



**TRUSTEES' ANNUAL REPORT
and
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2021**

Friends of Buxton International Festival CIO
Registered Charity Number 1184840

(incorporating Friends of Buxton Festival
Registered Charity Number 513970)

Friends of Buxton International Festival
CIO No. 1184840
Year ended 31 October 2021

Contents	Pages
Legal and Administrative Information	3
Trustees' Annual Report	4
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12
Independent Examiner's Report	14

Friends of Buxton International Festival CIO Number 1184840
LEGAL AND ADMINISTRATIVE INFORMATION

TRUSTEES:	Pete Spriggs (Chair) John Gaunt (Secretary) Louise Potter DL Tony Parsons (Treasurer) Judy Barker (Membership Secretary) Joan Matthews (Events Secretary) Esther Allbutt Helen Brown Ettie Williams Rees Webster (from 17 June 2021) Sarah Ward (from 17 June 2021)
EX-OFFICIO MEMBERS:	Felicity Goodey CBE DL (Chairman, Buxton Arts Festival) Michael Williams (Chief Executive, Buxton Arts Festival) Lee Barnes (Administrator)
OBSERVERS:	Wyn Davies (Patron) Jane Davies OBE (Chairman, Buxton Festival Foundation)
FRIENDS OFFICE:	3 The Square Buxton Derbyshire SK17 6AZ
BANKERS:	Cooperative Bank PLC 1 Balloon Street Manchester M60 4EP Manchester Credit Union 48-50 Brazennose Street Manchester M2 5SEBA Mansfield Building Society Regent House Regent Street Mansfield NG18 1SS

TRUSTEES' ANNUAL REPORT - YEAR ENDING 31 OCTOBER 2021

IMPORTANT NOTE

This Annual Report relates to the Charitable Incorporated Organisation (CIO), the Friends of Buxton International Festival (No. 1184840) which incorporates the Friends of Buxton Festival (No: 513970).

CHARITY CONSTITUTION AND OBJECTS

The Friends of Buxton International Festival is a registered charity, number 1184840, the governing instrument being its Constitution registered 9 August 2019.

The objects of the charity are to advance the arts for the public benefit by supporting the Buxton Arts Festival Ltd. by any means as the trustees determine.

PUBLIC BENEFIT

The Charity has due regard for the Charity Commission guidance on Public Benefit through its dedicated support of the Buxton International Festival, which produces opera and a wide range of musical and literary performances for the benefit of the general public, and which also provides a substantial outreach programme (Platform 3) for the benefit of schools, young people with additional needs, the elderly and young artists.

ORGANISATIONAL STRUCTURE AND GOVERNANCE

The business of the Friends is managed by a committee, who are the Trustees of the charity and who maintain strategic oversight and financial control. Three sub-committees covering Governance, Events and Membership continue to serve the charity's needs well. Events and Membership are reported fully below. Governance developments have included the ongoing review (when needed) of a comprehensive Risk Register, a Complaints Policy, ongoing GDPR compliance and an expenses policy for Trustees. It has met regularly throughout the year.

We self-evidently rely on a strong and active team of trustees. All Trustees have continued in place with John Gaunt and Tony Parsons retiring by rotation and being re-elected at the AGM, at which time Ettie Williams was also elected. Rees Webster and Sarah Ward were co-opted as trustees on 17 June 2021.

The Friends are one of three parties, together with the Festival Company and the Festival Foundation, investing in the success of the Festival. It is good to report that, fuelled by excellent personal relationships, collaboration across these three groups remains extremely strong, despite the challenges that have been faced through the ongoing Covid pandemic. A Joint Development Group, which includes the Chief Executive and a representative of the Festival Foundation and Friends, enables a strategic

focus to be shared across all three organisations on fund-raising and other initiatives designed to develop the Festival audience. It is planned that there should be further closer collaboration between the three organisations going forward.

ACHIEVEMENTS AND ACTIVITIES

The year covered by this report has been a year in which the impact of Covid has continued to dominate, with no certainty as to whether a Festival would take place in 2021. Notwithstanding this, over the past year the trustees have remained focused on our core purpose of raising funds for the Festival, sustaining levels of membership and ensuring the Charity's compliance with Charity Commission and HMRC regulations and guidance.

In February 2021 the board of the Festival took the difficult but welcome decision, despite the ongoing uncertainties, to run the 2021 Festival; it was one of the first such events to take place nationally and proved a resounding success with performers and audiences delighting in the return of live performances.

Raising Funds for the Festival

With great credit to all our members and their very generous donations, we met our budget target and would have been able to provide £250,000 towards the costs of running the Festival. In fact, the lack of a 2020 Festival, exemplary financial management, a keen eye on lower production costs, Covid recovery grants and other fund-raising by the Festival meant that their end-of-year finances were stronger than hoped for. The resulting contribution in terms of support was therefore only £95,100. The need for a reduced contribution leaves the Friends with available assets of over £185,000 to be carried forward into the new year. The available funds for 2022 have helped provide a stronger financial forecast for the Festival as it returns to full-scale opera productions amid the continued uncertainty surrounding Covid and audiences' willingness to attend live events at pre-pandemic levels. It is anticipated that some of this surplus may be able to be donated, once the accounts have been finalised, to the Buxton Festival Foundation to form part of their endowment funds for the longer-term future of the Festival.

The bulk of the Friends' income comes from membership subscriptions and the attendant gift aid, supplemented by occasional donations and normal profits from events and holidays (see below). Subscription rates had increased in November 2019 and a decision was taken not to adjust these rates subsequently in the light of prevailing circumstances and particularly the absence of a Festival in 2020. Despite the absence of a Festival, membership levels were by and large sustained. It is encouraging to report that an ever-increasing proportion of subscriptions are now being paid by Direct Debit. Every opportunity to promote this method of payment is sought, and take-up is steadily rising.

Sustaining Levels of Membership

Our success depends on our ability to attract, to satisfy and to retain a strong membership; and to encourage existing members to upgrade to a higher level of membership. We also need to increase our efforts to broaden the age profile of our membership. To this end, a new category of membership, Next Generation or 'Next Gen' Friends has been implemented. The Next Gen Friends level is open to those under 35, is free and allows such members to purchase certain Festival event tickets for £10. At the year-end there were 165 Next Generation Friends.

The continuing generous willingness of our members to upgrade their membership ensured that our membership income remained healthy as evidenced in the accounts.

It is essential that we keep our members well informed and engaged. Considerable focus has been given to ongoing communication with members through formal newsletters, email updates, postcards and the like. With the indispensable help of the Festival Company staff, we continue to make ever-increasing use of the website and email to maintain a regular flow of information to members. There remains a small, but important, cohort of Friends who do not want, or are not able, to receive electronic communication. Collated printed summaries of the information sent is mailed to them separately throughout the year.

Direct collaboration with the Festival team is key to our attracting new members. We will look to maintain a presence - both to meet and greet existing members and personally to promote the Friends - at all Festival events in 2022, something we were able to do in 2021 to a limited extent, but increasingly so as the year progressed.

A Friends' Day held when permitted during the second week of the Festival proved to be a particular success, an initiative to be developed and expanded in the coming year. There were also two 'Friends only' recitals held during the 2021 Festival.

The trustees are constantly looking for new strategies to attract more members but we know that, ultimately, it is the quality and reputation of the Festival itself which has the greatest impact, and something which the 2021 Festival helped significantly.

FRIENDS' EVENTS AND HOLIDAYS NOVEMBER 2020 - OCTOBER 2021

Events

Aside from the Friends' Day at the Festival, and the Festival itself, there have been limited opportunities during the year for Friends events – but something we are now looking to change and re-instate as we (hopefully) move past the level of Covid restrictions seen in the recent past.

Holidays with Music

A further advantage of membership is customised access to musical, typically opera, holidays. Despite the impact of Covid we have continued to work closely with John Whibley Holidays with Music to support the marketing of the holidays and hope that this is something we will see resume and develop going forward.

John Whibley donates to the Friends £50 for each UK booking and £100 for each ex-UK booking. We are grateful to John Whibley Holidays with Music for their continued partnership with the Friends and, of course, all those Friends who take up these trips.

THE VOLUNTARY CONTRIBUTION

The contribution of the trustees is not restricted to managing the business of the charity; they also make a huge personal and voluntary contribution by directly supporting the activities of the Friends. Augmented by a wider band of other volunteers, they provide invaluable direct support for the Festival Company both normally during the Festival itself but also with other essential tasks throughout the year.

THE WISHES AND VIEWS OF OUR MEMBERS

The Friends of Buxton International Festival is one of the most successful organisations of its kind in the UK thanks, first and foremost, to the generosity and unstinting support of all our members and their vital commitment to the success of the Festival. It is essential that the trustees understand and respond as well as possible to the wishes and views of members. In addition to the opportunities provided by the AGM and this Report, we always welcome, and respond to, comments, feedback and suggestions.

RESERVES POLICY

The Charity's Reserves Policy was re-confirmed at their meeting on 26 November 2020 as follows:

- a) The main financial activity of the Charity is to passport funds raised through membership, other donations and fund-raising events to the Buxton Arts Festival Ltd; these outgoings are therefore wholly dependent on the level of income and do not present a risk.
- b) A secondary activity, which carries a small risk, involves providing events which involve income and expenditure.
- c) Beyond this, the only expenses for which the Charity is normally liable are professional fees, charges and administrative and marketing costs; these expenses are normally covered by a small percentage of the fund-raising income.
- d) The trustees have agreed that a reserve of £25,000 is sufficient to cover those elements of the annual turnover described in paragraphs b. and

- c. above for one year, should there be any interruption to income arising from fund-raising.
- e) If there is no prospect in any financial year of the reserved funds being required for any liability under b. or c. above, the trustees may agree to transfer up to £15,000 of the Reserve to the Festival Company if requested to assist with a short-term cash flow requirement. Any such depletion of the reserve will be made good in the following year's budget.
- f) The rationale and level of this reserve will be reviewed annually.

RISK MANAGEMENT

To protect the operational objectives of the charity and to prevent a reduction in income and administrative breakdown the Committee has taken the following measures, above and beyond maintaining a comprehensive Risk Register:

- To hold regular meetings of the committee.
- To maintain a computerised bookkeeping package, regularly written up for income and expenditure, to give an accurate and up to date position of the Friends' financial affairs.
- To require two authorisations to approve all payments and sign all cheques.
- To maintain a public and products liability insurance policy.
- To submit annually the accounts of the charity to independent examination.
- To appoint and receive advice from an experienced firm of professional accountants.

FINANCIAL REVIEW

Income for the year was £204,830. Expenditure for the year was £115,322, which included grants in direct or indirect support of Buxton International Festival Limited of £95,100 (including £5000 to support the discounted tickets for Next Generation Friends). The result for the year was a surplus of £89,508 leaving unrestricted monies at 31 October 2021 of £212,159.

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.

- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provision of the Constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Friends of Buxton Festival
Registered Charity Number - 513970
Year ended 31 October 2021

Statement of Financial Activities

	Note	2021 £	2020 £
Income			
Membership subscriptions		150,422	142,582
Donations		8,288	45,011
Income tax refunds		42,720	34,214
Proceeds from fund raising and social events	2	3,099	5,857
Legacies received			
Other income		170	325
Bank interest & dividends		131	821
Total income		204,830	228,810
Expenditure			
Cost of generating funds -			
Costs of fund raising and social events	2	3,781	2,422
Administration and other overheads			
Postage, print and stationery		4,358	3,983
Insurance and IT costs		6,972	1,275
Bank and credit card charges		1,596	1,313
Professional charges		2,992	2,773
Trustee expenses and meeting costs		509	
Sundry expenses		13	900
Total overheads		16,441	10,244
Total surplus after costs and overheads		184,608	216,145
Distribution of surplus			
Payments in support of Buxton Arts Festival Ltd	3	95,100	110,000
Net income/(outgoing) for the year		89,508	106,145
Transfer of reserves from Friends of Buxton Festival (Charity number 513970)			16,507
Accumulated fund at beginning of year		122,652	
Accumulated fund at end of year		212,159	122,652

Friends of Buxton Festival
Registered Charity Number - 513970
Year ended 31 October 2021

Balance Sheet

	Note	2021	2020
		£	£
Current assets			
Debtors and prepayments	4		
Short term loan to Buxton Festival			
Cash at bank and in hand		216,624	134,404
		216,624	134,404
Current Liabilities			
Amounts falling due within one year			
Creditors and accruals	5	4,465	11,752
Net assets		212,159	122,652
Represented by:			
Accumulated fund - unrestricted	6	212,159	122,652

Approved by the Trustees on

And signed on its behalf by:

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Peter Spriggs
Chairman

I. Accounting policies

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's scheme of the Charity Commissioners the Charities Act 2011 and "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)" (as amended for accounting periods commencing from January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

1.4 Voluntary income is received by way of subscriptions and donations and is included in full in the Statement of Financial Activities when receivable.

1.5 Resources expended are included on an accruals basis and are recognized where there is a legal or constructive obligation to pay for expenditure and include VAT, which is not recoverable.

Friends of Buxton Festival
Registered Charity Number - 513970
Year ended 31 October 2021

2. Proceeds and Costs of Fundraising and social events

	Proceeds		Costs		Surplus/(Deficit)	
	2021	2020	2021	2020	2021	2020
	£	£	£	£	£	£
Fund-raising events		2,648		1,698	0	950
Social events (inc AGM)	2,999	795	3,781	724	-782	71
Merchandising	100	194			100	194
Commission on opera holidays		2,220			0	2,220
	3,099	5,857	3,781	2,422	-682	3,435

3. Payments to the Festival Company

Payments in support of Buxton Arts Festival Limited this year were £95,100 (2020 £110,000)

4. Debtors

	2021	2020
	£	£
Prepaid Event Expenditure		

5. Creditors -Amounts falling due within one year

	2021	2020
	£	£
Subscriptions in advance	4,432	11,632
Accruals and other creditors		120
	4,432	11,752

6. Accumulated Funds

The Charity's balance on its accumulated fund at 31 October 2021 is regarded as unrestricted.

7. Trustees

None of the Trustees received any remuneration or other benefits from the Charity. Payments to reimburse Trustees for expenses accounted to £509 (2020 nil).

Independent Examiner's Report to the Trustees of Friends of Buxton Festival

I report on the accounts of the company for the year ended 31 October 2021.

Respective responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an Independent Examination is needed. The charity's gross income has not exceeded £250,000. I am qualified to undertake the examination by being a qualified member of ICAEW.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- Follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- State whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter have come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements:
 - To keep accounting records in accordance with section 386 of the Companies Act 2006
 - To prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

Have not been met; or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name:

Relevant Professional qualification or body: ICAEW

Address: 6 Manchester Road, Buxton, Derbyshire, SK17 9SB

Date: