



Trustees' Annual Report for the period

Period start date		Period end date	
From	1st January 2022	To	31st December 2022

Section A Reference and administration details

Charity name	Leigh Folk Arts Association CIO		
Other names charity is known by	Leigh Folk Festival		
Registered charity number (if any)	1171298		
Charity's principal address	20 Ceylon Road		
	Westcliff-on-Sea		
	Essex		
	Postcode	SS0 7HP	

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Neil Harding	Chairman		
2	Keith Baxter	Secretary		
4	Simon Gentry		Resigned 15/11/22	
5	Paul Collier	Artistic Director		
6	John Batch	Treasurer		
7	Michael Davison			
9	Nick Dart			
10	Sarah-Jane Holmes			
11	Elliott Waters			
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	New Trustees are appointed at the Annual General Meeting of the Association by way of a vote of members present at that meeting.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Meetings of the trustee body separate from the festival organising committee were held during the year to evaluate activity in the time of COVID and when to again focus on the charitable objectives of the association.

The trustees are assessing the risks the Charity faces and will then consider how to eliminate, mitigate or transfer the risks faced.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The Trustees are empowered to hold the Association's funds in trust for any purpose, which is charitable in accordance with the law of England and Wales, for the benefit of any individuals or group of people, or corporate bodies including the aim of organising and running the annual Leigh Folk Festival, and to preserve and advance the public education in the appreciation of traditional and contemporary folk music

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Association has been running the Leigh Folk Festival for over 30 years. However due to Covid the Festival was cancelled in 2020 and 2021. As an alternative the Frontroom Folk Festival was streamed in 2020 and the Garden Gatherings was organised on behalf of LFA in September 2021 in Leigh Library Gardens. The Festival returned in 2022.

During the year the Association has:

- Benefited society by provided much needed entertainment
- Provided artists the opportunity to perform, reach an audience and receive payment.
- Raised Funds for Leigh Folk Arts.
- Provided a community event
- Maintained a lasting legacy on You Tube
- Additional Organisational, Life and IT skills were undoubtedly learnt or enhanced for those involved.

The Association has received grants, Sponsorship and donations during the period and disbursed these by way of operating expenses. The Association also raised funds during the period through the sale of merchandise and concert tickets.

The trustees have had regard to the commission’s public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant-making;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

During 2022 the Charity achieved:

- Successfully arranging Leigh Folk Festival in June 2022 after a two year hiatus;
- Participating in a two day Folk and Ale event in April 2022

Section E Financial review

Brief statement of the charity's policy on reserves

The Trustees endeavour to maintain adequate resources to provide finance for the Folk Festival to take place. The money at the end of the year under review (£30,432) is shown on the Receipt and Payments accounts and, is considered adequate for the Associations activities in 2023 allowing for fund-raising activities which will take place during the year 2023. The trustees recognise that the increasing costs of organising the festival will require greater fund raising efforts.

Funds for ongoing activities are held with the Association's bankers in a current account and within our Pay Pal account.

The charities reserves are held in a deposit account, and the trustees were able to increase the amount held in reserves, from £6,930 at the end of 2021 and they currently stand at at £7,874. These reserves are held rather than being immediately expended for our charitable aims:

- to protect against the potential for drops in future income, for example because of poor weather over the festival weekend and other contingencies; and
- to allow us the financial headroom to consider other charitable activities and be more ambitious with our fund-raising.

While good progress has been made with strengthening the financial position and reserves of the charity, our short and medium term objectives are to increase reserves to cover the annual expenditure of the charity.

Our reserves can be spent on any of our charitable aims.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fund-raising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Charities principal sources of funding are grants, donations, street collections, sale of merchandise, sale of concert tickets and payments from concessionaires and advertisers.

Unfortunately, the sale of concert tickets at some ticketed events was far lower than expected, leading to an overall loss on ticketed events during 2022. The Trustees had systems in place to identify potential loss and to continually monitor ticket sales and took remedial action to mitigate the loss by adjusting the price of tickets and undertaking additional advertising. Systems will be implemented by the Trustees to minimise any future risk of such a shortfall.

The committee have actively managed costs, this helped mitigate increases in operating costs identified. Systems have been implemented by the Trustees to minimise any future risk to assets.

The Treasurer regularly monitors the financial position of the Charity and reports this to the Trustees.

This has identified the need to increase fund-raising effort to protect the Trust's assets and future. To enact this, a fund-raising committee seeks to widen the sources of funding and seeks funds locally and nationally.

We have our back catalogue available on streaming services, encourage sponsored events and added newer channels for fund-raising over the past few years, such as a 50/50 club and text to donate with varying success.

It is the trustees' opinion that continued discipline with expenditure and a significant increase in fund-raising effort can enable the Association to continue its activities in furtherance of its charitable aims and to grow.

The Trustees are concerned regarding the financial position of the Charity in the medium term if the additional fundraising is not successful, given the increased costs faced by the Charity.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s) John Batch

Position Treasurer

Date 13/02/23



Receipts and payments accounts

CC16a

For the period
from

1/1/22




To

31/12/22

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Grants	13,500	-	-	13,500	7,500
Sponsorship	4,925	-	-	4,925	2,150
Donations	12,353	-	-	12,353	3,169
Merchandise sales	2,355	-	-	2,355	2,174
Other Income	-	-	-	-	49
Concert tickets	14,268	-	-	14,268	12,480
Giftaid	942	-	-	942	-
Concessions	9,390	-	-	9,390	3,530
Advertising	1,090	-	-	1,090	-
50/50 club income	1,265	-	-	1,265	1,109
Sub total (Gross income for AR)	60,088	-	-	60,088	32,161
A2 Asset and investment sales, (see table).					
None	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	60,088	-	-	60,088	32,161
A3 Payments					
Performers	25,539	-	-	25,539	8,877
Security	3,107	-	-	3,107	2,998
Equipment Hire/Professional Services	10,171	-	-	10,171	6,575
Insurance	2,196	-	-	2,196	1,669
Licences	1,117	-	-	1,117	415
Promotional	3,832	-	-	3,832	1,376
Cost of sales	703	-	-	703	572
Other Income costs	-	-	-	-	3
General expenses	1,923	-	-	1,923	3,329
Storage	3,745	-	-	3,745	2,160
Waste Clearance	659	-	-	659	300
Concession costs	1,328	-	-	1,328	700
Volunteer catering and costs	277	-	-	277	634
Donations	200	-	-	200	200
50/50 club prizes	515	-	-	515	211
Sub total	55,312	-	-	55,312	30,019
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	55,312	-	-	55,312	30,019
Net of receipts/(payments)	4,776	-	-	4,776	2,142
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	25,656	-	-	25,656	23,512
Cash funds this year end	30,432	-	-	30,432	25,654

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £																				
B1 Cash funds	<table border="1"> <tr> <td>Current Account</td> <td>20,831</td> <td>-</td> <td>-</td> </tr> <tr> <td>Reserves</td> <td>7,874</td> <td>-</td> <td>-</td> </tr> <tr> <td>Cash</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Paypal</td> <td>1,727</td> <td>-</td> <td>-</td> </tr> <tr> <td>Total cash funds</td> <td>30,432</td> <td>-</td> <td>-</td> </tr> </table> <p>(agree balances with receipts and payments account(s))</p>	Current Account	20,831	-	-	Reserves	7,874	-	-	Cash	-	-	-	Paypal	1,727	-	-	Total cash funds	30,432	-	-	OK	OK	OK
Current Account	20,831	-	-																					
Reserves	7,874	-	-																					
Cash	-	-	-																					
Paypal	1,727	-	-																					
Total cash funds	30,432	-	-																					
B2 Other monetary assets	<table border="1"> <tr> <td>None</td> <td>-</td> <td>-</td> <td>-</td> </tr> </table>	None	-	-	-																			
None	-	-	-																					
B3 Investment assets	<table border="1"> <tr> <td>None</td> <td>-</td> <td>-</td> <td>-</td> </tr> </table>	None	-	-	-																			
None	-	-	-																					
B4 Assets retained for the charity's own use	<table border="1"> <tr> <td>Equipment for Folk festival</td> <td>Unrestricted funds</td> <td>-</td> <td>-</td> </tr> </table>	Equipment for Folk festival	Unrestricted funds	-	-																			
Equipment for Folk festival	Unrestricted funds	-	-																					
B5 Liabilities	<table border="1"> <tr> <td>None</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	None																						
None																								
Signed by one or two trustees on behalf of all the trustees	<table border="1"> <tr> <td>Signature</td> <td>Print Name</td> <td>Date of approval</td> </tr> <tr> <td></td> <td>John Batch – Treasurer</td> <td>13/02/23</td> </tr> </table>	Signature	Print Name	Date of approval		John Batch – Treasurer	13/02/23																	
Signature	Print Name	Date of approval																						
	John Batch – Treasurer	13/02/23																						



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Leigh Folk Arts Association CIO

On accounts for the year
ended

31/12/2022

Charity no
(if any)

1171298

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

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 2011 Act and in carrying out my examination, I have followed 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 (~~other than that disclosed below~~ *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

Date: 29/10/2023

Name:

Dr. Derek J. Oliver

Relevant professional
qualification(s) or body
(if any):

PhD, DBA, CISA

Address:

Ravenswood, 148 Essex Way

South Benfleet

Essex, SS7 1LN

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.