

The Abbotskerswell Food and Beer Festival (Abbfest)

Charity Number 1171953

Commentary on the Annual Report and Accounts

Abbfest is a Community Interest Organisation (CIO) which exists to further such charitable purposes (Charitable under English law) in the county of Devon, in particular but not limited to the parish of Abbotskerswell, as the Trustees see fit from time to time by the provision of grants and other donations to charities and other voluntary organisations.

Although it is not part of its legal charitable purpose, the Trustees have always regarded the holding of a successful community event as a major objective in delivering the purpose.

The Charity's funds are entirely raised through an annual Food & Beer Festival which is organised and run by a Management Committee fully staffed with volunteers. Whilst the Festival was badly hit during Covid as for two years running we were unable to hold the event, through good financial management and direction by the Festival Director and Treasurer, the Charity retained enough funds to allow for a full Festival to go ahead in 2022.

The financial outcome of the 2022 Festival allowed the Charity to both top up its operating reserves to preserve the event for future years, and generated enough surplus for grants and "thank you" payments to be made to those organisations and volunteers that work tirelessly to support the event.

At year end 31.12.2022 the CIO funds stood at:

Cooperative Bank account: £20,069.48

NATWEST Bank Account: £6,038.37

Investment fund: £12,510.47

Festival surplus to be distributed: £13,912.88

Of which:

Thank You payments: £6,800

Grants: £5,862.88

Trustees Annual Report

The Trustees of the Abbotskerswell Food and Beer Festival are:

Amy Hedger

Chair

Catherine Howard

Secretary

Ann Down

Brian Mackness

David Munden

Trevor Hardiman

Charity Structure

Day to day and operational management of the Abbfest Festival is delegated to the Festival Director and Management Committee. The Festival Director and Treasurer are responsible for organising and delivering the annual Festival on time and within agreed budgets, ensuring the event is compliant with licencing and safety requirements.

The Trustees are ultimately responsible for the Charity's activities including:

- Purpose and strategy
- Our reputation and values
- How we meet our financial and statutory responsibilities

In particular the Trustees pay attention to:

- The performance of the Charity's fundraising activities
- How surplus is distributed and making sure we do this fairly
- Making sure the Charity and its activities are conducted fairly, responsibly and ethically.

All other elements of the running and operation of the Charity's activities are the responsibility of the Festival Director, Treasurer and Management Committee.

Key Management Committee members are:

Roy Blunt

Festival Director

Gary Wills

Treasurer

The Treasurer prepares the budget which is reviewed by the Trustees to ensure it is reasonable and realistic. The Treasurer then is responsible for all other matters of finance and accounting.

Treasurers comments

The headline income figure was an amazing £103,404 this year. We did not perform quite as well as we hoped, with income down by £17k on the budget figure of £120k. The main contributor to this difference was lower ticket sales £9k, stalls £2.4k, drinks (which were related to ticket numbers)

£3.8k and glasses £6.2k. This year Sponsorship was very successful with the testing budget of £15k reached.

I shall engage with the Trustees and give my recommendations of how much funding should be retained for future years and this will then give them the figure which they will distribute to local charities and organisations.

This is my first year of wearing the Treasurer hat and it has been a challenge, not only because of the turmoil of my very hectic personal life, but trying to understand the nuances of the festival - behind the scenes, organising the bank accounts and the previous paperwork.

A surplus of £26,321 on the year is very commendable and whilst we did not hit the budget (mainly due to numbers attending) we should be very proud that we have raised such a large amount of money for local charities and community groups and secured the future of Abbfest for another year.

Auditor: Report on Page 4

Risk Management

The Abbfest Charity activities throughout the year are minimal, and are centred around planning meetings in the months leading up to the event. Abbfest has in place an annual insurance policy which covers all volunteers and Trustees activities including Employers (Volunteers) Liability, Public Liability, Legal cover and Director's and Officers Liability.

For the "build up" and "delivery" phase of the event itself, the Management Committee prepares a comprehensive Risk Assessment taking into account the range of activities being undertaken on site.

The Management Committee also prepares an Event Management Plan which includes all activities from "build up" to "break down" and covers Health and Safety, Security, Capacity, Medical and Fire cover, traffic management plans, site layout and licencing requirements. This document is submitted to the Teignbridge District Council Licencing Authority and distributed via them to the Teignbridge Safety Advisory Group which includes Police, Fire, Ambulance, Licencing, Environmental Health and Highways. The document and plans require approval from all of the agencies noted, thus far we have not received any queries or concerns about how the event is run and managed.

For the Festival itself Abbfest also has a specific Event Insurance policy in place to cover the build up, event and break down period. This again includes Employers (Volunteers) and Public Liability cover.

Grant making and Thank You payments

Surplus generated by the Festival is distributed in the form of Grants and Thank You payments.

Thank You payments are made to those organisations that have provided volunteers to allow the event to be run effectively and safely. The Trustees operate a tiered system of payments to donate larger sums to those organisations that have provided the most help.

Grants are distributed to organisation who apply to the Trustees for payments. The Trustees do not make any Grant decisions based on whether an organisation has helped at the festival, each

application is reviewed on its own merit. The main focus of grants is to support charities local to Abbotskerswell, although the Trustees do consider applications from wider afield.

In delivering a successful community event, The Abbotskerswell Food and Beer Festival supports not only local producers and artists but provides an important source of funding to many local charities and good causes, who may struggle to survive without the funds we distribute to them.

Independent Examiner's Report on the Accounts

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended

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 Trust's accounts carried out under section 145 of the 2011 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.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

A handwritten signature in black ink, appearing to read 'G Higgins', with a stylized flourish at the end.

Graham Higgins ACA

20 November 2023

Income and Expenditure

INCOME

Actual

Ticket sales	£34,030
Beers sales	£21,618
Cider Sales	£11,793
glasses	£2,213
wine tasting	£60
wine sales	£3,553
Pimms sales	£3,632
Gin Bar profit share	£552
Raffle	£2,568
profit share food partners	£2,176
other income	£250
sponsorship	£15,100
stalls	£2,150
Donations	£43
Bank Interest	£80
beer sales post event	£1,920
Bingo	£450
Stillage sale	£1
Auction	£400
Comedy club net income Thursday	£815
	£ 103,404

EXPENSES

ADMIN

Finance costs (yapsody)	798
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GLASSES AND STILLAGE

Glasses	5,775
Stillage	360

LOOS

Loos	4,290
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GROUND

Marquee	12,112
Scaffolding	750
Security	3,247
Havills	6,695
Rent of Field	1,500
Fencing/barriers	509
flat bed lorry	300

ADVERTS,PUBLICITY & Printing

Advertising	1,296
Banners	392
Facebook	408
Video man	899
Programmes	835

Beer Tokens	168
Website	50
LICENCES	
Licences	101
INSURANCE	
Insurance	1,212
RAFFLE	
Raffle Costs incl Prizes	235
ENT AND CHEFS	
Cookery Demos	17
Bands	3,465
Sound System	6,155
Charity for opener music organiser fee	1,000
BEER AND CIDER	
Beer	11,031
Cider	5,442
PIMMS/WINE/SOFT	
soft supplies	634
Wine	1,529
BUSES	
Buses	3,500
SHIRTS	
T Shirts net of sponsorship	663
KIDS ENTERTAINMENT	
other kids stuff	520
MEDICAL	
Medical	968
MISC	
Misc	1,227
Ticket refund	12
TOTAL COSTS	£ 78,083
SURPLUS BEFORE OTHER PAYMENTS	£ 25,321
PROFIT SHARE PARTNERS	

Nat west Bank	£	6,038.37
Co op bank	£	16,880.48
CCLA investment account	£	12,537.13
Total bank holdings	£	35,455.98

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