

**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
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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.

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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.

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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

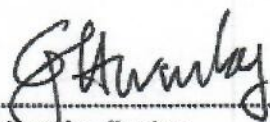
Lichfield

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
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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>

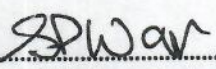
The notes form part of these financial statements

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
	<u>69</u>
At 30 September 2023	
NET BOOK VALUE	
At 30 September 2023	<u>21</u>
At 30 September 2022	<u>28</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

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