Social Media & Photography for Writers.

Unfortunately, for the second year running, one Guest Speaker who was also a Short Course tutor, was unable to attend. The course vacancy was filled by inviting a regular tutor who provided an alternative course. The Speaker vacancy was filled by one of the Specialist Course tutors.

In previous years, opportunities were provided to write or develop work; for creativity through "Lift Up Your Pens", "Just Write" and "Page to Stage", but due to the need to drop a day (see "Financial Review", page 9), Page to Stage was temporarily sidelined - because of the amount of time required to do it - in favour of more Workshops which better fitted the time available and allowed a reasonable number of Short Courses. However, "Lift Up Your Pens" remained as a daily offer and "Just Write" was resigned to a less "official" level in that people were invited to use any space throughout the complex that they felt was inspiring to them. "Lift Up Your Hearts," "Meditation by the Lake" and "Unwind Your Mind" remained for reflection and relaxation. These elements of the programme are provided by delegates themselves and supported by the Committee on behalf of the School.

As well as the daytime programme, a full range of entertainment was provided in the evenings, encouraging more participation from delegates and opportunities to meet and socialise with other writers. The "Speed Meet & Greet" - first introduced at the 2022 School - was back by popular demand on the first night; "Write on Cue" reappeared on Sunday evening to help kick-start creativity. Both were well attended. Other evening events included a "BIG" Quiz, combined literary and general knowledge questions; a fancy dress evening on the theme of "Fairy Tales" (delegates were free to dress up from dinner onwards) ending with a disco; the ever-popular poetry and prose open mics; and a buskers' night (all well attended). Page to Stage performances were absent due to the dropping of the daytime workshop & rehearsal slots but the "Firepit Sing-a-long" returned on the final evening, sound issues from 2022 resolved but the area was very dark making it difficult to read song sheets and only one firepit was lit. Attendees enjoyed the performance but were disappointed that the darkness made it difficult to join in with the less well-known songs.

Speakers included Roy McFarlane - Poet, Playwright & former Youth & Community Worker, born in Birmingham of Jamaican parentage and living in Brighton and the current National Canal Laureate - replaced Nick Hunt who was unable to attend and spoke about his international performances and passion for social justice, equality, identity, love and the healing power of poetry; Sue Moorcroft and agent, Juliet Pickering, discussed each of their experiences publishing Sue's seasonal romantic fiction, and what to look for when aiming for success with your own writing.

THE WRITERS' SUMMER SCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2023

The School attracted fifty-two first-time attendees, a higher number than in recent years and the Early Bird period from 1st October to 31st December 2022 which incorporated Friends of Swanwick Priority Booking, generated 105 bookings. On 1st January, when the price rose to the post-Early Bird level, booking slowed - only 11 in January 8 in February - and continued to fluctuate in a similar fashion until the final details cut-off on July 20th. The additional Assisted Places (see "Financial review, page 9) recipients and later bookings brought the grand total of rooms occupied to 197. Contract numbers were not at capacity due to cancellations, a few after the refund cut-off date but most came from those who had booked during the Early Bird period. Interest continued up to the start of the School but as bookings close at the final details' deadline, any bookings could not be accommodated.

There was one Part-Time attendee and four Day-Visitors. Part-time availability was restricted to rooms free on the 1st of May 2023. 207 people in total were in attendance, including seven Committee Members (one committee member was unable to attend due to a family situation), two Competition winners, the raffle winner from 2022, five TopWrite recipients, six Assisted Places; three 4-Part course tutors, nine 2-Part courses (six guest tutors), two guest speakers, two guests from Writing magazine and 154 delegates.

As usual, a Welcome Reception for 'First Years' was held on the first evening to help put new people at ease, and a mid-week Afternoon Tea session was held to collect valuable feedback on how the programme was being received by those attending for the first time. Ambassadors were in place to provide additional support and help with collecting the information. The committee are not involved in this session, but Ambassadors are in place to encourage and assist attendees with their feedback.

Mentorship

Sixteen tutors provided a total of ninety-seven one to one sessions (of which twenty-seven were used) covering a wide range of genres and subject matter for delegates seeking specific advice and direction for their work. These included fiction (Women's/Historical/Serials/Short Stories/Plotting a Novel/LGBTQIA+), non-fiction, scriptwriting, story creation and structure, General Forensic Advice for Crime Writers, Healthy Living for Writers, Book Design and Grammar.

Communication

The School's Facebook Closed Group page and Twitter feed were provided with a wide selection of flyers and up-to-date information throughout the year which helped to raise the School's online profile through links to various pages on the website and delegates reposting and retweeting them. Allowing tutors and speakers to promote their work at the School using social media helps maintain the visibility of the School and attracts new people from a wider range of areas. This drives traffic to the website which helps to maintain online visibility.

The bi-monthly newsletter was maintained dispensing updates and information to those who subscribe and providing a forum for delegates to share their writing successes. The new Newsletter Editor transformed the medium into a more up to date and interactive format, providing opportunities for subscribers to communicate and share. It is hoped that this will help to draw new subscribers to the newsletter and potential new delegates to the School. Updates between newsletters were posted on Facebook and Twitter and circulated by the membership. The School continued to maintain a Wikipedia page and the website but continued issues with the Dreamhost platform prompted a review of the School's needs and a change to a new more stable platform was begun. A rebranding of the School was proposed and had begun to go ahead, but further issues combined to delay completion in time to present the idea to the School. Shortly before the start of the School, Shopintegrator, announced that they would close their ecommerce division on 1st October 2023 leaving the website without a shopfront, meaning that there would be no access to online payments for donations or gift vouchers from that date until the new site was up and running. Following the end of the School, delegate feedback was against any rebranding and the new proposed logo was not well supported, so the committee decided to call a halt to the rebranding, reverted to the previous logo, and concentrate on stabilising the website and email platform and building a new website shopfront and payment page.

THE WRITERS' SUMMER SCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2023

TopWrite/Assisted Places

Regular and one-off donations to the Friends of Swanwick fund provided subsidised places for seven creative writing students through its TopWrite Scheme. Again, applications were fewer than hoped and, in the end, only five recipients were booked in. The fee for TopWrite was raised to £130.

Through the School's Assisted Places Scheme, also funded by Friends of Swanwick, two partial places and four full places were provided for individuals on a low income and/or receiving benefits. A further donation of £2,000 from Amazon Literary Partnership allowed the places allocated to both schemes to be covered more easily leaving a substantial remainder going forward. This now regular donation is much appreciated by the Trustees.

THE WRITERS' SUMMER SCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2023

FINANCIAL REVIEW

Financial position

The decision to drop one day from the usual 6-day week was made in answer to the 15% hike in accommodation costs that the Hayes (and CCT) had imposed on their rates for 2023. This was an unusually high percentage and would have meant that the School's prices would have to go up by a very large amount, meaning that a great many regular delegates would struggle to afford it and such an elevated cost would dissuade new people from attending. Dropping one day allowed the School to retain the sum of £18,800 in its surplus to be set against replacing that day the following year (should the committee deem it reasonable) and raising prices by a smaller percentage would generate a small surplus. The committee agreed a strategy of using the 2022 price of £655 as the "Early Bird", rising to £680 from 1st January 2023 for normal booking.

Due to the three month Early Bird period, the Friends of Swanwick Priority Booking period was less well utilised, and only twelve people took advantage. However, more booked in the following two months and 31st December 2022, had seventeen bookings. Bookings fluctuated during the remainder of the booking period but were closed on 20th July when final details were lodged with the Hayes. At this stage, four* rooms remained available and bookings closed despite several enquiries at the time. Contract numbers were reduced accordingly to avoid unnecessary charges.

*Note: Bookings close at the final details stage because the Hayes (CCT) restrict changes after that date to essential changes only, e.g. changes to the programme due to last-minute substitutions of tutors/speakers, so additional delegates can't be added unless their bookings have at least been received for confirmation. Details could be added pending bookings but the risk that someone could change their mind would mean the School is liable for the cost of the empty room(s). A previous delegate contacted a committee member regarding a short stay at the School and queried the possibility but was told that booking was closed. A discussion with other members of committee followed and the result was that the duty manager should be asked for confirmation before a decision could be made. However, the duty manager booked the delegate in without further discussion in committee and so this person was allowed to attend after bookings had closed.

The Treasurer felt this was unfair on those who had been turned away when bookings closed and that if it was possible to book people in during the week then it would be prudent to discuss that with the Hayes going forward to avoid the School losing any opportunity to fill rooms.

Part-time availability was again restricted to room availability but the date was changed from 1st June to 1st May 2023, although Day and Half Day attendance was available from the start and was favoured by people who were unable to manage the full-time cost. This generated one Part-Time, two Day and two Half Day bookings but meant that the School could gain additional income without adding rooms. Going forward, such bookings will be restricted by the capacity of the dining rooms at the Hayes and the number of other people attending accompanying conferences throughout the week. Due to the shortfall in TopWrite and Assisted Places recipients - a total of fifteen rooms was laid aside for these, but only five TopWrite and two Assisted Places were confirmed - Assisted Places applications were reopened for the remaining weeks before final details. This generated four more recipients, filling all but two of the held rooms.

The sale of one to one sessions - a total of twenty-seven sessions brought in a surplus of £540; the raffle produced a further £1,275 (taken in cash and by card) and the Book Shop generated a surplus of £233. At the end of the year, the final position at 30th September 2023 was an encouraging surplus of £10,901 and a total surplus remaining of £67,565 (amounts falling due have been taken into consideration). The first of two deposits for the 2024 School was paid (10% of contract cost per instalment) at £11,480, and a holding deposit for 2025 of £1,000 to secure dates. All deposits are deducted from the final invoice.

The School attracts delegates from home and abroad, and this year, there were seven overseas delegates, four more than last year. Travel costs during the summer months have stayed high and although less than at its height, covid restrictions are still causing issues with foreign travel. Other costs are beginning to return to a more normal level but many people are still experiencing financial difficulties from the recent rise in living costs. However, there were 52 First Years in attendance, a small improvement on recent years.

THE WRITERS' SUMMER SCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Funds raised through 'Friends of Swanwick' are treated as restricted reserves and are identified separately in the School's accounts to provide more transparency of purpose. The fund has continued to be essential in maintaining finance for the TopWrite and Assisted Places schemes through regular and one-off donations alike. This scheme is very popular and is handled by the School's TopWrite liaison but applications this year were again fewer. Despite difficulty in attracting applications for Assisted Places, two were received and both were successful. Better advertising and promotion of this scheme is advised going forward. The fund continues to support TopWrite and Assisted Places due mainly to generous donations from 'Friends', both regular and one-off, but bolstered by another donation from Amazon Literary Partnership (UK) (£2,000). The number of regular donors to 'Friends of Swanwick' fluctuates each year but one-off donations appear to be on the increase, especially in October when the Friends of Swanwick Priority Booking period opened (1st October 2022). Previously, when funds were low, the School contributed a small portion of the surplus to the fund (£1,000/£2,000 as agreed by committee) but has not contributed further to Friends of Swanwick due to donations maintaining a workable level of funds and the annual injection of a large sum from ALP which has varied since the first in 2017 but was again £2,000 this year. After all payments were made for places funded at the 2022 School, the fund stood at £7,290.

The online booking system produced the highest proportion of bookings received and is the most popular method of booking (119), followed by bank transfer (41), cheques (30), PayByLink (8), with standing orders bringing up the rear (5).

The SumUp card reader used in the Book Shop performed very well and was popular with delegates possibly due to the "No Cash" policy at the Hayes and the assumption that the School was included in that policy. Cash was taken in the Book Shop and at book signings and for the Raffle and Hayes' Collection, but the card reader was also in play for these purposes as well.

The online banking facilities provided by the CAF Bank, Ltd. continued to reduce the need for writing cheques and facilitates easier payment of invoices through bank transfers. Monthly account fees remained at £5 per account, the increased interest rates were maintained. Another benefit for the School is that a change of Treasurer does not mean a change of bank. As long as there is proximity to an HSBC or RBS bank and a Post Office, the handover only requires a mandate and associated transfer documents, not a change of bank. The only issue with a completely online bank is that depositing cash or cheques must be done through a third party who may change their allegiance to CAF Bank at any time.

The School's social networking continued with the bi-monthly electronic newsletter, regular updates on Facebook and Twitter and ongoing review of content on the website. The advertising budget was substantially raised to accommodate the need to advertise the earlier booking start and generate more interest in the School. The commitment to conventional advertising with Writing Magazine continued, maintaining the School's long-standing relationship with Warner Group Publications who provide a competition prize place and administrate all three annual competitions.

The close association with the Christian Conference Trust through their management and provision of the facilities at the Hayes at Swanwick saw the 74th Writers' Summer School held there. The Hayes management continued to provide efficient and reciprocal support for the committee and the School in general, although issues with food continued and were addressed to the Hayes. Despite this and the continuing improvements taking place at the venue, the strong relationship with staff and management and the School's officers and committee were maintained, for the increased benefit of the delegates.

THE WRITERS' SUMMER SCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2023

FINANCIAL REVIEW

Reserves policy

The School faces a number of financial risks and liabilities:

- i. The Hayes requires a substantial deposit a year in advance of each School (since 2016) which is 10% of the expected overall cost (now 20% since 2022, paid in two instalments).
- ii. The number of members varies each year and Trustees are reminded that the lowest number achieved in the last fifteen years resulted in the loss of £20,000.
- iii. Some expenditure, e.g. advertising, honoraria, advance fees for the Hayes (the School commits at least two years in advance), are incurred before any payment is received for places, requiring a minimum reserve of £20,000.
- iv. There are a number of opportunities within the School that, if pursued, would require further funds to be held in the order of £10,000. These will not be considered until sufficient reserves have been established.

A combination of all these events arising would require a reserve in excess of £45,000 and although the School acknowledges that this level of reserve is unlikely to be required, it accepts that the sharp rise in costs currently being felt the world over, may prompt the need to meet that figure sooner. Its aim, therefore, is to maintain a minimum reserve of £40,000 in undesignated funds (i.e. not dedicated to specific purposes) and review requirements and possibilities year on year.

Contractual changes that CCT has put in place have meant that the School must commit to paying a higher deposit earlier than normal, plus an additional, ever increasing fee for securing dates in subsequent years. Negotiations with CCT regarding this have resulted in an agreement to make the 20% deposit payment in two, 10% instalments and to maintain the current protocol of securing the contract one year in advance instead of 18-24 months, as CCT would prefer. Continued negotiations are advised.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity operated under the rules of its CIO Association adopted on 1 August 2016.

Recruitment and appointment of new trustees

The method of appointing trustees is set out in the School's constitution. Members of the Writers' Summer School Committee are elected each year and act as the School's trustees. The Committee is responsible for making decisions on all matters of general concern and importance to the School and for deciding on the allocation of the School's resources.

Organisational structure

This year, the Committee met fifteen times: three times during the School week - pre-School meeting on 4th, the AGM on 9th, and the post-School meeting on 10th August (included co-opting new Treasurer - one meeting in October 2022, two in November 2022 - one committee meeting and one Special meeting to co-opt a new committee member following the resignation of another), one in January, March, April, May, June, July and August 2023 (the last by request from a new committee member) and two in September 2023 - one committee meeting and one Special Meeting to co-opt the second new Treasurer. Those not taking place at the School were via Zoom as travel was still restricted and problematic throughout the year due to covid so face to face meetings were impracticable. Another meeting took place in June at the Hayes but involved only the Secretary and Treasurer and was principally to discuss some of the final details of the School and clarify any issues. This used to be combined with a Spring face-to-face meeting but since lockdown, it was felt that a small delegation was sufficient.

THE WRITERS SUMMER SCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Key management remuneration

With the exception Of the honoraria paid to the Treasurer and Secretary (set out in the constitution), no committee member received remuneration. Committee members were reimbursed for their expenses, where claimed. Officers were reimbursed 100% Of the cost Of their accommodation at the School and ordinary committee members were reimbursed Of that cost, reflecting the out of pocket costs of running the School week.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1168531

Principal address

Old Farmhouse
Station Road
Ulceby, North Lincolnshire DN39 6TT

Miss L E Deschner Treasurer (resigned 9.8.2023)

Mr G Hornsby Chair

Mr L Mitchell Trustee (appointed 23.10.2022) (resigned 9.8.2023)

MS V E Penny Trustee

Ms S Ridgway

Ms S Payne Secretary

Mr A Roberts Trustee

Ms M Hen nines-Hunt Vice-chairman (resigned 9.8.2023)

Dr L T wall (appointed 9.8.2023)

Mrs A Proom (appointed 9.8.2023)

Mrs S P Warr Trustee (appointed 4.9.2023)

Independent Examiner

Brookes Stephens

New Media House

Davidson Road

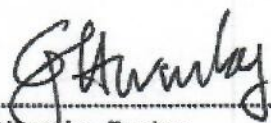
Lichfield

Staffordshire

WS14 9DZ

The Summer School has no permanent premises. Details of the School's registered address are held On the Charity Commission website. The School is held at The Hayes Conference Centre. Hayes Lane, Swanwick, Alfreton, Derbyshire, DE55 1AU.

Approved by order of the board of trustees on 28th July 2024


.....
Mr G Hornsby - Trustee

„ „ and signed on its behalf by:

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE WRITERS' SUMMER SCHOOL**

Independent examiner's report to the trustees of The Writers' Summer School

I report to the charity trustees on my examination of the accounts of The Writers' Summer School (the Trust) for the year ended 30 September 2023.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

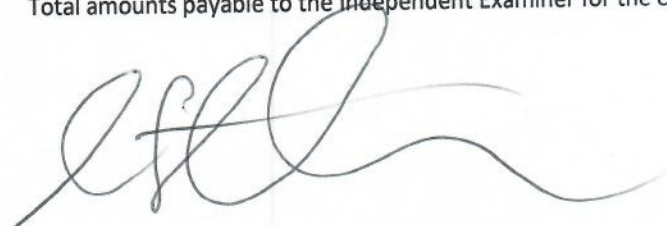
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Total amounts payable to the Independent Examiner for the examination of the accounts was £650 (2022 £600).



Leon Stephens FCA

Brookes Stephens
New Media House
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

Date: 28/7/2024

THE WRITERS' SUMMER SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2023

	Notes	Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
Income and endowments from					
Donations and legacies		6,807	4,603	11,410	11,270
Other trading activities	2	142,238	-	142,238	134,243
Investment income	3	1,055	18	1,073	171
Total		<u>150,100</u>	<u>4,621</u>	<u>154,721</u>	<u>145,684</u>
Expenditure on					
Raising funds		1,719	-	1,719	2,203
Other		<u>136,468</u>	<u>5,633</u>	<u>142,101</u>	<u>138,917</u>
Total		<u>138,187</u>	<u>5,633</u>	<u>143,820</u>	<u>141,120</u>
NET INCOME/(EXPENDITURE)		11,913	(1,012)	10,901	4,564
Reconciliation of funds					
Total funds brought forward		48,362	8,302	56,664	52,100
Total funds carried forward		<u>60,275</u>	<u>7,290</u>	<u>67,565</u>	<u>56,664</u>

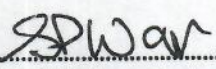
The notes form part of these financial statements

THE WRITERS' SUMMER SCHOOL

**BALANCE SHEET
30 SEPTEMBER 2023**

	Notes	Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
Fixed assets					
Tangible assets	6	21	-	21	28
Current assets					
Debtors	7	12,933	-	12,933	14,315
Cash at bank		49,952	7,290	57,242	48,614
		<u>62,885</u>	<u>7,290</u>	<u>70,175</u>	<u>62,929</u>
Creditors					
Amounts falling due within one year	8	(2,631)	-	(2,631)	(6,293)
Net current assets		<u>60,254</u>	<u>7,290</u>	<u>67,544</u>	<u>56,636</u>
Total assets less current liabilities		<u>60,275</u>	<u>7,290</u>	<u>67,565</u>	<u>56,664</u>
NET ASSETS		<u>60,275</u>	<u>7,290</u>	<u>67,565</u>	<u>56,664</u>
Funds	9				
Unrestricted funds				60,275	48,362
Restricted funds				<u>7,290</u>	<u>8,302</u>
Total funds				<u>67,565</u>	<u>56,664</u>

The financial statements were approved by the Board of Trustees and authorised for issue on
27th July 2023 and were signed on its behalf by:


 Mrs S P Warr - Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 25% on reducing balance

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

THE WRITERS' SUMMER SCHOOL

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

2. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Bookroom sales	2,078	2,535
Accommodation	140,160	131,708
	<u>142,238</u>	<u>134,243</u>

3. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	<u>1,073</u>	<u>171</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

The following honoraria have been paid to trustees of the school as allowed by section 13 of the Constitution:

L Deschner (Treasurer) £3,500 (2022 £3,500)

S Payne (Secretary) £3,500 (2022 £Nil)

Trustees' expenses

Expenses totalling £2,383 (2022 £1,880) were paid to trustees during the year. Of the total amount paid, £1,314 (2022 £929) related to reimbursed costs and £1,069 (2022 £951) related to fees and book room sales paid to trustees. In total, 7 trustees were reimbursed expenses in the period.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
Income and endowments from			
Donations and legacies	5,960	5,310	11,270
Other trading activities	134,243	-	134,243
Investment income	167	4	171
Total	<u>140,370</u>	<u>5,314</u>	<u>145,684</u>
Expenditure on			
Raising funds	2,203	-	2,203
Other	138,827	90	138,917
Total	<u>141,030</u>	<u>90</u>	<u>141,120</u>
NET INCOME/(EXPENDITURE)	(660)	5,224	4,564
Transfers between funds	4,692	(4,692)	-

THE WRITERS' SUMMER SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2023

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
Net movement in funds	4,032	532	4,564
Reconciliation of funds			
Total funds brought forward	44,330	7,770	52,100
Total funds carried forward	<u>48,362</u>	<u>8,302</u>	<u>56,664</u>

6. TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1 October 2022 and 30 September 2023	90
DEPRECIATION	
At 1 October 2022	62
Charge for year	7
At 30 September 2023	69
NET BOOK VALUE	
At 30 September 2023	21
At 30 September 2022	28

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade debtors	131	-
Prepayments and accrued income	12,802	14,315
	<u>12,933</u>	<u>14,315</u>

THE WRITERS' SUMMER SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2023

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade creditors	982	-
Other creditors	1,649	6,293
	<u>2,631</u>	<u>6,293</u>

9. MOVEMENT IN FUNDS

	At 1.10.22 £	Net movement in funds £	At 30.9.23 £
Unrestricted funds			
General fund	48,362	11,913	60,275
Restricted funds			
Restricted	8,302	(1,012)	7,290
TOTAL FUNDS	<u>56,664</u>	<u>10,901</u>	<u>67,565</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	150,100	(138,187)	11,913
Restricted funds			
Restricted	4,621	(5,633)	(1,012)
TOTAL FUNDS	<u>154,721</u>	<u>(143,820)</u>	<u>10,901</u>

THE WRITERS' SUMMER SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2023

9. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.10.21 £	Net movement in funds £	Transfers between funds £	At 30.9.22 £
Unrestricted funds				
General fund	44,330	(660)	4,692	48,362
Restricted funds				
Restricted	7,770	5,224	(4,692)	8,302
TOTAL FUNDS	<u>52,100</u>	<u>4,564</u>	<u>-</u>	<u>56,664</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	140,370	(141,030)	(660)
Restricted funds			
Restricted	5,314	(90)	5,224
TOTAL FUNDS	<u>145,684</u>	<u>(141,120)</u>	<u>4,564</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.10.21 £	Net movement in funds £	Transfers between funds £	At 30.9.23 £
Unrestricted funds				
General fund	44,330	11,253	4,692	60,275
Restricted funds				
Restricted	7,770	4,212	(4,692)	7,290
TOTAL FUNDS	<u>52,100</u>	<u>15,465</u>	<u>-</u>	<u>67,565</u>

THE WRITERS' SUMMER SCHOOL

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	290,470	(279,217)	11,253
Restricted funds			
Restricted	9,935	(5,723)	4,212
TOTAL FUNDS	<u>300,405</u>	<u>(284,940)</u>	<u>15,465</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 September 2023.

11. INDEPENDENT EXAMINERS' REMUNERATION

Total amounts payable to the Independent Examiner for the examination of the accounts was £650 (£600).

THE WRITERS' SUMMER SCHOOL
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2023

	2023 £	2022 £
Income and endowments		
Donations and legacies		
Donations	5,243	6,169
Misc	6,167	5,101
	<u>11,410</u>	<u>11,270</u>
Other trading activities		
Bookroom sales	2,078	2,535
Accommodation	140,160	131,708
	<u>142,238</u>	<u>134,243</u>
Investment income		
Deposit account interest	1,073	171
	<u>154,721</u>	<u>145,684</u>
Total incoming resources		
Expenditure		
Other trading activities		
Bookroom sales	1,719	2,203
Other		
Refunds	5,812	7,036
Support costs		
Management		
Postage and stationery	541	518
Advertising	5,037	2,379
Sundries	1,026	973
Travelling	569	560
Gifts/Fees	11,031	12,663
Rent	99,791	97,409
Topwrite expenses	2,750	3,710
Prizes	2,748	2,734
Assisted Places	2,823	983
Computer equipment	7	9
	<u>126,323</u>	<u>121,938</u>
Finance		
Bank charges	2,316	2,343

This page does not form part of the statutory financial statements

THE WRITERS' SUMMER SCHOOL

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2023

	2023 £	2022 £
Finance		
Governance costs		
Wages	7,000	7,000
Accountancy and legal fees	650	600
	<u>7,650</u>	<u>7,600</u>
Total resources expended	<u>143,820</u>	<u>141,120</u>
Net income	<u>10,901</u>	<u>4,564</u>

This page does not form part of the statutory financial statements

THE WRITERS' SUMMER SCHOOL

England & Wales - Charity number 1168531

Accounts

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022
FOR
THE WRITERS' SUMMER SCHOOL**

Brookes Stephens
New Media House
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

THE WRITERS' SUMMER SCHOOL

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FOR THE YEAR ENDED 30 SEPTEMBER 2022

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Statement of Financial Activities	9
Balance Sheet	10
Notes to the Financial Statements	11 to 16
Detailed Statement of Financial Activities	17 to 18

THE WRITERS' SUMMER SCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2022

The trustees present their report with the financial statements of the charity for the year ended 30 September 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The charity is a Charitable Incorporated Organisation.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The object of the School is to advance the education of the public in the art of writing, including tuition for writers and prospective writers.

Significant activities

The School is committed to running an annual residential conference for writers for one week during each summer. The programme aims to provide writers and potential writers with a range of courses, speakers and other activities intended to inspire and develop their writing in a friendly and supportive environment, allowing them to network and share experiences.

While planning the programme for the conference, the Trustees consider the Commission's guidance on public benefit and in particular, seek to enable as many writers and potential writers as possible to benefit from the opportunities the School has to offer, which are:

- A comprehensive programme of courses across as many genres as possible
- Opportunities for mentorship
- Communication throughout the year to maintain the spirit of the School
- Assisted places for writers who would otherwise be unable to attend.

Public benefit

The trustees have had regard to the Charity Commission's guidance on public benefit.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2022

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Programme

This year, the programme comprised four Specialist courses, sixteen Short courses, covering Historical, Romantic and Flash Fiction, Crime Forensics, Creative non-Fiction, Bringing your Poetic narrator to Life, Writing "How To" Books, Scriptwriting, Sci-Fi/Fantasy & Speculative Fiction, Self-Publishing, Comedy Writing, Young Adult fiction, Creating LGBTQ+ Characters, How To Run A Writers' Group and "Hit Submit", an idea-generating hour intended to help writers create new ideas and follow through to submission - with an opportunity to be included in the 2022 "Roll of Honour" if they submit during the week; fifteen One hour sessions included Editing, Worldbuilding, Cracking Cryptic Crosswords, Action Sequences, Coping with Stress, Performing Poetry, Yoga for Writers, Social Media, as well as the Page to Stage Briefing and Prize Winning Readings. Unfortunately, one Specialist Course Tutor who was also a Guest Speaker was unable to attend. The course vacancy was filled by one of the other Guest Speakers who was able to fit in as well as his own Short Course commitment. The Speaker vacancy was filled by two performance poets suggested by a regular delegate.

As in previous years, opportunities were provided to write or develop work; for creativity through "Lift Up Your Pens", "Just Write" and "Page to Stage"; and for reflection and relaxation through "Lift Up Your Hearts", and "Unwind Your Mind". These elements of the programme are provided by delegates themselves and supported by the Committee on behalf of the School.

As well as the daytime programme, a full range of entertainment was provided in the evenings, encouraging more participation from delegates and opportunities to meet and socialise with other writers. "Write on Cue" was an evening of "fun-fuelled writing games and prompts" to help kick-start creativity; "Birds of a Feather" offered an opportunity to meet with other writers sharing genre interests and ran on Saturday evening. On Sunday, a new event, "Swanwick Speed Meet & Greet", was introduced. All three were well attended by new and veteran delegates. Other evening events included a General Knowledge and a Literary Quiz; a fancy dress evening on the theme of "Another Night at the Movies" (delegates were free to dress up from dinner onwards) ending with a disco; poetry and prose open mics; and a buskers' night (all well attended). Page to Stage performances were given a Speaker slot allowing participants to enjoy the later part of the evening. A new event - the "Firepit Sing-a-long" - proved popular but as it was held outdoors without the support of any technical sound equipment, it was hard to hear the performance at times. This will be taken on board for future such events. Another new event - "Swanwick Speed Meet & Greet" - was met with enthusiasm and participants commented that they had had a lot of fun.

Speakers included Erin Kelly talking about her success as a thriller writer - chosen to write the novelisation of the BAFTA award-winning "Broadchurch" and a frequent "Richard and Judy" bestseller - and about her new novel, "Watch Her Fall" which she wrote in lockdown; Emma Purshouse and Steve Pottinger (replacing Roy McFarlane) from the organisation, "Poets, Prattlers and Pandemonialists", entertained with demonstrations of performance poetry, tales about their experiences and the origins and purposes of the organisation; and Rob Gee (course stand-in for Roy McFarlane) who is a former psychiatric nurse and has shared the stage with Harold Pinter, Sue Townsend, Jo Brand, Russell Howard, Alan Carr, Sarah Millican and Frankie Boyle, and has over three thousand performances to his name. Rob regularly appears on BBC radio and has written numerous comedy sketches, songs and shows for commission. Interspersed with his own performance poetry, Rob talked about his work with psychiatric patients creating original poetic work from prompts and ideas they put forward.

THE WRITERS' SUMMER SCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2022

The School attracted 47 first-time attendees, better than in 2021 but less than the preferred portion of approximately one third of the overall attendance. As in 2021, bookings were at a slower pace but Friends of Swanwick Priority booking was busier on the first and second February and although it slowed down after that, at the end of January, 40 people had booked. February 1st brought 28 bookings and from then, booking was fairly steady until later in the month when it tailed off. Contract numbers were not at capacity due to cancellations and despite Covid 19 posing less of a threat, some regular delegates were nervous about attending and there were cancellations due to illness and other factors. Again, there was no waiting list. There were ten Part-Time attendees and three Day-Visitors. Part-time availability was restricted to rooms free on the 1st June 2022 so without a waiting list, allocations could be decided easily. 203 people in total were in attendance, including eight Committee Members, three Competition winners, the raffle winner from 2021, seven TopWrite recipients, two Assisted Places; four 4-Part course tutors (two guest tutors, one a 4-Part and a 2-Part tutor, also), sixteen 2-Part courses (seven guest tutors), four guests speakers, and 160 delegates.

A Welcome Reception for 'First Years' (formally known as "White Badgers") was held on the first evening to help put new people at ease, and a mid-week Afternoon Tea session was held to collect valuable feedback on how the programme was being received by those attending for the first time. Ambassadors were in place to provide additional support and help with collecting the information. The committee are not involved in this session, but Ambassadors are in place to encourage and assist attendees with their feedback.

Mentorship

Fifteen tutors provided a total of 53 one to one sessions (of which 35 were used) covering a wide range of genres and subject matter for delegates seeking specific advice and direction for their work. These included fiction (Flash/Crime/Women's/Romantic), non-fiction, scriptwriting, story creation and structure, competitions, poetry, comedy.

Communication

The School's Facebook Closed Group page and Twitter feed were provided with a wide selection of flyers and up-to-date information throughout the year which helped to raise the School's online profile through links to various pages on the website and, delegates reposting and retweeting them. Allowing tutors and speakers to promote their work at the School using social media helps maintain the visibility of the School and attracts new people from a wider range of areas. This drives traffic to the website which helps to maintain online visibility. However, this last was not maintained throughout the year (reason unknown) and may have contributed to the difficulty in attracting sufficient bookings in a post-covid environment. Going forward, a review and update/modernisation of advertising strategies and advert appearance would appear to be beneficial.

The bi-monthly newsletter was maintained dispensing updates and information to those who subscribe and providing a forum for delegates to share their writing successes. Updates between newsletters were posted on Facebook and Twitter and circulated by the membership. The School continued to maintain a Wikipedia page and the website but issues with the Dreamhost platform suggest that a further review of the website and the associated email hosting platform (also with Dreamhost) to improve and modernise its performance is essential.

TopWrite/Assisted Places

Regular and one-off donations to the Friends of Swanwick fund provided subsidised places for seven creative writing students through its TopWrite Scheme. Applications were fewer than in recent years, the cause of which is unknown. The cost to students was maintained at £125 for another year.

Through the School's Assisted Places Scheme, also funded by Friends of Swanwick, two partial places were provided for individuals on a low income and/or receiving benefits. A further donation of £2,000 from Amazon Literary Partnership allowed the places allocated to both schemes to be covered more easily leaving a substantial remainder going forward.

THE WRITERS' SUMMER SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2022

FINANCIAL REVIEW

Financial position

The School's popularity continued, with 38 Friends of Swanwick priority bookings in January 2022, with a further 75 in February and fewer numbers in following months. Although not as brisk as in pre-covid years, the trend was not unexpected but as in 2020 and 2021, no waiting list materialised. Contract numbers remained at 200 following the reduction in 2021, but it was necessary to reduce contract numbers by 10% (per our contract) two weeks before the School to avoid unnecessary penalties. Despite its continued presence, covid appeared to be less of a factor in the drop in numbers but it was clear that some people remain nervous about large gatherings, especially if they fall into the older age groups and may be vulnerable or have a vulnerable person living with them. There may also be a financial factor due to workplaces having to close post-lockdown and people finding themselves out of work or living on a lower income with less disposable income.

Part-time availability was again restricted to room availability from 1st June although Day and Half Day attendance was available from the start, and was favoured by people who were unable to manage the full-time cost. This generated 10 Part-Time and 6 Half Day bookings but meant that the School could gain additional income without adding rooms. Going forward, such bookings will be restricted by the capacity of the dining rooms at the Hayes and the number of other people attending accompanying conferences throughout the week.

The sale of one to one sessions - a total of 35 sessions brought in a surplus of £700; the raffle produced a further £1,163 (taken in cash and by card) and the Book Room generated a surplus of £319. At the end of the year, the final position at 30th September 2022 was an encouraging profit of £5,095 and a total surplus remaining of £57,195. The first of two deposits for the 2023 School was paid (10% of contract cost per instalment) at £8,900, and a holding deposit for 2024 of £1,000 to secure dates. All deposits are deducted from the final invoice.

Although the School attracts delegates from home and abroad, there were only three overseas delegates this year. This may be due to higher travel costs and continuing covid procedures creating issues with foreign travel and/or the general rise in living costs being experienced the world over. However, there were 47 First Years in attendance, a small improvement on 2021 numbers (42).

Funds raised through the 'Friends of Swanwick' are treated as restricted reserves and are identified separately in the School's accounts to provide more transparency of purpose. The fund has continued to be essential in maintaining finance for the TopWrite and Assisted Places schemes through regular and one-off donations alike. This scheme is very popular and is handled by the School's TopWrite liaison but applications this year were fewer. Despite difficulty in attracting applications for Assisted Places, two were received and both were successful. Better advertising and promotion of this scheme is advised going forward. The fund continues to support TopWrite and Assisted Places due mainly to generous donations from 'Friends', both regular and one-off, but bolstered by another donation from Amazon Literary Partnership (UK) (£2,000). The number of regular donors to 'Friends of Swanwick' fluctuates each year but one-off donations appear to be on the increase, especially in January when the Friends of Swanwick Priority Booking period opens (1st January). The School has not contributed further to Friends of Swanwick due to donations maintaining a workable level of funds and the annual injection of a large sum from ALP which has varied since the first but was again £2,000 this year. After all payments were made for places funded at the 2021 School, the fund stood at £8,321.

The online booking system produced the highest proportion of bookings received and is becoming the most popular method of booking (110), followed by bank transfer (38), cheques (28), PayByLink (11), with standing orders bringing up the rear (5).

THE WRITERS' SUMMER SCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2022

The card reader used in the Book Room has been problematic since it was put in place requiring the Treasurer to be in situ to take payments manually, but Worldpay, the School's card payment provider, decommissioned the Muria keypad they were supplying prior to the School. Fortunately, they offered a deal to users of a SumUp reader for the small sum of £1+ VAT (£1.20) which the Treasurer took up without haste. The existing tablet bought for use with the Muria keypad, served the same purpose for the SumUp keypad and worked very efficiently throughout the week. Daily reports allow accurate tracking of payments and issues of connectivity or drops in performance were not experienced. There are plans to introduce a Point of Sale with a reader attached to the system, but until that is made possible, this small change will work well. Costs for using SumUp are vastly less than Worldpay and despite additional calculations being required to identify income and fees, very favourable to manual transactions.

The online banking facilities provided by the CAF Bank, Ltd. continued to reduce the need for writing cheques and made payment of invoices much easier, and during the year, monthly account fees dropped back to £5 per account, interest rates rose and interest was introduced to the Current and Friends accounts. This was an unexpected bonus and very welcome.

The School's social networking continued with the bi-monthly electronic newsletter, regular updates on Facebook and Twitter and ongoing review of content on the website. The advertising budget remained unchanged from last year but the commitment to conventional advertising with Writing Magazine continued, maintaining the School's long-standing relationship with Warner Group Publications who provide a competition prize place and administrate all three annual competitions.

The close association with the Christian Conference Trust through their management and provision of the facilities at the Hayes at Swanwick saw the 74th Writers' Summer School held there. The Hayes management continued to provide efficient and reciprocal support for the committee and the School in general, although there were some issues with food, miscommunication with staff and a flood that occurred in the Main House. Despite this and the continuing improvements taking place at the venue, the strong relationship with staff and management and the School's officers and committee continued, for the increased benefit of the delegates.

THE WRITERS' SUMMER SCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2022

FINANCIAL REVIEW

Reserves policy

The School faces a number of financial risks and liabilities:

- i. The Hayes requires a substantial deposit a year in advance of each School (since 2016) which is 10% of the expected overall cost (now 20% since 2022, paid in two instalments).
- ii. The number of members varies each year and Trustees are reminded that the lowest number achieved in the last ten years resulted in the loss of £20,000.
- iii. Some expenditure, e.g. advertising, honoraria, advance fees for the Hayes (the School commits at least two years in advance), are incurred before any payment is received for places, requiring a minimum reserve of £10,000.
- iv. There are a number of opportunities within the School that, if pursued, would require further funds to be held in the order of £10,000. These will not be considered until sufficient reserves have been established.

A combination of all these events arising would require a reserve in excess of £45,000 and although the School acknowledges that this level of reserve is unlikely to be required, it accepts that the sharp rise in costs currently being felt the world over, may prompt the need to meet that figure sooner. Its aim, therefore, is to maintain a minimum reserve of £40,000 in undesignated funds (i.e. not dedicated to specific purposes) and review requirements and possibilities year on year.

Contractual changes that CCT has put in place have meant that the School must commit to paying a higher deposit earlier than normal, plus an additional, ever increasing fee for securing dates in subsequent years. Negotiations with CCT regarding this have resulted in an agreement to make the 20% deposit payment in two, 10% instalments and to maintain the current protocol of securing the contract one year in advance instead of 18-24 months, as CCT would prefer. Continued negotiations are advised.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity operated under the rules of its CIO Association adopted on 1 August 2016.

Recruitment and appointment of new trustees

The method of appointing trustees is set out in the School's constitution. Members of the Writers' Summer School Committee are elected each year and act as the School's trustees. The Committee is responsible for making decisions on all matters of general concern and importance to the School and for deciding on the allocation of the School's resources.

Organisational structure

This year, the Committee met seven times: three times during the School week (at the beginning, middle and end); one meeting in October of 2021, another in December of 2021, one in May of 2022 and another in July of 2022. Those not taking place at the School were via Zoom as travel was still restricted and problematic throughout the year due to covid so face to face meetings were impracticable. Another meeting took place in June at the Hayes but involved only the Chair and a member of the committee and was principally to discuss some of the final details of the School. This used to be combined with the Spring meeting but since lockdown, it was felt that a small delegation was sufficient.

Key management remuneration

With the exception of the honoraria paid to the Treasurer and Secretary (set out in the constitution), no committee member received remuneration. Committee members were reimbursed for their expenses, where claimed. Officers were reimbursed 100% of the cost of their accommodation at the School and ordinary committee members were reimbursed 50% of that cost, reflecting the out of pocket costs of running the School week.

THE WRITERS' SUMMER SCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2022

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
1168531

Principal address
103 Jean Armour Drive
Mauchline
Ayrshire
KA5 6DP

Trustees

Miss L E Deschner Treasurer
Mrs C A Grimmer (resigned 18.8.2022)
Mr G Hornsby Chair (appointed 18.8.2022)
Mr L Mitchell (appointed 23.10.2022)
Ms V E Penny Trustee (appointed 18.8.2022)
Ms S Ridgway (appointed 18.8.2022)
Ms S Payne Secretary (appointed 18.8.2022)
Mr A Roberts Trustee
Ms M Hennings-Hunt Trustee
Ms I Jendrzewski Trustee (resigned 18.8.2022)
Ms M Dorman Trustee (resigned 18.8.2022)
Ms L Martin Trustee (resigned 18.8.2022)

Independent Examiner

Brookes Stephens
New Media House
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

The Writers' Summer School has no permanent premises. Details of the School's registered address are held on the Charity Commission website. The School is held at The Hayes Conference Centre, Hayes Lane, Swanwick, Alfreton, Derbyshire, DE55 1AU.

Approved by order of the board of trustees on 9 August 2023 and signed on its behalf by:



Mr G Hornsby - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE WRITERS' SUMMER SCHOOL**

Independent examiner's report to the trustees of The Writers' Summer School

I report to the charity trustees on my examination of the accounts of The Writers' Summer School (the Trust) for the year ended 30 September 2022.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Leon Stephens FCA

Brookes Stephens
New Media House
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

9 August 2023

THE WRITERS' SUMMER SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2022

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
Income and endowments from					
Donations and legacies		5,960	5,310	11,270	12,797
Other trading activities	2	134,243	-	134,243	173,349
Investment income	3	168	4	172	12
Total		<u>140,371</u>	<u>5,314</u>	<u>145,685</u>	<u>186,158</u>
Expenditure on					
Raising funds		2,203	-	2,203	2,612
Other		138,827	90	138,917	175,470
Total		<u>141,030</u>	<u>90</u>	<u>141,120</u>	<u>178,082</u>
NET INCOME/(EXPENDITURE)					
Transfers between funds	9	(659) 4,692	5,224 (4,692)	4,565 -	8,076 -
Net movement in funds		4,033	532	4,565	8,076
Reconciliation of funds					
Total funds brought forward		44,330	7,770	52,100	44,024
Total funds carried forward		<u>48,363</u>	<u>8,302</u>	<u>56,665</u>	<u>52,100</u>

The notes form part of these financial statements

THE WRITERS' SUMMER SCHOOL

BALANCE SHEET
30 SEPTEMBER 2022

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
Fixed assets					
Tangible assets	6	28	-	28	38
Current assets					
Debtors	7	14,315	-	14,315	16,762
Cash at bank		39,782	8,832	48,614	126,196
		54,097	8,832	62,929	142,958
Creditors					
Amounts falling due within one year	8	(5,762)	(530)	(6,292)	(90,896)
Net current assets		48,335	8,302	56,637	52,062
Total assets less current liabilities		48,363	8,302	56,665	52,100
NET ASSETS		48,363	8,302	56,665	52,100
Funds	9				
Unrestricted funds				48,363	44,330
Restricted funds				8,302	7,770
Total funds				56,665	52,100

The financial statements were approved by the Board of Trustees and authorised for issue on 9 August 2023 and were signed on its behalf by:

Lesley E Deschner

Miss L E Deschner - Trustee

The notes form part of these financial statements

THE WRITERS' SUMMER SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 25% on reducing balance

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2022

2. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Bookroom sales	2,535	3,095
Accommodation	131,708	170,254
	<u>134,243</u>	<u>173,349</u>

3. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	172	12
	<u>172</u>	<u>12</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

The following honoraria have been paid to trustees of the school as allowed by section 13 of the Constitution:

L Deschner (Treasurer) £3,500 (2021 £3,500)

I Jendrzejewski (Secretary) £3,500 (2021 £3,500)

Trustees' expenses

Expenses totalling £1,880 (2021 £1,240) were paid to trustees during the year. Of the total amount paid, £929 (2021 £261) related to reimbursed costs and £951 (2021 £979) related to fees and book room sales paid to trustees. In total, 6 trustees were reimbursed expenses in the period.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
Income and endowments from			
Donations and legacies	5,899	6,898	12,797
Other trading activities	173,349	-	173,349
Investment income	12	-	12
Total	<u>179,260</u>	<u>6,898</u>	<u>186,158</u>
Expenditure on			
Raising funds	2,612	-	2,612
Other	175,470	-	175,470
Total	<u>178,082</u>	<u>-</u>	<u>178,082</u>
NET INCOME	1,178	6,898	8,076
Transfers between funds	5,339	(5,339)	-

THE WRITERS' SUMMER SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2022

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
Net movement in funds	6,517	1,559	8,076
Reconciliation of funds			
Total funds brought forward	37,813	6,211	44,024
Total funds carried forward	<u>44,330</u>	<u>7,770</u>	<u>52,100</u>

6. TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1 October 2021 and 30 September 2022	90
DEPRECIATION	
At 1 October 2021	52
Charge for year	10
At 30 September 2022	62
NET BOOK VALUE	
At 30 September 2022	28
At 30 September 2021	38

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Prepayments and accrued income	<u>14,315</u>	<u>16,762</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2022

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Other creditors	6,292	90,896

9. MOVEMENT IN FUNDS

	At 1.10.21 £	Net movement in funds £	Transfers between funds £	At 30.9.22 £
Unrestricted funds				
General fund	44,330	(659)	4,692	48,363
Restricted funds				
Restricted	7,770	5,224	(4,692)	8,302
TOTAL FUNDS	<u>52,100</u>	<u>4,565</u>	<u>-</u>	<u>56,665</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	140,371	(141,030)	(659)
Restricted funds			
Restricted	5,314	(90)	5,224
TOTAL FUNDS	<u>145,685</u>	<u>(141,120)</u>	<u>4,565</u>

Comparatives for movement in funds

	At 1.10.20 £	Net movement in funds £	Transfers between funds £	At 30.9.21 £
Unrestricted funds				
General fund	37,813	1,178	5,339	44,330
Restricted funds				
Restricted	6,211	6,898	(5,339)	7,770
TOTAL FUNDS	<u>44,024</u>	<u>8,076</u>	<u>-</u>	<u>52,100</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2022

9. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	179,260	(178,082)	1,178
Restricted funds			
Restricted	6,898	-	6,898
TOTAL FUNDS	<u>186,158</u>	<u>(178,082)</u>	<u>8,076</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.10.20 £	Net movement in funds £	Transfers between funds £	At 30.9.22 £
Unrestricted funds				
General fund	37,813	519	10,031	48,363
Restricted funds				
Restricted	6,211	12,122	(10,031)	8,302
TOTAL FUNDS	<u>44,024</u>	<u>12,641</u>	<u>-</u>	<u>56,665</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	319,631	(319,112)	519
Restricted funds			
Restricted	12,212	(90)	12,122
TOTAL FUNDS	<u>331,843</u>	<u>(319,202)</u>	<u>12,641</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2022

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 September 2022.

THE WRITERS' SUMMER SCHOOL

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2022

	2022 £	2021 £
Income and endowments		
Donations and legacies		
Donations	6,169	10,413
Misc	5,101	2,384
	<u>11,270</u>	<u>12,797</u>
Other trading activities		
Bookroom sales	2,535	3,095
Accommodation	131,708	170,254
	<u>134,243</u>	<u>173,349</u>
Investment income		
Deposit account interest	172	12
	<u>145,685</u>	<u>186,158</u>
Total incoming resources		
Expenditure		
Other trading activities		
Bookroom sales	2,203	2,612
Other		
Refunds	7,036	53,217
Support costs		
Management		
Postage and stationery	518	335
Advertising	2,379	2,385
Sundries	973	647
Travelling	560	395
Gifts/Fees	12,663	8,178
Rent	97,409	96,451
Topwrite expenses	3,710	4,230
Prizes	2,734	30
Assisted Places	983	1,110
Computer equipment	9	13
	<u>121,938</u>	<u>113,774</u>
Finance		
Bank charges	2,343	1,064

This page does not form part of the statutory financial statements

THE WRITERS' SUMMER SCHOOL

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2022

	2022 £	2021 £
Finance		
Governance costs		
Wages	7,000	7,000
Accountancy and legal fees	600	415
	<u>7,600</u>	<u>7,415</u>
Total resources expended	<u>141,120</u>	<u>178,082</u>
Net income	<u>4,565</u>	<u>8,076</u>

This page does not form part of the statutory financial statements

THE WRITERS' SUMMER SCHOOL

England & Wales - Charity number 1168531

Accounts

Aims and Purposes

The object of the School is to advance the education of the public in the art of writing, including tuition for writers and prospective writers.

Objects and Activities

The School is committed to running an annual residential conference for writers for one week during each summer. The programme aims to provide writers and potential writers with a range of courses, speakers and other activities intended to inspire and develop their writing in a friendly and supportive environment, allowing them to network and share experiences.

While planning the programme for the conference, the Trustees consider the Commission's guidance on public benefit and in particular, seek to enable as many writers and potential writers as possible to benefit from the opportunities the School has to offer, which are:

- A comprehensive programme of courses across as many genres as possible
- Opportunities for mentorship
- Communication throughout the year to maintain the spirit of the School
- Assisted places for writers who would otherwise be unable to attend.

Achievements and Performance

Special Circumstances Note

As explained in the Charity Commission Report for 2020, this School was essentially the 2020 School rolled over to 2021 following the cancellation in 2020 due to the covid 19 pandemic. Inevitably, given the still ongoing covid situation surrounding the time of the School, there were numerous cancellations by delegates and tutors, especially those travelling from abroad. Despite reducing room numbers to 200 (without penalty, per our agreement with the Hayes) to lower any potential further loss to the School, a loss was still incurred due to not quite reaching the quota. However, when taken over years 2020/2021, the overall loss was less and was offset by income from the Raffle and the Book Room as well as general donations.

Programme

This year, the programme comprised five Specialist courses, twenty Short courses, covering Historical, Romantic and Flash Fiction, Crime, Article writing, Time Travel and describing environment through Poetry, Research Skills, Scriptwriting, working as a Community Writer, Characterisation, Series Writing, Memoir, Writing for Children (5-7 & 8-12) Creating LGBTQ+ Characters and using songs as an inspiration for writing. Ten One hour sessions included Confidence Building for the Spoken Word, Worldbuilding, Crowdfunding a Book, The Comic Poem, Creating suspense, and Location, as well as the Page to Stage Briefing and Prize Winning Readings. Two courses were dropped due to the tutor being unwell (one at the last minute) and unable to attend.

As in previous years, opportunities were provided to write or develop work; for creativity through 'Lift Up Your Pens', 'Just Write' and 'Page to Stage'; and for reflection and relaxation through 'Lift Up Your Hearts', and 'Unwind Your Mind'. These elements of the programme are provided by delegates themselves and supported by the Committee on behalf of the School and due to cancellations, some usual events had to be dropped or the facilitator substituted. Again, as a token of thanks, "Goody Bags" comprising a Swanwick tote bag, notebook & pen, highlighter and set of postcards were given to all programme participants who are not paid a fee.

As well as the daytime programme, a full range of entertainment was provided in the evenings, encouraging more participation from delegates and opportunities to meet and socialise with other writers. The 'Ice-Breaker', 'The Daniel Jazz'-a Nod to the Roaring Twenties, fun with words, beats and rhythms; "Birds of a Feather", offering an opportunity to meet with other writers sharing genre interests which ran on Saturday evening were well attended by new and veteran delegates. Other evening events included a General Knowledge and a Literary Quiz, a fancy dress evening on the theme of 'The Roaring Twenties' (delegates were free to dress up from dinner onwards) ending with a disco, poetry and prose open mics, a buskers' night (all well attended). Page to Stage performances were given the Speaker slot in the allowing participants to enjoy the later part of the evening.

Speakers included Toby Faber talking about 'Faber & Faber: The Untold Story', a book he edited in celebration of the 90th birthday of his grandfather, the founder of the literary publisher; Julian Unthank, screenwriter on shows such as 'New Tricks', 'Robin Hood', 'The Bill' and 'Doc Martin', on how he made his career despite dyslexia; Helen Mort, five times winner of the Foyle Young Poets of the Year Competition and a Fellow of the Royal Society for Literature, on her poetry collections and Creative writing work; and Sarah Ward, author of four DC Childs novels set in the Derbyshire Peak

THE WRITERS' SUMMER SCHOOL ANNUAL REPORT FOR 2021
Charity Number: 1168531

District talking about her new novel, 'The Quickening' (under the name Rhiannon Ward) and why we all love a ghost story.

This year, the School attracted 42 first-time attendees, almost half of those in 2019. The School's popularity continued but at a much slower pace and cancellations due to covid 19 still being an issue. Contract numbers were not at capacity due to cancellations and the ongoing covid anxiety so there was no waiting list in operation. There was only one Part-Time attendee and four Day-Visitors who travelled to the venue each day. Part-time availability was restricted to rooms free on the 1st June 2021 so without the waiting list, allocations could be decided easily. 211 people in total were in attendance, including eight Committee Members, one Host, three Competition winners, the raffle winner from 2019 (the 2020 School having been cancelled), nine TopWrite recipients, three Assisted Places; five 4-Part course tutors (four guest tutors), thirteen 2-Part courses (six guest tutors), four guests speakers, one external Workshop Session Leader, and 163 delegates.

A Welcome Reception for 'White Badgers' (first time attendees) was held on the first evening to help put new people at ease, and a mid-week Afternoon Tea session was held to collect valuable feedback on how the programme was being received. Ambassadors were in place to provide additional support and help with collecting the information. The committee are not involved in this session which is usually co-ordinated by the Hostess and Ambassadors (this year, as the Hostess was not in attendance, the Host took her place).

Mentorship

Nineteen tutors provided a total of 79 one to one sessions (of which 39 were used) covering a wide range of genres and subject matter for delegates seeking specific advice and direction for their work. These included fiction, non-fiction, forensic advice, characterisation, competitions, story structure, screenwriting, poetry and dialogue & plot, children's writing and poetic authenticity.

Communication

Again, the School's Facebook Closed Group page and Twitter feed were provided with a wide selection of flyers and up-to-date information throughout the year which helped to raise the School's online profile through links to various pages on the website and, delegates reposting and retweeting them. Allowing tutors and speakers to promote their work at the School using social

media helps maintain the visibility of the School and attracts new people from a wider range of areas. This drives traffic to the website which helps to maintain online visibility.

The bi-monthly newsletter was maintained dispensing updates and information to those who subscribe and providing a forum for delegates to share their writing successes. Updates between newsletters were posted on Facebook and Twitter and circulated by the membership. The School continued to enhance its website and maintain a Wikipedia page.

TopWrite/Assisted Places

Regular and one-off donations to the Friends of Swanwick fund (including a cancelled place, the value of which was £595) provided subsidised places for nine creative writing students through its TopWrite Scheme. There were three cancellations out of twelve places awarded but this year, those places could not be filled due to TopWrite places being carried forward from 2020. The cost to students was maintained at £125 for another year.

Through the School's Assisted Places Scheme, also funded by Friends of Swanwick, three partial places were provided for individuals on a low income and/or receiving benefits. A further donation from Amazon Literary Partnership allowed the place allocated to both schemes to be covered more easily leaving a substantial remainder going forward.

Financial Review

Despite the School's ongoing popularity and brisk, no waiting list was started in 2021. Many cancellations due to the still-present covid, and travel difficulties because of localised covid restrictions prevented the School from achieving its intended numbers. The drop-off in delegates led to the Committee making a strategic reduction in the contract numbers to 200 as soon as possible but avoiding crippling penalties.

Part-time availability was again restricted to room availability from 1st June. This generated few bookings but meant that the School could gain additional income without adding rooms.

The sale of one to one sessions – a total of 37 sessions including those rolled over from 2020 bookings - brought in a surplus of £675. The raffle was an unexpected success, taking in £1,217. At the end of the year, the loss showing on the School's accounting document (excluding Friends of

THE WRITERS' SUMMER SCHOOL ANNUAL REPORT FOR 2021
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Swanwick donations) was £775 with both the deposit for the 2022 School (£9,840) and the holding fee for 2023 dates (£500) paid. This only shows the Income & Expenditure for the year and does not take into account the booking income from 2020 which was transferred to 2021 and held in the School's surplus account. When added, that income results in a small profit for 2021, and reduces the loss made in 2020. The Hayes' invoice (£84,141) was still outstanding by year end but was met by the funds held in the surplus account (£113,086 as at 30th September 2021). The School continued to attract delegates from home and abroad - although most overseas delegates were forced to cancel due to covid travel restrictions - and a much lower than expected number of first-time attendees (42).

Funds raised through the 'Friends of Swanwick' are treated as restricted reserves and are identified separately in the School's accounts to provide more transparency of purpose. The fund has continued to be essential in maintaining finance for the TopWrite and Assisted Places schemes through regular and one-off donations alike. This scheme continues to be very popular due to efficient handling by the committee's TopWrite liaison and applications have increased greatly. The fund continues to support TopWrite and Assisted Places due mainly to generous donations from 'Friends', both regular and one-off, but bolstered by a fourth donation from Amazon Literary Partnership (UK) (£2,000). The number of regular donors to 'Friends of Swanwick' fluctuates each year but one-off donations appear to be on the increase, especially in January when the Friends of Swanwick Priority Booking period opens (1st January). The School has not contributed further to Friends of Swanwick due to donations maintaining a workable level of funds and the annual injection of a large sum from ALP which has varied but this year was £2,000. After all payments were made for places funded at the 2021 School, the fund stood at £7,770.

The online booking system produced the highest proportion of bookings received and is becoming the most popular method of booking. Payments by cheque(s), though significantly fewer than card payments, were the next in popularity, followed by bank transfers and standing orders and card payments using the PayByLink facility being popular for people wishing to pay in instalments or for bookings not served easily through the online form.

The new card payment system (tablet & reader) set up in 2019, failed to operate despite the efforts of the Treasurer and had to be abandoned in favour of manual card payments in the Book Room. This was significantly slower than using the reader which was frustrating for all involved. A more up to date and reliable system is being discussed for use going forward.

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The online banking facilities provided by the CAF Bank, Ltd. continued to reduce the need for writing cheques and made payment of invoices much easier, however, higher existing charges and new charges hitherto not employed, plus a significantly lower interest rate exercised by CAF Bank, has had an impact on running costs.

The School's social networking continued with the bi-monthly electronic newsletter, regular updates on Facebook and Twitter and ongoing review of content on the website. The advertising budget remained unchanged from last year but the commitment to conventional advertising with *Writing Magazine* continued, maintaining the School's long-standing relationship with Warner Group Publications who provide a competition prize place and administrate all three annual competitions.

The close association with the Christian Conference Trust through their management and provision of the facilities at the Hayes at Swanwick saw the 73rd Writers' Summer School held there. The Hayes management continued to provide efficient and reciprocal support for the committee and the School in general, although there were some issues with food and room card keys and with changing contractual details. Despite this and the continuing improvements taking place at the venue, the strong relationship with staff and management and the School's officers and committee continued, for the increased benefit of the delegates.

Reserves Policy

The School faces a number of financial risks and liabilities:

- i. The Hayes requires a substantial deposit a year in advance of each School (since 2016) which is 10% of the expected overall cost.
- ii. The number of members varies each year and Trustees are reminded that the lowest number achieved in the last ten years resulted in the loss of £20,000.
- iii. Some expenditure, e.g. advertising, honoraria, advance fees for the Hayes (the School commits a number of years in advance), are incurred before any payment is received for places, requiring a minimum reserve of £7,500.
- iv. There are a number of opportunities within the School that, if pursued, would require further funds to be held in the order of £10,000. These will not be considered until sufficient reserves have been established.

A combination of all these events arising would require a reserve of £45,000 but the School acknowledges that this level of reserve is unlikely to be required. Its aim, therefore, is to maintain a

THE WRITERS' SUMMER SCHOOL ANNUAL REPORT FOR 2021
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minimum reserve of £25,000 in undesignated funds (i.e. not dedicated to specific purposes) and review requirements and possibilities year on year.

Note: given the financial losses incurred by the cancellation of the 2020 School, the level of reserve funds may be required to be reviewed going forward. Also, the contractual changes that CCT has put in place may mean that the school must commit to paying a higher deposit much earlier than normal, plus an additional fee for securing dates in subsequent years. Negotiations with CCT regarding this are ongoing.

Structure, Governance and Management

The method of appointing trustees is set out in the School's constitution. Members of the Writers' Summer School Committee are elected each year and act as the School's trustees. The Committee is responsible for making decisions on all matters of general concern and importance to the School and for deciding on the allocation of the School's resources.

This year, the Committee met five times: three times during the School week (at the beginning, middle and end); one meeting in the Autumn of 2020; and another in the Spring of 2021, all via Zoom as travel was still restricted and problematic throughout the year due to covid so face to face meetings were impossible.

With the exception of the honoraria paid to the Treasurer and Secretary (set out in the constitution), no committee member received remuneration. Committee members were reimbursed for their expenses, where claimed. Officers were reimbursed 100% of the cost of their accommodation at the School and ordinary committee members were reimbursed 50% of that cost, reflecting the out of pocket costs of running the School week.

Administrative Information

The Writers' Summer School has no permanent premises. Details of the School's registered address are held on the Charity Commission website. The School is held at The Hayes Conference Centre, Hayes Lane, Swanwick, Alfreton, Derbyshire, DE55 1AU.

Committee members who served during the financial year were:

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Chairman	Cathy Grimmer
Vice-Chairman	Maria Hennings-Hunt
Secretary	Ingrid Jendzrejewski
Treasurer	Lesley Deschner
Committee Members:	Sharon Payne
	Leonie Martin
	Andy Roberts
	Maria Dorman

The Writers' Summer School
Charity No. 1168531

ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2021

ADDRESS

103 Jean Armour Drive
Mauchline
KA5 6DP

TRUSTEES

C Grimmer - chairperson
M Hennings-Hunt
I Jendrzewski
L Deschner
J Higgs - resigned 12th August 2021
L Mitchell - resigned 12th August 2021
S Payne
A McDermott - resigned 12th August 2021
M Dorman - appointed 12th August 2021
A Roberts - appointed 12th August 2021
L Martin - appointed 12th August 2021

INDEPENDENT EXAMINERS

Leon Stephens FCA
Brookes Stephens Chartered Accountants
New Media House
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

The Writers' Summer School
Charity No. 1168531

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Statement of Financial Position	2
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The Writers' Summer School
Charity No. 1168531

Statement of Financial Activities
for the year ended 30 September 2021

	30.9.21			30.9.20
	Unrestricted Fund	Restricted Fund	Total Funds	Total Funds
	£			£
INCOME				
Accommodation	170,254		170,254	-
Bookroom Sales	3,095		3,095	100
Donations	3,515	6,899	10,414	3,700
Misc	2,384		2,384	1,221
	179,248	6,899	186,147	5,021
OTHER INCOME				
Bank Int Received	11	-	11	73
TOTAL INCOME	179,259	6,899	186,158	5,094
LESS: EXPENDITURE				
Hayes Conference Centre	96,451		96,451	-
Fees and Management Costs	8,178		8,178	948
Honoraria	7,000		7,000	7,000
Topwrite Expenses	4,230		4,230	-
Assisted Places	1,110		1,110	-
Advertising	2,385		2,385	2,385
Bookroom Sales	2,612		2,612	-
Prizes	30		30	-
Refunds	53,217		53,217	-
Printing/Postage	335		335	1
Travel	395		395	(35)
Accountancy	415		415	405
Miscellaneous	647		647	(35)
Bank Charges	1,064		1,064	1,650
Depreciation	13		13	17
	178,082	-	178,082	12,335
NET INCOME	1,177	6,899	8,076	(7,241)
Reconciliation of funds				
Transfer between funds	5,340	(5,340)	0	
Total funds brought forward	37,812	6,211	44,023	51,264
Total funds carried forward to 1st October 2021	44,329	7,770	52,099	44,023

The Writers' Summer School
Charity No. 1168531

Statement of Financial Position
for the year ended 30 September 2021

	30.9.21			30.9.20
	Unrestricted fund	Restricted fund	Total funds	Total funds
	£	£	£	£
Fixed Assets				
Tangible assets	38	-	38	51
Current assets				
Prepayments and accrued income	16,761	-	16,761	12,517
Cash at bank and in hand	113,086	13,110	126,196	122,073
	<u>129,847</u>	<u>13,110</u>	<u>142,957</u>	<u>134,590</u>
Creditors				
Amounts falling due within one year	(85,556)	(5,340)	(90,896)	(90,618)
Net Assets	<u>44,329</u>	<u>7,770</u>	<u>52,099</u>	<u>44,023</u>

	2021 £	2020 £
Funds		
Unrestricted funds	44,329	37,812
Restricted funds	7,770	6,211
	<u>52,099</u>	<u>44,023</u>

The financial statements were approved by the Board of Trustees and authorised for issue on
and were signed on its behalf by:

Rebecca Decker
.....
Chair
.....

Print name *LEON & DECKNER*
Treasurer

Print name *CHRIST & GRIMMER*
Chairman

The Writers' Summer School
Charity No. 1168531

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Office Equipment	25% on reducing balance
------------------	-------------------------

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Friends of Swanwick has been set up to provide support for younger writers through the Topwrite Scheme and to provide assisted places for those in financial difficulty.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Donated goods

Donated goods are recognised at fair value with the corresponding amount being recognised as income in the period in which they are donated.

2. INDEPENDENT EXAMINERS' REMUNERATION

	2021	2020
	£	£
Independent examination fees	415	405

3. TRUSTEES' REMUNERATION AND BENEFITS

The following honoraria have been paid to trustees of the school as allowed by section 13 of the Constitution:-

		2021	2020
		£	£
Treasurer:	L Deschner	3,500	3,500
Secretary:	I Jendrzewski	3,500	3,500

Trustees' expenses

There were trustees' expenses paid of £1,240 (2020 £nil) for the year ended 30 September 2021. Of the total amount paid, £261 related to reimbursed costs and £979 related to fees and book room sales paid to trustees. In total, 7 trustees were reimbursed expenses.

4. STAFF COSTS

The average number of employees during the year was nil (2020 nil).

5. TANGIBLE FIXED ASSETS

	Office Equipment £
COST	
At 1 October 2020	90
At 30 September 2021	90
DEPRECIATION	
At 1 October 2020	39
Charge for the year	13
At 30 September 2021	52
NET BOOK VALUE	
At 30 September 2021	51
At 30 September 2020	38

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Prepayments and accrued income	16,761	12,517

7. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021	2020
	£	£
Other creditors	90,896	90,618

8. **DEFERRED INCOME**

During the year to 30 September 2020, net income totalling £89,613 was deferred to 30 September 2021. This was due to the cancellation of the school in 2020 due to the ongoing Covid-19 pandemic.

9. **RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 30 September 2021.

Independent Examiner's Report to the Trustees of The Writers' Summer School

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30th September 2021.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed.....



Date.....

2 AUGUST 2022

Leon Stephens FCA
Brookes Stephens Chartered Accountants
New Media House
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

The Writers' Summer School
Charity No. 1168531

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Independent Examiner's Report to the Trustees of The Writers' Summer School

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3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed.....

Leon Stephens FCA
Brookes Stephens Chartered Accountants
New Media House
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

Date.....

2 August 2022

THE WRITERS' SUMMER SCHOOL

England & Wales - Charity number 1168531

Accounts

Aims and Purposes

The object of the School is to advance the education of the public in the art of writing, including tuition for writers and prospective writers.

Objects and Activities

The School is committed to running an annual residential conference for writers for one week during each summer. The programme aims to provide writers and potential writers with a range of courses, speakers and other activities intended to inspire and develop their writing in a friendly and supportive environment, allowing them to network and share experiences.

While planning the programme for the conference, the Trustees consider the Commission's guidance on public benefit and in particular, seek to enable as many writers and potential writers as possible to benefit from the opportunities the School has to offer, which are:

- A comprehensive programme of courses across as many genres as possible
- Opportunities for mentorship
- Communication throughout the year to maintain the spirit of the School
- Assisted places for writers who would otherwise be unable to attend.

Achievements and Performance

Special Circumstances Note

Unfortunately, due to the lockdown situation and continuing restrictions of COVID-19, the 2020 Writers' Summer School was cancelled on 10th June 2020. This decision was arrived at after a great deal of consideration by the committee as a whole, but in particular, by our Chairman, Cathy Grimmer, who corresponded with the Hayes regarding the ever-changing guidelines and potential impact of restrictions on the efficacy of running the School in these circumstances. Logistic considerations were a priority given the high number of delegates and the social nature of the School, as well as the potential risks to older delegates and those with additional health issues, but the fundamental issue of financial security was uppermost. Contractual guidelines stated penalties for cancellation which would effectively have crippled the School had the committee elected to cancel at the onset of lockdown or during the following weeks & months. Although bookings continued as normal throughout this period and enquiries kept coming in there was uncertainty in

those already booked and, inevitably, there were cancellations. The agreed policy was to continue as normal and respond to the advice nearer the time. This we did until communication with an official at the Hayes revealed an agreement that it was not possible to hold the School in those circumstances.

A mutual arrangement was agreed that the School would be transferred, and the contract deferred until August 2021, without penalty or an additional deposit. Delegates were informed of the cancellation via an announcement on Facebook followed by an individual email and given the choice to cancel for a full refund or to transfer their place to 2021. Those who had already cancelled were offered the chance to claim a £50 voucher against a place for 2021 as a gesture of good faith.

What follows is a report on the programme as it would have been had the School taken place. The impact of the cancellation on finances and in particular, on the reserves required to keep the School functional is explained in the Financial Review.

Programme

The planned programme for 2020 comprised five Specialist courses, eighteen Short courses and seventeen one-hour sessions, spanning a wide range of topics - favourites such as romantic fiction, writing for children, characterisation, crime writing, poetry (poetry reflecting history and the role of landscape and environment in poetry) and scriptwriting, to current issues like using social media to share, discuss and promote work, writing for wellbeing, breaking into the article market and creating authentic, non-stereotypical LGBTQI+ characters. One Hour Sessions were equally diverse, covering topics such as producing a book trailer, ten-minute plays, chair yoga, spoken word performance, the importance of location in writing, creating suspense in crime and horror writing, character motivations, crowdfunding and world building. Generally, these sessions are run by delegates attending the School and carry no fee, but three of the classes are run by external tutors which is a new concept. Popular elements of the programme were retained such as an opportunity to write or develop work in space created to provide peace and quiet; for creativity through 'Lift Up Your Pens' and 'Page to Stage'; and for reflection and relaxation through 'Lift Up Your Hearts', 'Meditation by the Lake', and 'Unwind Your Mind'. These sessions of the programme are provided by delegates themselves and supported by the Committee on behalf of the School. As well as the daytime programme, a full range of entertainment was planned for the evenings, encouraging more participation from delegates and opportunities to meet and socialise with other writers. The "Ice-Breaker" provides a space to interact with fellow delegates in a drama workshop style format and

THE WRITERS' SUMMER SCHOOL ANNUAL REPORT FOR 2020
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“Birds of a Feather” offers an opportunity to meet with other writers sharing genre interests. Other evening events include two quizzes, a fancy dress evening (delegates are free to dress up from dinner onwards), poetry and prose open mics, a buskers’ night and a disco. Page to Stage was changed to rehearsal and performance in the same day with the usual workshop element being held during the afternoon and the performance in the evening in lieu of a speaker.

(The concept of workshop/rehearsal/performance in the same day is essentially a return to the original format when the performance element was placed after the evening speaker. However, in recent years, and despite the evening programme timings shifting to an earlier spot, Page to Stage has experienced a drop-off in audience numbers due to delegates choosing to spend time with friends or attend the book signing for the evening speaker. It was decided to trial Page to Stage performances in place of an evening speaker to raise the profile of the event and acknowledge the efforts of the participants and facilitators.)

A new event – “Vinyl in the Vinery” was planned for Tuesday afternoon in the same time slot as the Tea Dance from the previous two years, offering delegates an opportunity to dance if they wish or just to chat over tea/coffee in a musical setting.

Speakers engaged for 2020 were Toby Faber, grandson of the founder of the publishing firm, Faber & Faber with a presentation of the book on the history of the firm which he edited; Julian Unthank, talking about his career as a screen writer and overcoming dyslexia; Helen Mort, on poetry and her published works; and Sarah Ward, on why people love a ghost story.

Prior to the cancellation of the School, expected attendance was 245 people, including committee members speakers, tutors, other guests, TopWrite and Assisted Places, competition places and the 2019 raffle prize winner. The number of returners was again high, and a waiting list was started even earlier than before, in February, as some room areas were full, and a few delegates had requested upgrades. The waiting list was briskly dealt with due to the number of cancellations from delegates worried about their safety in light of the coronavirus situation – there were 27 in total.

A Welcome Reception for ‘White Badgers’ (first time attendees) was planned the first evening to help put new people at ease, and a mid-week Afternoon Tea session to collect valuable feedback on how the programme was being received. Ambassadors would have provided additional support and helped with collecting the information as the committee are not involved in this session which is co-ordinated by the Hostess.

Mentorship

Twenty-three tutors agreed to provide a total of ninety-one one to one sessions covering a wide range of genres and subject matter for delegates seeking specific advice and direction for their work. These included advice on crime publication, forensics, magazine articles, synopses, online presence, fiction & non-fiction, screenwriting, structure, dialogue & plot, writing intimate scenes characterisation, poetic authenticity, designing your book cover, creating LGBTQI+ characters, and plays in progress.

Following the cancellation of the School, tutors were invited to offer one to one sessions virtually, by video conferencing platforms, telephone or email. Twenty-two of the twenty-three tutors agreed to do so and guidelines for both tutors and tutees were drawn up to facilitate them. The response was very good with some people choosing to have the sessions they had booked for 2020 delivered this way and others purchasing new ones. The opportunity was opened to anyone who had attended the School or would have if it had gone ahead and the period of delivery was stretched over three weeks surrounding the week of the School to allow flexibility in arranging times for both parties. Twenty-two sessions were sold, raising the sum of £385. Some tutors waived their fee as a donation to School funds.

Communication

Again, the School's Facebook Closed Group page and Twitter feed continued to maintain the School's online presence through links to various pages on the website. Tutors and speakers are invited to promote their work at the School using social media which helps maintain the visibility of the School and attracts new people from a wider range of areas. This drives traffic to the website which helps to maintain online visibility.

The bi-monthly newsletter was maintained dispensing updates and information to those who subscribe and providing a forum for delegates to share their writing successes. Updates between newsletters were posted on Facebook and Twitter and circulated by the membership. The School continued to enhance its website and maintain a Wikipedia page.

The cancellation news was delivered to the members initially via a post on Facebook and followed up with emails to each person still booked detailing two choices: to cancel and receive a full refund or to transfer their place to 2021. Those who had cancelled prior to the announcement were offered

a £50 Gift Voucher for 2021 as a gesture of goodwill as many had cancelled due to COVID-19 and the concerns and uncertainty surrounding the virus.

TopWrite/Assisted Places

Regular and one-off donations to the Friends of Swanwick fund provided subsidised places for twelve creative writing students through its TopWrite Scheme. The cost to students remained at £125.

Through the School's Assisted Places Scheme, also funded by Friends of Swanwick, three partial places were provided for individuals on a low income and/or receiving benefits. Ten applications were received with one pre-assessment cancellation.

Financial Review

The School's continued popularity led to a waiting list coming into play in late February, 3 months earlier than in 2019. By this time, one accommodation area was already full and delegates who booked an alternative area, requesting an upgrade to their original choice. However, it was not long before another area became full and the waiting list quickly grew. Most of the people on the waiting list were accommodated by cancellations but there were no further entries on the list after the 20th March due to the COVID-19 lockdown and the uncertainty surrounding the ongoing situation. Enquiries continued as the weeks passed and although bookings continued, those, too stopped on 3rd April. Delegates paying in instalments were encouraged to continue to do until the Committee was able to confirm whether the School could go ahead.

There were no part-time delegates at this time as the restriction on such bookings being dependant on room availability after 30th June - put in place in 2019 -was retained.

As previously stated, the sale of virtual one to one sessions achieved a total of £385, a welcome bonus to the School funds. A plea for donations by the Chairman, Cathy Grimmer, resulted in the sum of £1,712.40 being raised from direct donations, donations deducted from refunds and rolled over bookings and a percentage of sales of delegates' books though a Virtual Book Room set up on Facebook by Swanwick delegates.

Funds raised through the 'Friends of Swanwick' are treated as restricted reserves and are identified separately in the School's accounts to provide more transparency of purpose. The fund has

continued to be essential in maintaining finance for the TopWrite and Assisted Places schemes through regular and one-off donations alike. This scheme continues to be very popular due to efficient handling by the committee's TopWrite liaison and applications have increased greatly. The fund continues to support TopWrite and Assisted Places due mainly to generous donations from 'Friends', both regular and one-off, but bolstered by a fourth donation from Amazon Literary Partnership (UK) (£2,000). The number of regular donors to 'Friends of Swanwick fluctuates each year but one-off donations continue to increase. For a second year, the Committee have decided not to contribute School funds to Friends of Swanwick but the situation will continue to be monitored and should donations drop and the need arise to top up the fund, the School will consider further contributions, as long as there are available funds to spare. At the end of the School year, funds stood at £8,210.81 – all TopWrite and Assisted Places recipients chose to roll their places over to 2021.

Note: due to the cancellation of the School, it is estimated that there will be a loss of approximately £11,000, but because there was a healthy surplus at the start of the year, built up over a number of years, the School will survive this setback.

The online booking system was again the most popular mode of payment, followed by cheque payments, then bank transfers, with standing orders being the least used (1). Card payments using the PayByLink facility were used for one-off payments and instalments at the Treasurer's discretion. Refunds triggered by the cancellation of the School would have generated a high number of reversed card payments, so such refunds were given by bank transfer where possible, saving the additional charges.

The online banking facilities provided by the CAF Bank, Ltd. continued to reduce the need for writing cheques and made payment of invoices much easier. This need was further reduced by the cancellation as most cheques written are to delegates for sales of books in the Book Room.

The School's social networking continued with the bi-monthly electronic newsletter, regular updates on Facebook and Twitter and ongoing review of content on the website. The advertising budget remained unchanged from last year but the commitment to conventional advertising with *Writing Magazine* continued, maintaining the School's long-standing relationship with Warner Group Publications who provide a competition prize place and administrate all three annual competitions.

The close association with the Christian Conference Trust through their management and provision of the facilities at the Hayes at Swanwick and their efficient and reciprocal support for the Committee and the School, was further cemented when cancellation of the School became

necessary. They allowed the transfer of the 2020 contract to 2021 with no penalties or rise in cost, helping to safeguard the School. Despite the ongoing COVID-19 situation and the changes still taking place at the venue, the strong relationship with staff and management and the School's officers and committee has continued, to the increased benefit of the delegates.

Reserves Policy

The School faces a number of financial risks and liabilities:

- i. The Hayes requires a substantial deposit a year in advance of each School (since 2016) which is 10% of the expected overall cost.
- ii. The number of members varies each year and Trustees are reminded that the lowest number achieved in the last ten years resulted in the loss of £20,000.
- iii. Some expenditure, e.g. advertising, honoraria, advance fees for the Hayes (the School commits a number of years in advance), are incurred before any payment is received for places, requiring a minimum reserve of £7,500.
- iv. There are a number of opportunities within the School that, if pursued, would require further funds to be held in the order of £10,000. These will not be considered until sufficient reserves have been established.

A combination of all these events arising would require a reserve of £45,000 but the School acknowledges that this level of reserve is unlikely to be required. Its aim, therefore, is to maintain a minimum reserve of £25,000 in undesignated funds (i.e. not dedicated to specific purposes) and review requirements and possibilities year on year.

Structure, Governance and Management

The method of appointing trustees is set out in the School's constitution. Members of the Writers' Summer School Committee are elected each year and act as the School's trustees. The Committee is responsible for making decisions on all matters of general concern and importance to the School and for deciding on the allocation of the School's resources.

This year, the Committee met five times: one meeting in the Autumn of 2019 at the Hayes; the Spring meeting in March 2020, followed by two more in May; and the AGM was held in November, all of which were held via Zoom. Meetings usually held at the School were not possible due to

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cancellation – and the March meeting was subject to lockdown - but the committee are constitutionally obliged to hold an AGM within 15 months of the previous one, so it was decided to do this via Zoom with the Committee member only.

With the exception of the honoraria paid to the Treasurer and Secretary (set out in the constitution), no committee member received remuneration. Committee members were reimbursed for their expenses, where claimed. Officers were reimbursed 100% of the cost of their accommodation at the School and ordinary committee members were reimbursed 50% of that cost, reflecting the out of pocket costs of running the School week.

Administrative Information

The Writers' Summer School has no permanent premises. Details of the School's registered address are held on the Charity Commission website. The School is held at The Hayes Conference Centre. Hayes Lane, Swanwick, Alfreton, Derbyshire, DE55 1AU.

Committee members who served during the financial year were:

Chairman	Cathy Grimmer
Vice-Chairman	Maria Hennings-Hunt
Secretary	Ingrid Jendzrejewski
Treasurer	Lesley Deschner
Committee Members:	Jonathan Higgs
	Sharon Payne
	Alexandra McDermott
	Lance Greenfield

The Writers' Summer School
Charity No. 1168531

ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2020

ADDRESS

103 Jean Armour Drive
Mauchline
KA5 6DP

TRUSTEES

C Grimmer - chairperson
M Hennings-Hunt
I Jendrzewski
L Deschner
J Higgs
L Mitchell
S Payne - appointed 15th August 2019
A McDermott - appointed 15th August 2019

INDEPENDENT EXAMINERS

Leon Stephens FCA
Brookes Stephens Chartered Accountants
New Media House
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

The Writers' Summer School
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The Writers' Summer School
Charity No. 1168531

Statement of Financial Activities
for the year ended 30 September 2020

	30.9.20			30.9.19
	Unrestricted Fund	Restricted Fund	Total Funds	Total Funds
			£	£
INCOME				
Accommodation	-	-	-	163,381
Bookroom Sales	100	-	100	2,994
Donations	(67)	3,764	3,697	4,292
Misc	1,221	-	1,221	5,483
	1,254	3,764	5,018	176,150
OTHER INCOME				
Bank Int Rec'd	73	-	73	96
TOTAL INCOME	1,327	3,764	5,091	176,246
LESS: EXPENDITURE				
Hayes Conference Centre	-	-	-	125,366
Fees and Management Costs	948	-	948	17,901
Honoraria	7,000	-	7,000	7,000
Topwrite Expenses	-	-	-	4,600
Assisted Places	-	-	-	2,561
Advertising	2,385	-	2,385	3,585
Bookroom Sales	-	-	-	1,984
Prizes	-	-	-	3,294
Refunds	-	-	-	3,306
Printing/Postage	1	-	1	681
Travel	(35)	-	(35)	675
Accountancy	405	-	405	405
Miscellaneous	(35)	-	(35)	716
Bank Charges	1,650	-	1,650	1,955
Depreciation	17	-	17	23
	12,335	-	12,335	174,051
	(11,008)	3,764	(7,244)	2,194
Funds transfer	(1,330)	1,330	-	-
Bal c/fwd to 1st October 2020	(12,338)	5,094	(7,244)	2,194

The Writers' Summer School
Charity No. 1168531

Statement of Financial Position
for the year ended 30 September 2020

	30.9.20			30.9.19
	Unrestricted fund	Restricted fund	Total funds	Total funds
	£	£	£	£
<u>Fixed Assets</u>				
Tangible assets	51	-	51	67
<u>Current assets</u>				
Prepayments and accrued income	12,517	-	12,517	23
Cash at bank and in hand	113,862	8,211	122,073	52,168
	126,430	8,211	134,641	52,191
<u>Creditors</u>				
Amounts falling due within one year	(88,618)	(2,000)	(90,618)	(995)
Net Assets	37,812	6,211	44,023	51,264

	2020 £	2019 £
<u>Funds</u>		
Unrestricted funds	37,812	50,147
Restricted funds	6,211	1,117
	44,023	51,264

Signed on behalf of the Trustees

Lesley E. Deschner
CA

Print name *LESLEY E. DESCHNER*
Treasurer

Print name *CATHY ANNE GEMMOK*
Chairman

Date of approval *9th Nov. 2021*

The Writers' Summer School
Charity No. 1168531

NOTES TO THE ACCOUNTS

The Writers' Summer School is a Charitable Incorporated Organisation. It was registered on 1 August 2016.

(1) All funds held by The Writers' Summer School are designated as follows :-

	2020 £	2019 £
Unrestricted Funds	37,812	50,147
Restricted Funds: Friends of Swanwick	6,211	1,117
	<u>44,023</u>	<u>51,264</u>

(1A) Friends of Swanwick has been set up to provide support for younger writers through the Topwrite Scheme and to provide assisted places for those in financial difficulty.

(2) The following honoraria have been paid to trustees of the school as allowed by section 13 of the Constitution:-

		2020 £	2019 £
Treasurer:	L Deschner	3,500	3,500
Secretary:	I Jendrzewski	3,500	3,500

The Writers' Summer School
Charity No. 1168531

Independent Examiner's Report to the Trustees of The Writers' Summer School

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30th September 2020, which are set on pages 1 to 3.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed.....

Date..... 10 AUGUST 2021

Leon Stephens FCA
Brookes Stephens Chartered Accountants
New Media House
Davidson Road
Lichfield
Staffordshire
WS14 9DZ