

LANCASTER AND DISTRICT FESTIVAL LIMITED

England & Wales · Charity number 510670

Details

| | |
|----------------|---|
| Other names | LITFEST |
| Status | Registered |
| Legal form | Charitable company |
| Company number | 01494221 |
| Registered | 1981-01-12 |
| Register | View on the Charity Commission register |

Contact

| | |
|---------|---|
| Address | Lancaster & District Festival Ltd The Storey Meeting House Lane Lancaster LA1 1TH |
| Phone | 01524 509005 |
| Email | thechair@litfest.org |
| Website | www.litfest.org |

Activities

Objects: TO PROMOTE, MAINTAIN, IMPROVE AND ADVANCE PUBLIC EDUCATION, APPRECIATION AND UNDERSTANDING OF THE ARTS, PARTICULARLY BY THE FORMULATION, PREPARATION, ESTABLISHMENT AD PRODUCTION OF EDUCATIONAL PLAYS, FESTIVALS AND PRODUCTIONS. (FOR FURTHER DETAILS SEE CLAUSE 3 OF MEMORANDUM OF ASSOCIATION).

Activities: Litfest develops writers, engages readers and audiences, and celebrates literary excellence. We do this through our annual festival and a range of other publishing, development and participatory projects that have positioned the organisation at the heart of Lancashire's cultural and creative activity.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- Cumbria
- Lancashire

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-03-31 | £115,584 | £110,760 | - | - |
| 2024-03-31 | £100,916 | £110,858 | - | - |
| 2023-03-31 | £80,786 | £86,674 | - | - |
| 2022-03-31 | £73,719 | £75,338 | - | - |
| 2021-03-31 | £57,486 | £45,140 | - | - |

Trustees

| Name | Role | Appointed |
|--|-------|------------|
| JULIE BELL | Chair | |
| Anthony John Durcan | | 2023-09-16 |
| Dr Beth Hannah Daley | | 2023-09-18 |
| Dr Gurmit Singh | | 2023-09-18 |
| Dr Oliver Langmead | | 2023-09-18 |
| Emma Rose Crighton | | 2020-08-01 |
| Ian Place | | 2025-02-10 |
| JACOB HOPE | | |
| Madelief Matheson | | 2025-02-10 |
| Natalie Sorrel Charlesworth | | 2015-01-26 |
| Samantha Scarff-Hurst | | 2025-02-10 |
| WILLIAM JOHN GALLIENNE SWAINSON | | 2019-03-25 |

LANCASTER AND DISTRICT FESTIVAL LIMITED

England & Wales - Charity number 510670

Accounts

REGISTERED COMPANY NUMBER: 1494221 (England and Wales)
REGISTERED CHARITY NUMBER: 510670

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

LANCASTER AND DISTRICT FESTIVAL LIMITED

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LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of the Statements of Recommended Practice (SORP) applicable to Charities preparing their accounts.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

1494221 (England and Wales)

Registered Charity Number

510670

Registered Office

The Storey
Meeting House Lane
Lancaster
LA1 1TH

Trustees/(Directors)

J Bell (Chair)
J Hope
N S Charlesworth
WJG Swainson
E R Crighton
S Karunanithi
B Guilfoyle (Resigned 31.07.24)
B Daley
T Durcan
G Singh
O K Langmead
M Matheson (Appointed 14.02.25)
I Place (Appointed 14.02.25)
S Scarff-Hurst (Appointed 14.02.25)

Company Secretary

N S Charlesworth

Accountants

Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

Solicitors

Oglethorpe, Sturton & Gillibrand
16 Castle Park
Lancaster
LA1 1YG

The full name of the Charity is Lancaster & District Festival Ltd. We operate under the name of, and are hereafter referred to as, 'Litfest'.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

OBJECTIVES AND ACTIVITIES

Objectives and activities

The objects for which the Company is established are to promote, maintain, improve and advance public education, appreciation and understanding of the Arts. With particular reference to literature, Litfest exists to develop, challenge and celebrate literary excellence, and the organisational aims are as outlined below.

Organisational aims

- a. develop, challenge and celebrate literary excellence through participative reading and writing projects.
- b. be a regionally and nationally significant organisation.
- c. achieve audience and readership for the promotion and publication of writers.
- d. invest in the professional development of writers.
- e. create opportunities for writers, in particular those from the North West, and the sub region.
- f. broaden and enhance the education, appreciation and understanding of literature among writers and readers.
- g. underpin the ambitions stated above by being an artistically, operationally and financially robust organisation with effective governance.
- h. operate at a capacity which allows for opportunistic or reactive partnerships or projects to be developed and pursued.

STRUCTURE AND GOVERNANCE

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The new trustees are appointed by the board of trustees.

The organisation seeks to recruit trustees with skills appropriate to the charities objectives and organisational requirements. Suitable candidates are invited to board meetings prior to being voted onto the board.

Induction and training of new trustees

Newly elected trustees are provided with copies of the written constitution of the charity and a written copy of the aims and objectives of the charity.

Organisation structure and how decisions are made

The Board of Trustees (Directors) meet every three months. The board establishes small working parties as and when necessary to deal with particular issues. Working parties report back to the full meetings of the board. The Treasurer provides the management accounts to the board on a quarterly basis. Decisions are made with reference to the charity's aims and objectives.

Relationship with other groups, charities and individuals

Litfest receives core support annually from Lancaster City Council.

Public Benefit

The Trustees have complied with their duty under Section 17 (5) of the Charities Act 2011 to pay due regard to the Charities Commission guidance concerning public benefit in deciding what activities the charity should undertake.

RISK MANAGEMENT

The trustees have a duty to identify and review the risks to which the charity is exposed. A risk assessment is carried out by the Trustees each year, which identifies the major risks faced by the company and reviews the systems and procedures in place to manage those risks.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

PERFORMANCE MANAGEMENT

In recognition of Litfest's status as an organisation both led and run by volunteers, we have developed robust systems to maximise efficiency and to maintain and improve our ongoing standards of delivery. During the course of the coming year we will continue to revise and update all operational systems and continue to develop practices and policies, which will include:

- An updated Equal Opportunities and Diversity Policy
- Grievance procedures and policies
- Health and Safety Policy
- Monitoring and evaluation systems for all staff, volunteers, audiences, participants and stakeholders.
- Independently examined accounts

EQUAL OPPORTUNITIES STATEMENT

Equality of opportunity is extremely important to all the work undertaken by Litfest. We value the diversity of individuals and do not discriminate on grounds of race, faith, disability, gender, sexuality, age or any other. As the cultural landscape changes we recognised the benefits to be gained by tapping into the potential and strengths in all social groups.

As an arts organisation we fully understand the need to have an equal opportunities / cultural diversity approach at the heart of our working practices. We have in place an Equal Opportunities and Diversity Policy and Action Plan that is regularly revised and developed.

FINANCIAL REVIEW

Incoming resources for the year were £115,584 (2024 £100,916)

Resources expended for the year were £110,760 (2024 £110,858)

Reserves policy

The charity works to maintain an operation reserve equivalent to the cost of running the organisation for 3 full months (an amount in the region of £3,000).

Funds in deficit

The charity does not have any funds which are materially in deficit.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards applicable law).

The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of its surplus or deficit of the charitable company for that period. 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Chair's Annual Report

Litfest Annual Report 2024 -2025.

The past year has been one of the most successful for Litfest for quite some time, building upon the board's strategy to develop our community engagement and funding streams. Both the Autumn and Spring festivals were well attended and programmed events have taken place in between the festivals including the International Fiction Online Book Club, giving a whole year-round programme in essence. The board have been successful in securing funding from several different grant funding bodies this year alongside a very successful Crowdfunding bid supported by Lancashire County Council and people within the community. The Crowdfunding bid enabled Litfest to provide a free 3-day children's festival in the spring which is incredibly important to the organisation as it is recognised that children need to experience the fun and enjoyment of reading for pleasure more than ever. The board also took the decision to make a modest charge (£5) for the adult events at both the Autumn and Spring festivals. This was not a decision that was taken lightly as we recognise the cost-of-living crisis is ongoing; however, income is a necessity for Litfest as it is for all arts organisations.

Our Vision

A world in which everyone has access to and the opportunity to directly engage with the best contemporary, literature, illustration and ideas.

Performance

- 2 major events at the Nuffield Theatre (in collaboration with Lancaster Arts)
- 3 Lancaster Lectures (in collaboration with Lancaster University)
- 7 schools
- 8 venues
- 8 community groups
- 10 workshops
- 12 local sponsors and grants
- 15 partners
- 48 events
- 57 volunteers
- 107 artists and moderators
- 1,232 virtual attendees
- 1,535 in-person attendees
- 2,736 national reach
- 8,504 international reach

As can clearly be seen from the statistics above, Litfest has increasingly expanded its reach beyond the UK. Our livestreaming through our YouTube and Crowdcaster platforms allows this to happen throughout the year. This is important for Litfest's profile and for our funders, sponsors and partners. The programme we offer incorporates international artists, and the Lancaster International Lecture Series, in collaboration with Lancaster University, also brings international authors and ideas to Lancaster.

Presenting events about the environment is important and increasingly popular and such events have been a key part of our offer. Caroline Lucas gave the Lancaster Environment lecture in 2024 and proved to be a very popular speaker. Litfest continues to work with the RSPB at Leighton Moss where we actively encourage students from one of the local high schools to participate in events held at Leighton Moss with a nature writer. Demand was so great that this year the students had to apply in writing for one of the coveted places on the guided walking and talking tour, and the lucky ones enjoyed the experience of exploring Leighton Moss with Amy-Jane Beer who was this year's Naturalist in Residence.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

Litfest is focused on supporting local artists and enabling writers within our community as well. The workshops for children, young people and adults prove to be increasingly popular. This year Litfest worked with Escape2Make, an organisation which focuses on young people and their well-being as well as providing opportunities for them to develop skills. They developed a Zine over six workshops led by graphic novelist Mollie Ray. Local young people, including from Lancaster Challenge and Escape2Make, also worked with a video and a spoken word artist in a workshop organised with our partners Imitating The Dog and based on their theatre show *All Blood Runs Red*. We also worked with Lancaster Lore on a pair of storytelling workshops which culminated in a well-attended showcase event. It is important that Litfest expands the various mediums we engage with in order to offer different and innovative approaches to literature, illustration and ideas.

The workshops and walks we programmed this year have expanded Litfest's offer in terms of more community engagement. The nature walks at Leighton Moss, the walks with the Lancaster Black History Group and the women's history walks with local historian Eleanor Levin have been very popular.

Heritage is an important area of our strategy and this year we explored Lancaster's heritage through the women's walks and the Lancaster Black History walk. The International Women's Day event also focused on the women in Lancaster who have shaped the town. We were very fortunate to host Helen Castor, who gave the Lancaster History Lecture on 'The Tragedy of Richard II and Henry IV', which was further promoted through an article in *Prospect* magazine and publication of the full text in the online publication *Engelsberg Ideas*. These also brought some extra income for the festival.

Book sales are also an important part of Litfest's income and are well received by audiences.

I am delighted that this year has been so successful. As we prepare for our 50th anniversary in four years' time in 2029, it feels as if the organisation is in a good position to move forward.

Julie Bell
Chair of Litfest
25 July 2025

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF LANCASTER AND DISTRICT FESTIVAL LIMITED

I report on the accounts of the charitable company for the year ended 31 March 2025, which are set out on pages 7 to 12.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the *Companies Act 2006* ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under the *Charities Act 2011*, s. 145 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under s. 145(5) (b) of the 2011 Act.

Independent examiner's statement

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

- (1) accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Miss JK Foster ACA
Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

Date 25 July 2025

LANCASTER AND DISTRICT FESTIVAL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 March 2025

| Notes | 2025 Unrestricted Funds | 2024 Total Funds |
|--|-------------------------------|------------------------|
| | £ | £ |
| INCOMING RESOURCES | | |
| Incoming resources from generated funds | | |
| Activities for generating funds | 2 | 115187 |
| Investment income | 3 | 397 |
| | ----- | ----- |
| Total incoming resources | 115584 | 100916 |
| | ----- | ----- |
| RESOURCES EXPENDED | | |
| Charitable activities | | |
| Human resources | 4 | 3550 |
| Physical resources | | 2320 |
| Running costs | | 3877 |
| Organisational objective | | 98895 |
| Governance costs | 5 | 2118 |
| | ----- | ----- |
| Total resources expended | 110760 | 110858 |
| | ----- | ----- |
| NET INCOMING/(OUTGOING) RESOURCES | 6 | 4824 |
| | | (9942) |
| RECONCILIATION OF FUNDS | | |
| Total funds brought forward | 13349 | 23291 |
| | ----- | ----- |
| TOTAL FUNDS CARRIED FORWARD | 18173 | 13349 |
| | ===== | ===== |

The notes form part of these financial statements

LANCASTER AND DISTRICT FESTIVAL LIMITED
BALANCE SHEET AT 31 MARCH 2025

| | Notes | 2025 | 2024 |
|--|-------|---------|---------|
| | | £ | £ |
| FIXED ASSETS | | | |
| Tangible assets | 9 | 311 | 389 |
| | | — | — |
| CURRENT ASSETS | | | |
| Stocks | | 1412 | 1425 |
| Debtors | 10 | 8694 | 3668 |
| Cash at bank and in hand | | 17978 | 40734 |
| | | — | — |
| | | 28084 | 45827 |
| CREDITORS | | | |
| Amounts falling due within one year | 11 | (10222) | (32867) |
| | | — | — |
| NET CURRENT ASSETS | | 17862 | 12960 |
| | | — | — |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 18173 | 13349 |
| | | — | — |
| TOTAL NET ASSETS | | 18173 | 13349 |
| | | — | — |
| FUNDS OF THE CHARITY | | | |
| Unrestricted Funds | 12 | 18173 | 13349 |
| | | — | — |
| TOTAL FUNDS | | 18173 | 13349 |
| | | — | — |

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Trustees on 25 July 2025 and were signed on its behalf by;

Julie Bell – Trustee

The notes form part of these financial statements

LANCASTER AND DISTRICT FESTIVAL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2025

1. **ACCOUNTING POLICIES**

Accounting convention

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014, and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102 as applied to small entities by section 1A of the standard), the Companies Act 2006 and with the Charities Act 2011.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accrued for on an accruals basis and has been classified under headings that aggregate all costs 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.

Plant and machinery etc. – at varying rates on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation 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.

Hire purchase and leasing commitments

Rentals paid under operated leases are charged to the statement of financial activities on a straight line basis over the period of the lease.

Deferred Income

Transition funding has been deferred to match the funding to the periods in which expenditure is expected to occur.

2. **ACTIVITIES FOR GENERATING FUNDS**

| | 2025 | 2024 |
|------------------------|--------|--------|
| | £ | £ |
| Grants | 45618 | 33749 |
| Income from Activities | 20396 | 20123 |
| Other Income | 49173 | 46601 |
| | <hr/> | <hr/> |
| | 115187 | 100473 |
| | <hr/> | <hr/> |

LANCASTER AND DISTRICT FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2025

| | | | |
|----|--|-------------|--------|
| 3. | INVESTMENT INCOME | 2025 | 2024 |
| | | £ | £ |
| | Deposit Account Interest | 397 | 443 |
| | | <hr/> | <hr/> |
| 4. | CHARITABLE ACTIVITIES COSTS | 2025 | 2024 |
| | | £ | £ |
| | Human Resources | 3550 | 3429 |
| | Physical Resources | 2320 | 2262 |
| | Running Costs | 3799 | 2380 |
| | Organisational Objective | 98895 | 100673 |
| | | <hr/> | <hr/> |
| | | 108564 | 108744 |
| | | <hr/> | <hr/> |
| 5. | GOVERNANCE COSTS | 2025 | 2024 |
| | | £ | £ |
| | Accountancy | 2118 | 2016 |
| | | <hr/> | <hr/> |
| 6. | NET INCOMING/(OUTGOING) RESOURCES | | |
| | Net resources are stated after charging: | 2025 | 2024 |
| | | £ | £ |
| | Depreciation – Owned Assets | 78 | 98 |
| | | <hr/> | <hr/> |

7. **TRUSTEES' REMUNERATION AND BENEFITS**

During the year ended 31 March 2025 (and 2024) the trustees have calculated a notional charge for work undertaken and have included details within organisational objective costs. Payments on normal commercial terms at an arm's length basis have also been made to a trustee for services supplied.

Trustees' Expenses

Apart from amounts paid at an arm's length transaction as detailed above no trustees expenses were paid for the year ended 31 March 2025 (2024 £nil).

LANCASTER AND DISTRICT FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 March 2025

| | | | |
|-----|---|----------------------------------|--------------|
| 8. | STAFF COSTS | 2025 | 2024 |
| | | £ | £ |
| | Wages and Salaries | 3550 | 3429 |
| | | <hr/> | <hr/> |
| 9. | TANGIBLE FIXED ASSETS | Fixtures and Fittings | Total |
| | | £ | £ |
| | COST | | |
| | At 1 April 2024 and 2025 | 15402 | 15402 |
| | | <hr/> | <hr/> |
| | DEPRECIATION | | |
| | At 1 April 2024 | 15013 | 15013 |
| | Charge for the Year | 78 | 78 |
| | | <hr/> | <hr/> |
| | At 31 March 2025 | 15091 | 15091 |
| | | <hr/> | <hr/> |
| | NET BOOK VALUE | | |
| | At 31 March 2025 | 311 | 311 |
| | | <hr/> | <hr/> |
| | At 31 March 2024 | 389 | 389 |
| | | <hr/> | <hr/> |
| 10. | DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR | 2025 | 2024 |
| | | £ | £ |
| | Trade Debtors | 8133 | 3140 |
| | Prepayments | 561 | 528 |
| | | <hr/> | <hr/> |
| | | 8694 | 3688 |
| | | <hr/> | <hr/> |
| 11. | CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR | 2025 | 2024 |
| | | £ | £ |
| | Income Received in Advance | - | 8885 |
| | Trade Creditors and Accruals | 10222 | 23982 |
| | | <hr/> | <hr/> |
| | | 10222 | 32867 |
| | | <hr/> | <hr/> |

LANCASTER AND DISTRICT FESTIVAL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2025

12. **MOVEMENTS IN FUNDS**

| | At 1/4/24 £ | Net Movement in Funds £ | At 31/3/25 £ |
|---------------------------|----------------|-------------------------------|-----------------|
| Unrestricted Funds | | | |
| General Fund | 13349 | 4824 | 18173 |
| | ----- | ----- | ----- |
| TOTAL FUNDS | 13349 | 4824 | 18173 |
| | ----- | ----- | ----- |

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

| | <u>Incoming Resources</u> £ | <u>Resources Expended</u> £ | <u>Movement in Funds</u> £ |
|----------------------------------|------------------------------------|------------------------------------|-----------------------------------|
| <u>Unrestricted Funds</u> | | | |
| General Fund | 115584 | 110760 | 4824 |
| | ----- | ----- | ----- |
| TOTAL FUNDS | 115584 | 110760 | 4824 |
| | ----- | ----- | ----- |

FOR TRUSTEES USE ONLY

LANCASTER AND DISTRICT FESTIVAL LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 March 2025

| | <u>Notes</u> | 2025 | 2024 |
|--|--------------|--------|--------|
| | | £ | £ |
| INCOMING RESOURCES | | | |
| Activities for Generating Funds | | | |
| Grants | A | 45618 | 33749 |
| Income from Activities | B | 20396 | 20123 |
| Other Income | C | 49173 | 46601 |
| | | ----- | ----- |
| | | 115187 | 100473 |
| | | | |
| Investment Income | | | |
| Deposit Account Interest | | 397 | 443 |
| | | ----- | ----- |
| Total Incoming Resources | | 115584 | 100916 |
| | | ----- | ----- |
| | | | |
| RESOURCES EXPENDED | | | |
| Expenditure on Activities:- | | | |
| Books | | 5531 | 5094 |
| Project Costs and Artists Fees and Expenses | | 56034 | 55759 |
| Trustee Services Donated | | 37330 | 39820 |
| | | ----- | ----- |
| | | 98895 | 100673 |
| | | | |
| ADMINISTRATIVE EXPENSES | | | |
| Wages | | 3550 | 3429 |
| Rent & Service Charges | | 2320 | 2262 |
| Insurance | | 587 | 550 |
| Telephone & Internet | | 440 | 349 |
| Postage and Stationery | | 1944 | 287 |
| Bank Charges | | 357 | 509 |
| Sundries and Office Expenses | | 471 | 685 |
| Depreciation Less Profit on Disposals on Fixtures and Fittings | | 78 | 98 |
| | | ----- | ----- |
| | | 9747 | 8169 |
| | | | |
| Governance Costs Accountancy | | 2118 | 2016 |
| | | ----- | ----- |
| | | 2118 | 2016 |
| | | ----- | ----- |
| Total Resources Expended | | 110760 | 110858 |
| | | ----- | ----- |

This page does not form part of the statutory financial statements

LANCASTER AND DISTRICT FESTIVAL LIMITED
ADDITIONAL INFORMATION RE YEAR ENDED 31 MARCH 2025

| | 2025 | 2024 |
|--|-------------|-------------|
| | £ | £ |
| A <u>Grants</u> | | |
| Lancaster City Council | 11900 | 11600 |
| Lancaster BID | 400 | - |
| Arts Council England ACE National Lottery Project 2024 | 7500 | 7500 |
| Arts Council England ACE National Lottery Project 2025 | 18000 | - |
| National Lottery Heritage Fund (NLHF) | 2385 | 8072 |
| Michalski Foundation | - | 2377 |
| Elizabeth and Richard Wilson Charitable Trust | 1000 | 1000 |
| Granada Foundation | 2000 | 2000 |
| Areti Charitable Trust | 1433 | 1200 |
| Duchy of Lancaster Benevolent Fund | 1000 | - |
| | ----- | ----- |
| | 45618 | 33749 |
| | ----- | ----- |
| B <u>Income from Activities</u> | | |
| Book Sales | 7766 | 9556 |
| Project and Event Income | 12630 | 10567 |
| | ----- | ----- |
| | 20396 | 20123 |
| | ----- | ----- |
| C <u>Other Income</u> | | |
| Crowdfunding Donations | 6270 | - |
| Donations | 42778 | 46601 |
| Gift Aid | 125 | - |
| | ----- | ----- |
| | 49173 | 46601 |
| | ----- | ----- |

LANCASTER AND DISTRICT FESTIVAL LIMITED

England & Wales - Charity number 510670

Accounts

REGISTERED COMPANY NUMBER: 1494221 (England and Wales)
REGISTERED CHARITY NUMBER: 510670

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

LANCASTER AND DISTRICT FESTIVAL LIMITED

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LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of the Statements of Recommended Practice (SORP) applicable to Charities preparing their accounts.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

1494221 (England and Wales)

Registered Charity Number

510670

Registered Office

The Storey
Meeting House Lane
Lancaster
LA1 1TH

Trustees/(Directors)

J Bell (Chair)
J Hope
N S Charlesworth
WJG Swainson
E R Crighton
S Karunanithi
B Guilfoyle
B Daley
T Durcan
G Singh
O K Langmead

Company Secretary

N S Charlesworth

Accountants

Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

Solicitors

Oglethorpe, Sturton & Gillibrand
16 Castle Park
Lancaster
LA1 1YG

The full name of the Charity is Lancaster & District Festival Ltd. We operate under the name of, and are hereafter referred to as, 'Litfest'.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

OBJECTIVES AND ACTIVITIES

Objectives and activities

The objects for which the Company is established are to promote, maintain, improve and advance public education, appreciation and understanding of the Arts. With particular reference to literature, Litfest exists to develop, challenge and celebrate literary excellence, and the organisational aims are as outlined below.

Organisational aims

- a. develop, challenge and celebrate literary excellence through participative reading and writing projects.
- b. be a regionally and nationally significant organisation.
- c. achieve audience and readership for the promotion and publication of writers.
- d. invest in the professional development of writers.
- e. create opportunities for writers, in particular those from the North West, and the sub region.
- f. broaden and enhance the education, appreciation and understanding of literature among writers and readers.
- g. underpin the ambitions stated above by being an artistically, operationally and financially robust organisation with effective governance.
- h. operate at a capacity which allows for opportunistic or reactive partnerships or projects to be developed and pursued.

STRUCTURE AND GOVERNANCE

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The new trustees are appointed by the board of trustees.

The organisation seeks to recruit trustees with skills appropriate to the charities objectives and organisational requirements. Suitable candidates are invited to board meetings prior to being voted onto the board.

Induction and training of new trustees

Newly elected trustees are provided with copies of the written constitutions of the charity and a written copy of the aims and objectives of the charity.

Organisation structure and how decisions are made

The Board of Trustees (Directors) meet every three months. The board establishes small working parties as and when necessary to deal with particular issues. Working parties report back to the full meetings of the board. The Finance Officer provides the management accounts to the board on a quarterly basis. Decisions are made with reference to the charity's aims and objectives.

Relationship with other groups, charities and individuals

Litfest receives core support annually from Lancaster City Council.

Public Benefit

The Trustees have complied with their duty under Section 17 (5) of the Charities Act 2011 to pay due regard to the Charities Commission guidance concerning public benefit in deciding what activities the charity should undertake.

RISK MANAGEMENT

The trustees have a duty to identify and review the risks to which the charity is exposed. A risk assessment is carried out by the Trustees each year, which identifies the major risks faced by the company and reviews the systems and procedures in place to manage those risks.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

PERFORMANCE MANAGEMENT

In recognition of Litfest's status as an organisation both led and run by volunteers, we have developed robust systems to maximise efficiency and to maintain and improve our ongoing standards of delivery. During the course of the coming year we will continue to revised and update all operational systems and continue to develop practices and policies, which will include:

- An updated Equal Opportunities and Diversity Policy
- Grievance procedures and policies
- Health and Safety Policy
- Monitoring and evaluation systems for all staff, volunteers, audiences, participants and stakeholders.
- Independently examined accounts

EQUAL OPPORTUNITIES STATEMENT

Equality of opportunity is extremely important to all the work undertaken by Litfest. We value the diversity of individuals and do not discriminate on grounds of race, faith, disability, gender, sexuality, age or any other. As the cultural landscape changes we recognised the benefits to be gained by tapping into the potential and strengths in all social groups.

As an arts organisation we fully understand the need to have an equal opportunities / cultural diversity approach at the heart of our working practices. We have in place an Equal Opportunities and Diversity Policy and Action Plan that is regularly revised and developed.

FINANCIAL REVIEW

Incoming resources for the year were £100916 (2023 £80786)

Resources expended for the year were £110858 (2023 £86674)

Reserves policy

The charity works to maintain an operation reserve equivalent to the cost of running the organisation for 3 full months (an amount in the region of £3,000).

Funds in deficit

The charity does not have any funds which are materially in deficit.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards applicable law).

The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of its surplus or deficit of the charitable company for that period. 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

The Chair's Annual Report

This year has been an extremely busy year for Litfest. We have delivered 2 festivals again this year and 3 joint lectures with Lancaster University. The International Book Club continues to meet each month and we also support events at The Storey organised by the English department at the university by providing books for sale and volunteers.

The board has been amazing, as a volunteer board the range of skills and knowledge held by the trustees allows Litfest to achieve a programme of work throughout the year which is substantially above what could be expected with such a small budget and very little paid staff support.

Festival highlights

We always try to support north-west writers and artists, and focus on local talent particularly at our Autumn festival (5th – 10th October 2023). We are very fortunate in Lancaster to be able to support writers from the region. Our audiences do appreciate the fact these writers are local and it is an opportunity for Litfest to showcase the talent on our doorstep. This year we welcomed poets Polly Atkin and Kim Moore, talking about their non-fiction; popular crime writer MW Craven, talking at a very well attended event about his Cumbrian series; James Clarke (Rossendale, now living in Manchester) and Jo Baker (Lancaster) talking about their latest novels.

A new feature for us and an opportunity for emerging poets to bring their work alive is through pamphlets. Our poetry pamphlet event featured two local poets: Natalie Sorrell Charlesworth (Preston) and Neil Curry (Ulverston), along with two from wider afield. This event was very well received.

“Just enjoyed a fabulous stream of Lancaster pamphleteers 😊”

The Autumn festival also celebrated National Poetry Day and this featured all the poets who responded to our Litfest Poetry Mosaic call-out. More than 200 people submitted poems and a number of local school children read their work online or in person. One poet even sent a video of his poem from the US, and this was selected and shown at the event.

“A gorgeous evening performing at the National Poetry Day event @Litfest. Enjoyed hearing poems from all over the world, meeting and catching up with fab poets including @LauraS_poet and a hug from the ever-lovely @CarolineBirdUK. Really honoured my poem was chosen.” Elizabeth Gibson

“This evening Sabina read her poem “Home” at a special Litfest event in Lancaster NationalPoetryDay” Bay Leadership Academy

Sadly, John Vidal, respected author and former *Guardian* Environment Editor, who was to have appeared at the Autumn festival, became very ill and has passed away. He would have talked about his book *Fevered Planet* which was to have been our environmental event.

The Spring Festival

consisted of more than 30 events and incorporated a mix of author events, poetry, a children's festival day, The Big Read, workshops and walks. The festival was very well attended, and it does feel as though more people are moving back to in-person events. However, the livestream and catch-up recordings on our Litfest website and YouTube remain popular. This is key for us as it extends our audience viewing after the events and some of our audience like to revisit an event they attended in person.

The festival included a three-strand exhibition, which received headline sponsorship for the first time (BSG-Law). James Fox's amazing textile work, 'A Stitch in Time', was very well received by visitors to the Gallery in the Storey, as were our North-West Landscape and Wildlife Photography competition, which included 30 stunning photographs selected from more than 100 submissions from across the region. Finally, the Lancaster Black History Group curated a series of panels under the title 'Connected Histories', the festival's main theme. This was a collection of 6 panels about the eighteenth- and early nineteenth-century Transatlantic trade in commodities such as sugar and mahogany and linked to the city walks, which were also led by LBHG.

The Children's Festival was extremely popular this year and this is another area the board wishes to develop. All the events were well attended and the impact on the children and young people was delightful to witness. One child was ecstatic to meet S.F. Said because he loved his book but also because he had never met an author in real life before. It is moments like this that can trigger a lifelong passion for reading.

Jarvis was amazing as he held the attention of 52 under 8-year-olds and their parents in his storytelling-cum-drawing workshop. A three-year-old copied one of his drawings precisely.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

The Chair's Annual Report - Continued

Sophie Anderson inspired young readers with suggestions for future books to read and gave tips on writing through her sessions as Reader in Residence at the City Library, and Matt Goodfellow spoke about his latest book, *Final Year*, which explores a number of difficult subjects and the audience were so enthralled we sold every copy of his book.

Joint lecture programme with Lancaster University

In May, after the spring festival, George Monbiot delivered the second Lancaster Environment Lecture before an audience of c. 300 in The Margaret Fell Lecture Theatre at Lancaster University, with almost as many people watching the livestream. More than 1,000 people watched the recording on YouTube afterwards.

In October, The Lancaster International Fiction Lecture was given by the 2023 International Booker Prize winner, Georgi Gospodinov. The text of the lecture was sublicensed to the Chicago-based online international literary magazine, *Words Without Borders*.

During the spring festival on 20 March, jointly with the university, we delivered the first Lancaster History Lecture, also in the Margaret Fell. Sathnam Sanghera was the inaugural speaker, and his talk was very well received by the audience who attended in person and online.

Partnership with the English Literature department at Lancaster University

We worked with the department on a number author events during the year. The highlight in this year has to have been the celebration of the life and work of Seamus Heaney, with Catherine Heaney, Paul Muldoon and Paul Farley.

There was a new event for students and we received the following feedback from a Creative Writing course leader, Oliver K. Langmead:

The Lancaster University Creative Writing student showcase at Lancaster LitFest 2024 was a magnificent success. Students from all years – including undergraduate, master's, PhD, and even one of our distance master's students – performed a thrilling variety of pieces, including poetry across many forms, and fiction spanning genres. There were nine performers in all, and each received generous feedback and applause from the audience, which was composed of a mixture of their fellow students, friends, family and the public at large. There was, I am delighted to report, not a single weak performance – and both performers and audience members posted about the event on social media afterwards, lavishing it with praise. Ultimately, the event was a wonderful celebration of exciting new voices in creative writing (some of whom are already highly accomplished), giving each performer an opportunity to say: here I am, and here is my work, to an appreciative local audience. The Litfest team are friendly, welcoming, efficient, and wonderful to work with: every aspect of the event went smoothly.

International Book Club

Litfest hosted international Fiction Online Book Club events throughout the year which included *Time Shelter* by Georgi Gospodinov (his translator Angela Rodel joined us for this session), *Pedro Páramo* by *Juan Rulfo* (Latin American expert Gerald Martin joined us for the session) and *Texaco* by Patrick Chamoiseau. Other books by international authors included Yan Ge's *Strange Beasts of China* in January, Tayeb Salih's *Season of Migration to the North* in February and Nobel Prize-winner Jon Fosse's *A Shining* in March (the translator Damion Searls joining us for the session). We sell the books relating to the monthly authors. Although some customers go to Amazon or by eBooks, this is an important offer from Litfest as our customers know that they can buy international fiction directly from the festival and support its work.

Sponsorship and Grant funding

We received sponsorship from BSG–Solicitors who sponsored this year's exhibition in the spring festival, and Atkinsons Coffee Roasters who sponsored 2 bespoke 'Connected Histories' walks for schools. We are very grateful for the continued support of Achates who sponsor our International Women's Day event each year.

We have successfully secured Arts Council funding for £15,000 and we received funding from the National Heritage Lottery Fund for £9,820. This enabled us to recruit a programme manager and a publicity officer to support the festival and to assist with future plans.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

The Chair's Annual Report - Continued

We formally launched the Friends of Litfest offer at the Spring festival and have had some take up which is encouraging. We received many positive comments about the festival from attendees who said they were going to support Litfest by becoming a Friend and how much they valued Litfest being part of Lancaster's cultural offer.

Work with local authors, community partners, schools and creative groups

The history events at both festivals continue to be very popular and attract an international audience. We continue to work with the Lancaster Black History and teaching staff from the university. The Autumn Festival featured a heritage event supported by partners from the university and Lancaster Black History Group.

The event promoted Nicholas Radburn's new book *Traders in Men: Merchants and the Transformation of the Transatlantic Slave Trade*. These events which we are featuring throughout our festival programmes enable our audiences to understand the impact that the Transatlantic Slave Trade had on Lancaster and the surrounding villages and towns.

Quote from one of our online viewers Fabhia –

"Such a fantastic event. It was great to have the chance to join online and listen to Nick and Geraldine who are both inspirational! Can't wait to read Nick's new book."

The support from the National Heritage Lottery Fund, the university, Lancaster Black History Group and Lancaster Lore has enabled Litfest to build a very strong heritage offer as part of the festival. It has been very powerful to continue to explore the impact of the Transatlantic Slave trade on the city and surrounding areas. At the Spring Festival the exhibition created by the Lancaster Black History Group 'Connected Histories' was supported by a powerful panel presentation which focused on the Lancaster Slavery Business.

Also included in the festival were the authors Josephine Quinn and David Kynaston. The two Slave Trade Abolition and Fair Trade Trail walks were both popular and attracted a good group of people despite the weather.

This year we worked with Lancaster Lore, who provided both a myth-making workshop and a family story hunt. Lancaster Lore bring the history/myths of Lancaster alive in an original and creative approach through the use of QR codes around the city. Children and adults attended the workshop and the children certainly brought their imagination along to inspire the adults attending.

Karen Lloyd, Rachel Marshall and Shane Rothwell who were the panel members for the 'Taking the Measure of Pollution' event all come from the north-west and are connected to the university.

There were two new events to include more diverse voices and this included a workshop with local LGBTQ+ group Queer By Gum to explore what it is to exist as queer people in different spaces and 'Your Queer Voice', which was an evening of queer music and poetry.

Through our Writers in Residence programme, local schools benefited from lectures by Professor A.C. Grayling (LRGS and LGGS), nature walks with Mark Cocker at RSPB Leighton Moss (Bay Leadership Academy) and a poetry workshop with Hannah Lowe (Ripley St Thomas), and the opportunity to take part in the digital poetry project and the Big Read.

The Wordarium is an invaluable partner for Litfest as it is a year-round offer which we actively co-promote during the festival. Their events are widely supported and in addition to the showcase event held during the festival they organised two workshops, led by Ella Otomewo.

It is very clear that we have a wealth of creativity in Lancaster and Litfest will continue to showcase that talent and build momentum in the future. As a board we are reviewing our strategy for the next three years and the invaluable information from this year's festivals will inform that strategy and our future business plan.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

The Chair's Annual Report - Continued

Some key figures

3,881 people attended events throughout the year virtually and in person.

135 Artists and moderators

49 virtual events

48 in-person events

44 volunteers

16 partners

7 environmental events

5 schools

6 grants

3 sponsors

6 workshops for adults

4 university joint lectures

3 creative groups

3 workshops for children and young people

2 free workshops for students

2 local history groups

2 museums

1 intern

On behalf of the board

Julie Bell
Chair of Litfest

29 August 2024

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF LANCASTER AND DISTRICT FESTIVAL LIMITED

I report on the accounts of the charitable company for the year ended 31 March 2024, which are set out on pages 9 to 14.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the *Companies Act 2006* ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under the *Charities Act 2011*, s. 145 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under s. 145(5) (b) of the 2011 Act.

Independent examiner's statement

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

- (1) accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Miss JK Foster ACA
Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

Date 29 August 2024

LANCASTER AND DISTRICT FESTIVAL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

For the Year Ended 31 March 2024

| | Notes | 2024 Unrestricted Funds £ | 2023 Total Funds £ |
|--|-------|------------------------------------|-----------------------------|
| INCOMING RESOURCES | | | |
| Incoming resources from generated funds | | | |
| Activities for generating funds | 2 | 100473 | 80644 |
| Investment income | 3 | 443 | 142 |
| | | ----- | ----- |
| Total incoming resources | | 100916 | 80786 |
| | | ----- | ----- |
| RESOURCES EXPENDED | | | |
| Charitable activities | | | |
| Human resources | 4 | 3429 | 3786 |
| Physical resources | | 2262 | 2487 |
| Running costs | | 2478 | 2523 |
| Organisational objective | | 100673 | 76122 |
| Governance costs | 5 | 2016 | 1756 |
| | | ----- | ----- |
| Total resources expended | | 110858 | 86674 |
| | | ----- | ----- |
| NET (OUTGOING) RESOURCES | 6 | (9942) | (5888) |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | | 23291 | 29179 |
| | | ----- | ----- |
| TOTAL FUNDS CARRIED FORWARD | | 13349 | 23291 |
| | | ----- | ----- |

The notes form part of these financial statements

LANCASTER AND DISTRICT FESTIVAL LIMITED
BALANCE SHEET AT 31 MARCH 2024

| | Notes | 2024 | 2023 |
|--|-------|---------|---------|
| | | £ | £ |
| FIXED ASSETS | | | |
| Tangible assets | 9 | 389 | 487 |
| | | _____ | _____ |
| CURRENT ASSETS | | | |
| Stocks | | 1425 | 1438 |
| Debtors | 10 | 3668 | 7765 |
| Cash at bank and in hand | | 40734 | 38274 |
| | | _____ | _____ |
| | | 45827 | 47477 |
| CREDITORS | | | |
| Amounts falling due within one year | 11 | (32867) | (24673) |
| | | _____ | _____ |
| NET CURRENT ASSETS | | 12960 | 22804 |
| | | _____ | _____ |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 13349 | 23291 |
| | | _____ | _____ |
| TOTAL NET ASSETS | | 13349 | 23291 |
| | | _____ | _____ |
| FUNDS OF THE CHARITY | | | |
| Unrestricted Funds | 12 | 13349 | 23291 |
| | | _____ | _____ |
| TOTAL FUNDS | | 13349 | 23291 |
| | | _____ | _____ |

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Trustees on 29 August 2024 and were signed on its behalf by;

Julie Bell – Trustee

The notes form part of these financial statements

LANCASTER AND DISTRICT FESTIVAL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2024

1. **ACCOUNTING POLICIES**

Accounting convention

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014, and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102 as applied to small entities by section 1A of the standard), the Companies Act 2006 and with the Charities Act 2011.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accrued for on an accruals basis and has been classified under headings that aggregate all costs 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 as the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc. – at varying rates on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation 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.

Hire purchase and leasing commitments

Rentals paid under operated leases are charged to the statement of financial activities on a straight line basis over the period of the lease.

Deferred Income

Transition funding has been deferred to match the funding to the periods in which expenditure is expected to occur.

2. **ACTIVITIES FOR GENERATING FUNDS**

| | 2024 | 2023 |
|------------------------|-------------|-------------|
| | £ | £ |
| Grants | 33749 | 28928 |
| Income from Activities | 20123 | 8903 |
| Other Income | 46601 | 42813 |
| | 100473 | 80644 |
| | 100473 | 80644 |

LANCASTER AND DISTRICT FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 March 2024

| | | | |
|----|--|-------------|-------|
| 3. | INVESTMENT INCOME | 2024 | 2023 |
| | | £ | £ |
| | Deposit Account Interest | 443 | 142 |
| | | <hr/> | <hr/> |
| 4. | CHARITABLE ACTIVITIES COSTS | 2024 | 2023 |
| | | £ | £ |
| | Human Resources | 3429 | 3786 |
| | Physical Resources | 2262 | 2487 |
| | Running Costs | 2380 | 2401 |
| | Organisational Objective | 100673 | 76122 |
| | | <hr/> | <hr/> |
| | | 108744 | 84796 |
| | | <hr/> | <hr/> |
| 5. | GOVERNANCE COSTS | 2024 | 2023 |
| | | £ | £ |
| | Accountancy | 2016 | 1756 |
| | | <hr/> | <hr/> |
| 6. | NET INCOMING/(OUTGOING) RESOURCES | | |
| | Net resources are stated after charging: | 2024 | 2023 |
| | | £ | £ |
| | Depreciation – Owned Assets | 98 | 122 |
| | | <hr/> | <hr/> |

7. **TRUSTEES' REMUNERATION AND BENEFITS**

During the year ended 31 March 2024 (and 2023) the trustees have calculated a notional charge for work undertaken and have included details within organisational objective costs. Payments on normal commercial terms at an arm's length basis have also been made to a trustee for services supplied.

Trustees' Expenses

Apart from amounts paid at an arm's length transaction as detailed above no trustees expenses were paid for the year ended 31 March 2024 (2023 £nil).

LANCASTER AND DISTRICT FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 March 2024

| | | | |
|-----|---|---------------------|--------------|
| 8. | STAFF COSTS | 2024 | 2023 |
| | | £ | £ |
| | Wages and Salaries | 3429 | 3786 |
| | | <hr/> | <hr/> |
| 9. | TANGIBLE FIXED ASSETS | Fixtures and | |
| | | Fittings | Total |
| | | £ | £ |
| | COST | | |
| | At 1 April 2023 and 2024 | 15402 | 15402 |
| | | <hr/> | <hr/> |
| | DEPRECIATION | | |
| | At 1 April 2023 | 14915 | 14915 |
| | Charge for the Year | 98 | 98 |
| | | <hr/> | <hr/> |
| | At 31 March 2024 | 15013 | 15013 |
| | | <hr/> | <hr/> |
| | NET BOOK VALUE | | |
| | At 31 March 2024 | 389 | 389 |
| | | <hr/> | <hr/> |
| | At 31 March 2023 | 487 | 487 |
| | | <hr/> | <hr/> |
| 10. | DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR | 2024 | 2023 |
| | | £ | £ |
| | Trade Debtors | 3668 | 7765 |
| | | <hr/> | <hr/> |
| 11. | CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR | 2024 | 2023 |
| | | £ | £ |
| | Income Received in Advance | 8885 | 6157 |
| | Trade Creditors and Accruals | 23982 | 18516 |
| | | <hr/> | <hr/> |
| | | 32867 | 24673 |
| | | <hr/> | <hr/> |

LANCASTER AND DISTRICT FESTIVAL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2024

12. **MOVEMENTS IN FUNDS**

| | At 1/4/23 | Net Movement in Funds | At 31/3/24 |
|---------------------------|------------------|----------------------------------|-------------------|
| | £ | £ | £ |
| Unrestricted Funds | | | |
| General Fund | 23291 | (9942) | 13349 |
| | _____ | _____ | _____ |
| TOTAL FUNDS | 23291 | (9942) | 13349 |
| | _____ | _____ | _____ |

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

| | <u>Incoming Resources</u> | <u>Resources Expended</u> | <u>Movement in Funds</u> |
|----------------------------------|--------------------------------------|--------------------------------------|-------------------------------------|
| | £ | £ | £ |
| <u>Unrestricted Funds</u> | | | |
| General Fund | 100916 | 110858 | (9942) |
| | _____ | _____ | _____ |
| TOTAL FUNDS | 100916 | 110858 | (9942) |
| | _____ | _____ | _____ |

LANCASTER AND DISTRICT FESTIVAL LIMITED

England & Wales - Charity number 510670

Accounts

REGISTERED COMPANY NUMBER: 1494221 (England and Wales)
REGISTERED CHARITY NUMBER: 510670

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

LANCASTER AND DISTRICT FESTIVAL LIMITED

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LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of the Statements of Recommended Practice (SORP) applicable to Charities preparing their accounts.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

1494221 (England and Wales)

Registered Charity Number

510670

Registered Office

The Storey
Meeting House Lane
Lancaster
LA1 1TH

Trustees/(Directors)

J Bell (Chair)
J Hope
N S Charlesworth
WJG Swainson
S M Argent
O R Egdell-Page
E R Crighton
M J Lounds (Resigned 30 April 2022)

Company Secretary

N S Charlesworth

Accountants

Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

Solicitors

Oglethorpe, Sturton & Gillibrand
16 Castle Park
Lancaster
LA1 1YG

The full name of the Charity is Lancaster & District Festival Ltd. We operate under the name of, and are hereafter referred to as, 'Litfest'.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023

OBJECTIVES AND ACTIVITIES

Objectives and activities

The objects for which the Company is established are to promote, maintain, improve and advance public education, appreciation and understanding of the Arts. With particular reference to literature, Litfest exists to develop, challenge and celebrate literary excellence, and the organisational aims are as outlined below.

Organisational aims

- a. develop, challenge and celebrate literary excellence through participative reading and writing projects.
- b. be a regionally and nationally significant organisation.
- c. achieve audience and readership for the promotion and publication of writers.
- d. invest in the professional development of writers.
- e. create opportunities for writers, in particular those from the North West, and the sub region.
- f. broaden and enhance the education, appreciation and understanding of literature among writers and readers.
- g. underpin the ambitions stated above by being an artistically, operationally and financially robust organisation with effective governance.
- h. operate at a capacity which allows for opportunistic or reactive partnerships or projects to be developed and pursued.

STRUCTURE AND GOVERNANCE

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The new trustees are appointed by the board of trustees.

The organisation seeks to recruit trustees with skills appropriate to the charities objectives and organisational requirements. Suitable candidates are invited to board meetings prior to being voted onto the board.

Induction and training of new trustees

Newly elected trustees are provided with copies of the written constitutions of the charity and a written copy of the aims and objectives of the charity.

Organisation structure and how decisions are made

The Board of Trustees (Directors) meet every three months. The board establishes small working parties as and when necessary to deal with particular issues. Working parties report back to the full meetings of the board. The Finance Officer provides the management accounts to the board on a quarterly basis. Decisions are made with reference to the charity's aims and objectives.

Relationship with other groups, charities and individuals

Litfest receives core support annually from Lancaster City Council and the Arts Council.

Public Benefit

The Trustees have complied with their duty under Section 17 (5) of the Charities Act 2011 to pay due regard to the Charities Commission guidance concerning public benefit in deciding what activities the charity should undertake.

RISK MANAGEMENT

The trustees have a duty to identify and review the risks to which the charity is exposed. A risk assessment is carried out by the Trustees each year, which identifies the major risks faced by the company and reviews the systems and procedures in place to manage those risks.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023

PERFORMANCE MANAGEMENT

In recognition of Litfest's status as an organisation both led and run by volunteers, we have developed robust systems to maximise efficiency and to maintain and improve our ongoing standards of delivery. During the course of the coming year we will continue to revised and update all operational systems and continue to develop practices and policies, which will include:

- An updated Equal Opportunities and Diversity Policy
- Grievance procedures and policies
- Health and Safety Policy
- Monitoring and evaluation systems for all staff, volunteers, audiences, participants and stakeholders.
- Independently examined accounts

EQUAL OPPORTUNITIES STATEMENT

Equality of opportunity is extremely important to all the work undertaken by Litfest. We value the diversity of individuals and do not discriminate on grounds of race, faith, disability, gender, sexuality, age or any other. As the cultural landscape changes we recognised the benefits to be gained by tapping into the potential and strengths in all social groups.

As an arts organisation we fully understand the need to have an equal opportunities / cultural diversity approach at the heart of our working practices. We have in place an Equal Opportunities and Diversity Policy and Action Plan that is regularly revised and developed.

FINANCIAL REVIEW

Incoming resources for the year were £80786 (2022 £73719)

Resources expended for the year were £86674 (2022 £75338)

Reserves policy

The charity works to maintain an operation reserve equivalent to the cost of running the organisation for 3 full months (an amount in the region of £3,000).

Funds in deficit

The charity does not have any funds which are materially in deficit.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards applicable law).

The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of its surplus or deficit of the charitable company for that period. 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023

The Chair's Annual Report

This year we celebrated our 44th Annual Festival in March 2023. Litfest delivers two festivals a year now, the Spring festival in March which is the main festival, supported by the Autumn Weekend in October.

The Autumn Festival which was held 6th to the 12th October 2022 was very well received. We had good audience take up both through our online offer and our in-person offer. Our livestreaming of each event is proving really popular and we are able to engage with a wider audience who may be local to the district or live in different parts of the UK or abroad. We will continue to offer both options to our audiences as we go forward.

We ran our digital 'Poetry Mosaic' project again in the autumn and we did get more schools engaging. The school pack we had created was sent to 5 schools in total. It was brilliant to have young people who provided video readings at our National Poetry Day event hosted by poet Claire Shaw, alongside the twelve adults. Over 200 people were included in the poetry mosaic which included school children.

Litfest 2023 had 50 participating artists and speakers, 3 beautiful exhibitions, 6 welcoming venues, 2 high schools and 1,400 wonderful audience members in person, while a further 438 watched as we livestreamed the events. All of which was the culmination of months of planning. All of the festival events were available on www.YouTube/litfest until the end of April 2023 and over 2,180 people have caught up online. The audience figures were very good for the Spring Festival and for some events the auditorium reached capacity. Feedback shows that a good percentage of the audience were attending for the first time, so it is good to see we have been able to achieve a wider reach this year. The festival has included workshops in schools with the poet Katy Hale and we also liaised with the RSPB to provide two walks for year 8 students around Leighton Moss nature reserve with ornithologist and Professor Tim Birkhead. There were also two walks for the public to attend which focused on the Lancaster and the Atlantic Slave Trade.

Litfest continues to promote the Big Read Challenge. This part of the Litfest programme does need further thought and energy as we move forward in 2023/24. The authors chosen this year were popular with children and young adults. Cynthia Murphy's *Last One to Die* on the 17 March, 'a supernatural terror-fest' highly recommended for 11-15 years and Frank Cottrell-Boyce's *Noah's Gold*: perfect for those aged 8-11.

Litfest continues to deliver the monthly International Fiction Book Club throughout the year and has included many outstanding writers and translators.

Partnerships and the development of activities alongside events have been a key part of the organisation's work throughout 2022–23. This year we have worked successfully with more departments at Lancaster University (9 altogether), Lancaster Arts, Lancashire County Library Service, Lancashire Museum Service (Judges Lodgings), Lancaster City Museum, Bay Leadership Academy, Ripley St Thomas and three other schools, RSPB Leighton Moss, The Storey, The Herbarium, The Wordarium and The Sewing Café Lancaster. Lancaster City Council continue to be both a valuable partner and funder of LitFest, we are indebted to them for their continued support. We continue to develop the partnership with Lancaster University, jointly presenting the Lancaster Environment Lecture (George Monbiot) and The Lancaster International Fiction Lecture (Geetanjali Shree, winner of the 2022 International Booker Prize), working particularly with the English Language and Creative Writing department, whose events we support in The Storey by providing both PR and a bookshop.

In the light of the cost of living crisis, the board took the decision to make all events free this year but to ask for donations instead of people paying for tickets. This strategy has paid off in terms of people giving what they could afford and at the same time making the festival more accessible. This approach will need to be considered for future festivals alongside the development of more grant applications and other funding streams such as the bookshop and setting up a Friends of Litfest group.

We received funding grants this year from the National Heritage Lottery Fund, the Granada Foundation, Elizabeth and Richard Wilson Charitable Trust, the Michalski Foundation and the Areti Charitable Trust. The Bookshop also provides income towards the festival and has proved very popular at events.

Throughout the year we had good coverage on the radio and press. This year we took the decision to promote the festival with a banner in Market Square and at St Nic's Arcade, which raised awareness, as did our website and the physical brochures we mailed out and promoted in different locations in the city and beyond. Litfest uses social media to its full advantage and the board and members of staff have worked hard to promote the festivals on several platforms.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023

The Litfest board is ambitious for the future and this year has shown we are definitely on the right path.

In conclusion, this quote from a member of the audience sums up what we all believe is the value and purpose of Litfest.

“Litfest is such a valuable part of the life of Lancaster – thanks to all who help it continue. I really liked the breadth and variety of the festival, it was energising.”

On behalf of the board

Julie Bell
Chair of Litfest

17 October 2023

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF LANCASTER AND DISTRICT FESTIVAL LIMITED

I report on the accounts of the charitable company for the year ended 31 March 2023, which are set out on pages 7 to 12.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (“the 2006 Act”).

The charity’s trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- to 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 the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006, 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

Miss JK Foster ACA
Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

Date 17 October 2023

LANCASTER AND DISTRICT FESTIVAL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 March 2023

| | Notes | 2023 Unrestricted Funds | 2022 Total Funds |
|--|-------|-------------------------------|------------------------|
| | | £ | £ |
| INCOMING RESOURCES | | | |
| Incoming resources from generated funds | | | |
| Activities for generating funds | 2 | 80644 | 73717 |
| Investment income | 3 | 142 | 2 |
| | | ----- | ----- |
| Total incoming resources | | 80786 | 73719 |
| | | ----- | ----- |
| RESOURCES EXPENDED | | | |
| Charitable activities | | | |
| Human resources | 4 | 3786 | 3498 |
| Physical resources | | 2487 | 2126 |
| Running costs | | 2523 | 3075 |
| Organisational objective | | 76122 | 65569 |
| Governance costs | 5 | 1756 | 1070 |
| | | ----- | ----- |
| Total resources expended | | 86674 | 75338 |
| | | ----- | ----- |
| NET (OUTGOING) RESOURCES | 6 | (5888) | (1619) |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | | 29179 | 30798 |
| | | ----- | ----- |
| TOTAL FUNDS CARRIED FORWARD | | 23291 | 29179 |
| | | ----- | ----- |

The notes form part of these financial statements

LANCASTER AND DISTRICT FESTIVAL LIMITED
BALANCE SHEET AT 31 MARCH 2023

| | Notes | 2023 | 2022 |
|--|-------|---------|---------|
| | | £ | £ |
| FIXED ASSETS | | | |
| Tangible assets | 9 | 487 | 609 |
| | | — | — |
| CURRENT ASSETS | | | |
| Stocks | | 1438 | 1917 |
| Debtors | 10 | 7765 | 6372 |
| Cash at bank and in hand | | 38274 | 34300 |
| | | — | — |
| | | 47477 | 42589 |
| CREDITORS | | | |
| Amounts falling due within one year | 11 | (24673) | (14019) |
| | | — | — |
| NET CURRENT ASSETS | | 22804 | 28570 |
| | | — | — |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 23291 | 29179 |
| | | — | — |
| TOTAL NET ASSETS | | 23291 | 29179 |
| | | — | — |
| FUNDS OF THE CHARITY | | | |
| Unrestricted Funds | 12 | 23291 | 29179 |
| | | — | — |
| TOTAL FUNDS | | 23291 | 29179 |
| | | — | — |

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Trustees on 17 October 2023 and were signed on its behalf by;

Julie Bell – Trustee

The notes form part of these financial statements

LANCASTER AND DISTRICT FESTIVAL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2023

1. **ACCOUNTING POLICIES**

Accounting convention

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014, and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102 as applied to small entities by section 1A of the standard), the Companies Act 2006 and with the Charities Act 2011.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accrued for on an accruals basis and has been classified under headings that aggregate all costs 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 as the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc. – at varying rates on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation 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.

Hire purchase and leasing commitments

Rentals paid under operated leases are charged to the statement of financial activities on a straight line basis over the period of the lease.

Deferred Income

Transition funding has been deferred to match the funding to the periods in which expenditure is expected to occur.

2. **ACTIVITIES FOR GENERATING FUNDS**

| | 2023 | 2022 |
|------------------------|-------------|-------|
| | £ | £ |
| Grants | 28928 | 23935 |
| Income from Activities | 8903 | 14337 |
| Other Income | 42813 | 35445 |
| | <hr/> | <hr/> |
| | 80644 | 73717 |
| | <hr/> | <hr/> |

LANCASTER AND DISTRICT FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2023

| | | | |
|----|--|-------------|-------|
| 3. | INVESTMENT INCOME | 2023 | 2022 |
| | | £ | £ |
| | Deposit Account Interest | 142 | 2 |
| | | <hr/> | <hr/> |
| 4. | CHARITABLE ACTIVITIES COSTS | 2023 | 2022 |
| | | £ | £ |
| | Human Resources | 3786 | 3498 |
| | Physical Resources | 2487 | 2126 |
| | Running Costs | 2523 | 3075 |
| | Organisational Objective | 76000 | 65417 |
| | | <hr/> | <hr/> |
| | | 84796 | 74116 |
| | | <hr/> | <hr/> |
| 5. | GOVERNANCE COSTS | 2023 | 2022 |
| | | £ | £ |
| | Accountancy | 1756 | 1070 |
| | | <hr/> | <hr/> |
| 6. | NET INCOMING/(OUTGOING) RESOURCES | | |
| | Net resources are stated after charging: | 2023 | 2022 |
| | | £ | £ |
| | Depreciation – Owned Assets | 122 | 152 |
| | | <hr/> | <hr/> |

7. **TRUSTEES' REMUNERATION AND BENEFITS**

During the year ended 31 March 2023 (and 2022) the trustees have calculated a notional charge for work undertaken and have included details within organisational objective costs. Payments on normal commercial terms at an arm's length basis have also been made to a trustee for services supplied.

Trustees' Expenses

Apart from amounts paid at an arm's length transaction as detailed above no trustees expenses were paid for the year ended 31 March 2023 (2022 £nil).

LANCASTER AND DISTRICT FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2023

| | | | |
|-----|---|----------------------------------|--------------|
| 8. | STAFF COSTS | 2023 | 2022 |
| | | £ | £ |
| | Wages and Salaries | 3786 | 3498 |
| | | <hr/> | <hr/> |
| 9. | TANGIBLE FIXED ASSETS | Fixtures and Fittings | Total |
| | | £ | £ |
| | COST | | |
| | At 1 April 2022 and 2023 | 15402 | 15402 |
| | | <hr/> | <hr/> |
| | DEPRECIATION | | |
| | At 1 April 2022 | 14793 | 14793 |
| | Charge for the Year | 122 | 122 |
| | | <hr/> | <hr/> |
| | At 31 March 2023 | 14915 | 14915 |
| | | <hr/> | <hr/> |
| | NET BOOK VALUE | | |
| | At 31 March 2023 | 487 | 487 |
| | | <hr/> | <hr/> |
| | At 31 March 2022 | 609 | 609 |
| | | <hr/> | <hr/> |
| 10. | DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR | 2023 | 2022 |
| | | £ | £ |
| | Trade Debtors | 7765 | 6372 |
| | | <hr/> | <hr/> |
| 11. | CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR | 2023 | 2022 |
| | | £ | £ |
| | Income Received in Advance | 6157 | 8766 |
| | Trade Creditors and Accruals | 18516 | 5253 |
| | | <hr/> | <hr/> |
| | | 24673 | 14019 |
| | | <hr/> | <hr/> |

LANCASTER AND DISTRICT FESTIVAL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2023

12. **MOVEMENTS IN FUNDS**

| | At 1/4/22 £ | Net Movement in Funds £ | At 31/3/23 £ |
|---------------------------|----------------|-------------------------------|-----------------|
| Unrestricted Funds | | | |
| General Fund | 29179 | (5888) | 23291 |
| | _____ | _____ | _____ |
| TOTAL FUNDS | 29179 | (5888) | 23291 |
| | _____ | _____ | _____ |

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

| | <u>Incoming Resources</u> £ | <u>Resources Expended</u> £ | <u>Movement in Funds</u> £ |
|----------------------------------|------------------------------------|------------------------------------|-----------------------------------|
| <u>Unrestricted Funds</u> | | | |
| General Fund | 80786 | 86674 | (5888) |
| | _____ | _____ | _____ |
| TOTAL FUNDS | 98786 | 86674 | (5888) |
| | _____ | _____ | _____ |

FOR TRUSTEES USE ONLY

LANCASTER AND DISTRICT FESTIVAL LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 March 2023

| | <u>Notes</u> | 2023 | | 2022 |
|--|--------------|--------------|-------|--------------|
| | | £ | £ | £ |
| INCOMING RESOURCES | | | | |
| Activities for Generating Funds | | | | |
| Grants | A | 28928 | | 23935 |
| Income from Activities | B | 8903 | | 14337 |
| Other Income | C | 42813 | | 35445 |
| | | <hr/> | | <hr/> |
| | | 80644 | | 73717 |
| | | | | |
| Investment Income | | | | |
| Deposit Account Interest | | 142 | | 2 |
| | | <hr/> | | <hr/> |
| Total Incoming Resources | | 80786 | | 73719 |
| | | <hr/> | | <hr/> |
| | | | | |
| RESOURCES EXPENDED | | | | |
| Expenditure on Activities:- | | | | |
| Books | | 3662 | 4532 | |
| Project Costs and Artists Fees and Expenses | | 35000 | 29037 | |
| Trustee Services Donated | | 37460 | 32000 | |
| | | <hr/> | <hr/> | 65569 |
| | | 76122 | | |
| | | | | |
| ADMINISTRATIVE EXPENSES | | | | |
| Wages | | 3786 | 3498 | |
| Rent & Service Charges | | 2487 | 2126 | |
| Insurance | | 550 | 432 | |
| Telephone & Internet | | 240 | 240 | |
| Postage and Stationery | | 415 | 496 | |
| Bank Charges | | 429 | 453 | |
| Sundries and Office Expenses | | 767 | 1302 | |
| Depreciation Less Profit on Disposals on Fixtures and Fittings | | 122 | 152 | |
| | | <hr/> | <hr/> | 8699 |
| | | 8796 | | |
| | | | | |
| Governance Costs | | | | |
| Accountancy | | 1756 | 1070 | |
| | | <hr/> | <hr/> | 1070 |
| | | 1756 | | |
| | | | | |
| Total Resources Expended | | 86674 | | 75338 |
| | | <hr/> | | <hr/> |

This page does not form part of the statutory financial statements

FOR TRUSTEES USE ONLY

LANCASTER AND DISTRICT FESTIVAL LIMITED
ADDITIONAL INFORMATION RE YEAR ENDED 31 MARCH 2023

| | 2023 | 2022 |
|---|-------------|-------|
| | £ | £ |
| A <u>Grants</u> | | |
| Lancaster City Council | 11300 | 10900 |
| Arts Council | 979 | 10301 |
| National Lottery | 8000 | - |
| Duchy of Lancaster Benevolent Fund | - | 500 |
| Michalski Foundation | 6389 | 1234 |
| Elizabeth and Richard Wilson Charitable Trust | 500 | 1000 |
| Granada Foundation | 1000 | - |
| Areti Charitable Trust | 760 | - |
| | ----- | ----- |
| | 28928 | 23935 |
| | ----- | ----- |
| | | |
| B <u>Income from Activities</u> | | |
| Book Sales | 5676 | 4455 |
| Project and Event Income | 3227 | 9882 |
| | ----- | ----- |
| | 8903 | 14337 |
| | ----- | ----- |
| | | |
| C <u>Other Income</u> | | |
| Donation/Gift Aid | 42813 | 35445 |
| | ----- | ----- |

This page does not form part of the statutory financial statements

LANCASTER AND DISTRICT FESTIVAL LIMITED

England & Wales - Charity number 510670

Accounts

REGISTERED COMPANY NUMBER: 1494221 (England and Wales)
REGISTERED CHARITY NUMBER: 510670

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

LANCASTER AND DISTRICT FESTIVAL LIMITED

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LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of the Statements of Recommended Practice (SORP) applicable to Charities preparing their accounts.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

1494221 (England and Wales)

Registered Charity Number

510670

Registered Office

The Storey
Meeting House Lane
Lancaster
LA1 1TH

Trustees/(Directors)

J Bell (Chair)
J Hope
N S Charlesworth
WJG Swainson
S M Argent
J Doherty (Resigned 19 May 2021)
O R Egdell-Page
E R Crighton
M J Lounds (Resigned 30 April 2022)

Company Secretary

N S Charlesworth

Accountants

Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

Solicitors

Oglethorpe, Sturton & Gillibrand
16 Castle Park
Lancaster
LA1 1YG

The full name of the Charity is Lancaster & District Festival Ltd. We operate under the name of, and are hereafter referred to as, 'Litfest'.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

OBJECTIVES AND ACTIVITIES

Objectives and activities

The objects for which the Company is established are to promote, maintain, improve and advance public education, appreciation and understanding of the Arts. With particular reference to literature, Litfest exists to develop, challenge and celebrate literary excellence, and the organisational aims are as outlined below.

Organisational aims

- a. develop, challenge and celebrate literary excellence through participative reading and writing projects.
- b. be a regionally and nationally significant organisation.
- c. achieve audience and readership for the promotion and publication of writers.
- d. invest in the professional development of writers.
- e. create opportunities for writers, in particular those from the North West, and the sub region.
- f. broaden and enhance the education, appreciation and understanding of literature among writers and readers.
- g. underpin the ambitions stated above by being an artistically, operationally and financially robust organisation with effective governance.
- h. operate at a capacity which allows for opportunistic or reactive partnerships or projects to be developed and pursued.

STRUCTURE AND GOVERNANCE

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The new trustees are appointed by the board of trustees.

The organisation seeks to recruit trustees with skills appropriate to the charities objectives and organisational requirements. Suitable candidates are invited to board meetings prior to being voted onto the board.

Induction and training of new trustees

Newly elected trustees are provided with copies of the written constitutions of the charity and a written copy of the aims and objectives of the charity.

Organisation structure and how decisions are made

The Board of Trustees (Directors) meet every three months. The board establishes small working parties as and when necessary to deal with particular issues. Working parties report back to the full meetings of the board. The Finance Officer provides the management accounts to the board on a quarterly basis. Decisions are made with reference to the charity's aims and objectives.

Relationship with other groups, charities and individuals

Litfest receives core support annually from Lancaster City Council and the Arts Council.

Public Benefit

The Trustees have complied with their duty under Section 17 (5) of the Charities Act 2011 to pay due regard to the Charities Commission guidance concerning public benefit in deciding what activities the charity should undertake.

RISK MANAGEMENT

The trustees have a duty to identify and review the risks to which the charity is exposed. A risk assessment is carried out by the Trustees each year, which identifies the major risks faced by the company and reviews the systems and procedures in place to manage those risks.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

PERFORMANCE MANAGEMENT

In recognition of Litfest's status as an organisation both led and run by volunteers, we have developed robust systems to maximise efficiency and to maintain and improve our ongoing standards of delivery. During the course of the coming year we will continue to revised and update all operational systems and continue to develop practices and policies, which will include:

- An updated Equal Opportunities and Diversity Policy
- Grievance procedures and policies
- Health and Safety Policy
- Monitoring and evaluation systems for all staff, volunteers, audiences, participants and stakeholders.
- Independently examined accounts

EQUAL OPPORTUNITIES STATEMENT

Equality of opportunity is extremely important to all the work undertaken by Litfest. We value the diversity of individuals and do not discriminate on grounds of race, faith, disability, gender, sexuality, age or any other. As the cultural landscape changes we recognised the benefits to be gained by tapping into the potential and strengths in all social groups.

As an arts organisation we fully understand the need to have an equal opportunities / cultural diversity approach at the heart of our working practices. We have in place an Equal Opportunities and Diversity Policy and Action Plan that is regularly revised and developed.

FINANCIAL REVIEW

Incoming resources for the year were £73719 (2021 £57486)

Resources expended for the year were £75338 (2021 £45140)

Reserves policy

The charity works to maintain an operation reserve equivalent to the cost of running the organisation for 3 full months (an amount in the region of £3,000).

Funds in deficit

The charity does not have any funds which are materially in deficit.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards applicable law).

The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of its surplus or deficit of the charitable company for that period. 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

CHAIR'S OVERVIEW

This year the board set an ambitious programme of activity for delivery. We delivered a Summer programme, an Autumn Festival as well as our 43rd Festival. The board also wanted to increase income through a variety of funding streams. It is very clear the board achieved the majority of the ambitions that were set out in our business plan, however, there still needs to be a focus on achieving sufficient funding so that the board is not the deliverer of the activity as well as managing the usual business of a board.

Events

- **Summer programme** - New Writing Northwest 2021 – Litfest launched the Litfest Online Anthology over three nights in late July/early August: Poetry, Fiction, Nature & Environment Writing.
- **Litfest Autumn Weekend** – the following authors and poets took part in October (7–12 October) Hannah Hodgson, Sarah Hall, Kim Moore, Polly Atkin, Karen Lloyd, Juan Gabriel Vásquez, Anne McLean and Kate Wakeling for 6 events. We also delivered 2 workshops for over 150 students to the 2 winning schools who took part in our poetry competition in November and December. Litfest commissioned Project Manager Natalie Bowers to design and deliver the National Poetry Day schools programme and freelance Publicist Ros Forster to promote the whole programme of events.
- **Litfest Festival 2022** - It was an absolute first for the board in terms of delivering its first hybrid festival, meaning that it was delivered in three ways: in-person and live online, and could be watched later on catch up. This was quite challenging in terms of delivery but is the way that we will deliver future events as this method of engagement provides access to a whole range of audiences who could not attend the festival in person. Covid was very much still in evidence during March, and this did impact on events but the beauty of having an online option meant that although two of our authors had Covid we were still able to run with the events. Physical attendees were reasonable in the light of Covid and we kept our audience capacity to a minimal to ensure that we could provide a good space. We kept the physical footprint of the festival within the confines of the Storey, The Kings Arms and the library which did create a sense of place for the festival and ensured income for all three sites. We collaborated with schools both primary and secondary through our Big Read. We were able to give free books away to the schools thanks to grants from the Duchy of Lancaster Benevolent Fund and the Elizabeth and Richard Wilson Charitable Trust. This allowed children on free school meals to have access to books selected for The Big Read. We also gave copies of our own publication The Sea Swallow to primary schools. We encouraged the secondary schools to take part in our poetry competition This Place, This Planet and were delighted one of the students came to read at the event we held at the festival. We acknowledge we still have work to do in developing relationships with local schools, but we are gaining some ground, and this is a key part of our strategy to encourage young readers. We also collaborated with the University and held the very first Lancaster International Fiction Lecture and the inaugural Lancaster Environment Lecture which were given online as the speakers were Juan Gabriel Vasquez from Colombia and Dr Vandana Shiva from India. We had several students from the University which was very positive. Other collaborations included our continuing relationship with Leighton Moss and the RSPB and Atkinsons who hosted one of our events.

The Board

The Board is in a very good position with the current membership. As a board we are diverse in terms of gender, race and age which is very positive. The Board has discussed bringing younger members alongside and this is an ambition for 2022/23. As mentioned in the opening comments whilst the Board has a brilliant set of skills and knowledge that can be readily deployed to deliver the festival this is not sustainable in the longer term, and the focus is on increasing funding to employ a project manager to manage the festival and assist with raising funds through grants and sponsorship. Board members are keen to learn and engage with new ideas and this will continue through the following year. This year it has focused on accessibility of events for both artists and audience participants to be more inclusive and we have enabled that through our online offer.

Finance

The organisation has managed to maintain funding from Lancaster City Council for which we are very grateful as it gives us a baseline to support funding applications. A total of £21,290 in additional grants funding was received from Arts Council England, the Elizabeth and Richard Wilson Charitable Trust, the Duchy of Lancaster Benevolent Fund and the Jan Michalski Foundation. The online bookshop was also very successful this year. Donations were received but this certainly dropped from last year when all our events were free. In the coming year the pricing structure for tickets will need to be reviewed.

Staffing

Litfest employs one office manager for 7 hours a week. This support has been invaluable in terms of the bookshop and updating the website. Through the Arts Council Funding we have been able to recruit a freelance Project Manager and Publicist, they have enhanced our engagement with our audiences and have managed the projects for the autumn and spring festivals.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

CHAIR'S OVERVIEW

Volunteers

The board welcomed back volunteers from 2019 and new volunteers during Festival 2022. It is important that we continue to engage with volunteers as they provide a valuable resource for us in terms of assisting with the festival and welcoming our audiences. We need to do more to engage with them outside of the festival as there are other areas of work they would be able to assist with during the year.

There was a vibrancy about the festival this year as we came together in person once again. The programme celebrated Lancaster and the rich history of the district as well as exploring our environment. The hybrid model has allowed greater accessibility and an opportunity to earn additional income as the events were available for 30 days after the festival at a low cost. Litfest is gaining recognition for its international events and inclusivity, and we will continue to build on this platform.

Thank you to all the members of the Board and to our funders.

On behalf of the board

Julie Bell

Chair of Litfest.

26 September 2022

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF LANCASTER AND DISTRICT FESTIVAL
LIMITED**

I report on the accounts of the charitable company for the year ended 31 March 2022, which are set out on pages 7 to 12.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (“the 2006 Act”).

The charity’s trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- to 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 the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006, 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

Miss JK Foster ACA
Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

Date 26 September 2022

LANCASTER AND DISTRICT FESTIVAL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

For the Year Ended 31 March 2022

| | Notes | 2022 Unrestricted Funds £ | 2021 Total Funds £ |
|--|-------|------------------------------------|-----------------------------|
| INCOMING RESOURCES | | | |
| Incoming resources from generated funds | | | |
| Activities for generating funds | 2 | 73717 | 57480 |
| Investment income | 3 | 2 | 6 |
| | | ----- | ----- |
| Total incoming resources | | 73719 | 57486 |
| | | ----- | ----- |
| RESOURCES EXPENDED | | | |
| Charitable activities | | | |
| Human resources | 4 | 3498 | 3771 |
| Physical resources | | 2126 | 2787 |
| Running costs | | 3075 | 2673 |
| Organisational objective | | 65569 | 34680 |
| Governance costs | 5 | 1070 | 1229 |
| | | ----- | ----- |
| Total resources expended | | 75338 | 45140 |
| | | ----- | ----- |
| NET (OUTGOING)/INCOMING RESOURCES | 6 | (1619) | 12346 |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | | 30798 | 18452 |
| | | ----- | ----- |
| TOTAL FUNDS CARRIED FORWARD | | 29179 | 30798 |
| | | ----- | ----- |

The notes form part of these financial statements

LANCASTER AND DISTRICT FESTIVAL LIMITED

BALANCE SHEET AT 31 MARCH 2022

| | Notes | 2022 | 2021 |
|--|-------|---------|--------|
| | | £ | £ |
| FIXED ASSETS | | | |
| Tangible assets | 9 | 609 | 761 |
| | | — | — |
| CURRENT ASSETS | | | |
| Stocks | | 1917 | 2130 |
| Debtors | 10 | 6372 | 1490 |
| Cash at bank and in hand | | 34300 | 33461 |
| | | — | — |
| | | 42589 | 37081 |
| CREDITORS | | | |
| Amounts falling due within one year | 11 | (14019) | (7044) |
| | | — | — |
| NET CURRENT ASSETS | | 28570 | 30037 |
| | | — | — |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 29179 | 30798 |
| | | — | — |
| TOTAL NET ASSETS | | 29179 | 30798 |
| | | — | — |
| FUNDS OF THE CHARITY | | | |
| Unrestricted funds | 12 | 29179 | 30798 |
| | | — | — |
| TOTAL FUNDS | | 29179 | 30798 |
| | | — | — |

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Trustees on 26 September 2022 and were signed on its behalf by;

Julie Bell – Trustee

The notes form part of these financial statements

LANCASTER AND DISTRICT FESTIVAL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2022

1. **ACCOUNTING POLICIES**

Accounting convention

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014, and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102 as applied to small entities by section 1A of the standard), the Companies Act 2006 and with the Charities Act 2011.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accrued for on an accruals basis and has been classified under headings that aggregate all costs 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 as the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc. – at varying rates on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation 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.

Hire purchase and leasing commitments

Rentals paid under operated leases are charged to the statement of financial activities on a straight line basis over the period of the lease.

Deferred Income

Transition funding has been deferred to match the funding to the periods in which expenditure is expected to occur.

2. **ACTIVITIES FOR GENERATING FUNDS**

| | 2022 | 2021 |
|------------------------|-------------|-------|
| | £ | £ |
| Grants | 23935 | 35849 |
| Income from Activities | 14337 | 1556 |
| Other Income | 35445 | 20075 |
| | <hr/> | <hr/> |
| | 73717 | 57480 |
| | <hr/> | <hr/> |

LANCASTER AND DISTRICT FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 March 2022

| | | | |
|----|--|-------------|-------|
| 3. | INVESTMENT INCOME | 2022 | 2021 |
| | | £ | £ |
| | Deposit Account Interest | 2 | 6 |
| | | <hr/> | <hr/> |
| 4. | CHARITABLE ACTIVITIES COSTS | 2022 | 2021 |
| | | £ | £ |
| | Human Resources | 3498 | 3771 |
| | Physical Resources | 2126 | 2787 |
| | Running Costs | 3075 | 2673 |
| | Organisational Objective | 65417 | 34490 |
| | | <hr/> | <hr/> |
| | | 74116 | 43721 |
| | | <hr/> | <hr/> |
| 5. | GOVERNANCE COSTS | 2022 | 2021 |
| | | £ | £ |
| | Accountancy | 1070 | 1229 |
| | | <hr/> | <hr/> |
| 6. | NET INCOMING/(OUTGOING) RESOURCES | | |
| | Net resources are stated after charging: | 2022 | 2021 |
| | | £ | £ |
| | Depreciation – Owned Assets | 152 | 190 |
| | | <hr/> | <hr/> |

7. **TRUSTEES' REMUNERATION AND BENEFITS**

During the year ended 31 March 2022 (and 2021) the trustees have calculated a notional charge for work undertaken and have included details within organisational objective costs. Payments on normal commercial terms at an arm's length basis have also been made to a trustee for services supplied.

Trustees' Expenses

Apart from amounts paid at an arm's length transaction as detailed above no trustees expenses were paid for the year ended 31 March 2022 (2021 £nil).

LANCASTER AND DISTRICT FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 March 2022

| | | | |
|-----|---|---------------------|--------------|
| 8. | STAFF COSTS | 2022 | 2021 |
| | | £ | £ |
| | Wages and Salaries | 3498 | 3771 |
| | | <hr/> | <hr/> |
| 9. | TANGIBLE FIXED ASSETS | Fixtures and | |
| | | Fittings | Total |
| | | £ | £ |
| | COST | | |
| | At 1 April 2021 and 2022 | 15402 | 15402 |
| | | <hr/> | <hr/> |
| | DEPRECIATION | | |
| | At 1 April 2021 | 14641 | 14641 |
| | Charge for the Year | 152 | 152 |
| | | <hr/> | <hr/> |
| | At 31 March 2021 | 14793 | 14793 |
| | | <hr/> | <hr/> |
| | NET BOOK VALUE | | |
| | At 31 March 2022 | 609 | 609 |
| | | <hr/> | <hr/> |
| | At 31 March 2021 | 761 | 761 |
| | | <hr/> | <hr/> |
| 10. | DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR | 2022 | 2021 |
| | | £ | £ |
| | Trade Debtors | 6372 | 1490 |
| | | <hr/> | <hr/> |
| 11. | CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR | 2022 | 2021 |
| | | £ | £ |
| | Income Received in Advance | 8766 | 2250 |
| | Trade Creditors and Accruals | 5253 | 4794 |
| | | <hr/> | <hr/> |
| | | 14019 | 7044 |
| | | <hr/> | <hr/> |

LANCASTER AND DISTRICT FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2022

12. **MOVEMENTS IN FUNDS**

| | At 1/4/21 | Net Movement | At 31/3/22 |
|---------------------------|------------------|---------------------|-------------------|
| | £ | in Funds | £ |
| | | £ | |
| Unrestricted Funds | | | |
| General Fund | 30798 | (1619) | 29179 |
| | _____ | _____ | _____ |
| TOTAL FUNDS | 30798 | (1619) | 29179 |
| | _____ | _____ | _____ |

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

| | Incoming | Resources | Movement in |
|---------------------------|------------------|------------------|--------------------|
| | Resources | Expended | Funds |
| | £ | £ | £ |
| Unrestricted Funds | | | |
| General Fund | 73719 | 75338 | (1619) |
| | _____ | _____ | _____ |
| TOTAL FUNDS | 73719 | 75338 | (1619) |
| | _____ | _____ | _____ |

FOR TRUSTEES USE ONLY

LANCASTER AND DISTRICT FESTIVAL LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 March 2022

| | <u>Notes</u> | 2022 | | 2021 |
|--|--------------|--------------|-------|--------------|
| | | £ | £ | £ |
| INCOMING RESOURCES | | | | |
| Activities for Generating Funds | | | | |
| Grants | A | 23935 | | 35849 |
| Income from Activities | B | 14337 | | 1556 |
| Other Income | C | 35445 | | 20075 |
| | | ----- | | ----- |
| | | 73717 | | 57480 |
| Investment Income | | | | |
| Deposit Account Interest | | 2 | | 6 |
| | | ----- | | ----- |
| Total Incoming Resources | | 73719 | | 57486 |
| | | ----- | | ----- |
| RESOURCES EXPENDED | | | | |
| Expenditure on Activities:- | | | | |
| Books | | 4532 | 664 | |
| Project Costs and Artists Fees and Expenses | | 29037 | 18926 | |
| Trustee Services Donated | | 32000 | 15090 | |
| | | ----- | ----- | 34680 |
| | | 65569 | | |
| ADMINISTRATIVE EXPENSES | | | | |
| Wages | | 3498 | 3771 | |
| Rent & Service Charges | | 2126 | 2787 | |
| Insurance | | 432 | 508 | |
| Telephone & Internet | | 240 | 240 | |
| Postage and Stationery | | 496 | 872 | |
| Bank Charges | | 453 | 229 | |
| Sundries and Office Expenses | | 1302 | 634 | |
| Depreciation Less Profit on Disposals on Fixtures and Fittings | | 152 | 190 | |
| | | ----- | ----- | 9231 |
| | | 8699 | | |
| Governance Costs | | | | |
| Accountancy | | 1070 | 1229 | |
| | | ----- | ----- | 1229 |
| | | 1070 | | |
| Total Resources Expended | | 75338 | | 45140 |
| | | ----- | | ----- |

This page does not form part of the statutory financial statements

FOR TRUSTEES USE ONLY

LANCASTER AND DISTRICT FESTIVAL LIMITED
ADDITIONAL INFORMATION RE YEAR ENDED 31 MARCH 2022

| | 2022 | 2021 |
|---|-------------|-------|
| | £ | £ |
| A <u>Grants</u> | | |
| Lancaster City Council | 10900 | 14900 |
| Arts Council | 10301 | 20949 |
| Duchy of Lancaster Benevolent Fund | 500 | - |
| Michalski Foundation* | 1234 | - |
| Elizabeth and Richard Wilson Charitable Trust | 1000 | - |
| | ----- | ----- |
| | 23935 | 35849 |
| | ----- | ----- |
| <p>*The total grant received from this foundation during the year was £10,000 and £1,234 represents the grant proportion allocated to the current year. The remaining grant, £8,766 is shown as income received in advance.</p> | | |
| B <u>Income from Activities</u> | | |
| Book Sales | 4455 | 1256 |
| Project and Event Income | 9882 | 300 |
| | ----- | ----- |
| | 14337 | 1556 |
| | ----- | ----- |
| C <u>Other Income</u> | | |
| Donation/Gift Aid | 35445 | 20075 |
| | ----- | ----- |

LANCASTER AND DISTRICT FESTIVAL LIMITED

England & Wales - Charity number 510670

Accounts

REGISTERED COMPANY NUMBER: 1494221 (England and Wales)
REGISTERED CHARITY NUMBER: 510670

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

LANCASTER AND DISTRICT FESTIVAL LIMITED

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| STATEMENT OF FINANCIAL ACTIVITIES | 8 |
| BALANCE SHEET | 9 |
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LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statements of Recommended Practice (SORP) applicable to Charities preparing their accounts.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
1494221 (England and Wales)

Registered Charity Number
510670

Registered Office
The Storey
Meeting House Lane
Lancaster
LA1 1TH

Trustees/(Directors)

J Bell (Chair)
J Hope
N S Charlesworth
WJG Swainson
S M Argent
J Doherty
O R Egdell-Page
E R Crighton (Appointed 6 July 2020)
M J Lounds (Appointed 6 July 2020)

Company Secretary
N S Charlesworth

Accountants
Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

Solicitors
Oglethorpe, Sturton & Gillibrand
16 Castle Park
Lancaster
LA1 1YG

The full name of the Charity is Lancaster & District Festival Ltd. We operate under the name of, and are hereafter referred to as, 'Litfest'.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

OBJECTIVES AND ACTIVITIES

Objectives and activities

The objects for which the Company is established are to promote, maintain, improve and advance public education, appreciation and understanding of the Arts. With particular reference to literature, Litfest exists to develop, challenge and celebrate literary excellence, and the organisational aims are as outlined below.

Organisational aims

- a. develop, challenge and celebrate literary excellence through participative reading and writing projects.
- b. be a regionally and nationally significant organisation.
- c. achieve audience and readership for the promotion and publication of writers.
- d. invest in the professional development of writers.
- e. create opportunities for writers, in particular those from the North West, and the sub region.
- f. broaden and enhance the education, appreciation and understanding of literature among writers and readers.
- g. underpin the ambitions stated above by being an artistically, operationally and financially robust organisation with effective governance.
- h. operate at a capacity which allows for opportunistic or reactive partnerships or projects to be developed and pursued.

STRUCTURE AND GOVERNANCE

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The new trustees are appointed by the board of trustees.

The organisation seeks to recruit trustees with skills appropriate to the charities objectives and organisational requirements. Suitable candidates are invited to board meetings prior to being voted onto the board.

Induction and training of new trustees

Newly elected trustees are provided with copies of the written constitutions of the charity and a written copy of the aims and objectives of the charity.

Organisation structure and how decisions are made

The Board of Trustees (Directors) meet every three months. The board establishes small working parties as and when necessary to deal with particular issues. Working parties report back to the full meetings of the board. The Finance Officer provides the management accounts to the board on a quarterly basis. Decisions are made with reference to the charity's aims and objectives.

Relationship with other groups, charities and individuals

Litfest receive core support annually from Lancaster City Council and the Arts Council.

Public Benefit

The Trustees have complied with their duty under Section 17 (5) of the Charities Act 2011 to pay due regard to the Charities Commission guidance concerning public benefit in deciding what activities the charity should undertake.

RISK MANAGEMENT

The trustees have a duty to identify and review the risks to which the charity is exposed. A risk assessment is carried out by the Trustees each year, which identifies the major risks faced by the company and reviews the systems and procedures in place to manage those risks.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

PERFORMANCE MANAGEMENT

In recognition of Litfest's status as an organisation both led and run by volunteers, we have developed robust systems to maximise efficiency and to maintain and improve our ongoing standards of delivery. During the course of the coming year we will continue to revised and update all operational systems and continue to develop practices and policies, which will include:

- An updated Equal Opportunities and Diversity Policy
- Grievance procedures and policies
- Health and Safety Policy
- Monitoring and evaluation systems for all staff, volunteers, audiences, participants and stakeholders.
- Independently examined accounts

EQUAL OPPORTUNITIES STATEMENT

Equality of opportunity is extremely important to all the work undertaken by Litfest. We value the diversity of individuals and do not discriminate on grounds of race, faith, disability, gender, sexuality, age or any other. As the cultural landscape changes we recognised the benefits to be gained by tapping into the potential and strengths in all social groups.

As an arts organisation we fully understand the need to have an equal opportunities / cultural diversity approach at the heart of our working practices. We have in place an Equal Opportunities and Diversity Policy and Action Plan that is regularly revised and developed.

FINANCIAL REVIEW

Incoming resources for the year were £57486 (2020 £14097)

Resources expended for the year were £45140 (2020 £11357)

Reserves policy

The charity works to maintain an operation reserve equivalent to the cost of running the organisation for 3 full months (an amount in the region of £3,000).

Funds in deficit

The charity does not have any funds which are materially in deficit.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards applicable law).

The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of its surplus or deficit of the charitable company for that period. 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

CHAIRS OVERVIEW

The 2020/2021 annual report focuses on three main projects and achievements.

International Book Club

The big success story has been the online International Fiction book club which began in 2020 as part of the 41st Festival and has continued throughout the year. Bill Swainson one of our board members coordinates this event once a month via zoom in partnership with Lancaster University. This project has definitely resulted in providing Litfest with an international profile on several levels; both in the authors and titles chosen and the audiences that we have been able to attract as the event is online every month.

Summer programme

The board applied for an Arts Council Recovery Grant in the first round last year and were awarded a grant of £7,889 which covered our costs and lost ticket income for the 2020 festival. The grant was used for three projects which are outlined below. We were also successful in obtaining a grant from Lancaster City Council for £2,000.

- **Walking Solo** – Podcasts by Polly Atkin and Jenn Ashworth launched on 17/7/2020. We also launched an invitation for people to send us their own podcasts about their experience of walking and we had a number of entries. These were judged by Beth Pipe, Karen Lloyd and Jennifer Dobson. The top three entries were featured on our website during July.
- **Nadine Kaadan** – activity videos and storytelling were provided by the brilliant children’s author and illustrator Nadine. These were commissioned as were the podcasts for Litfest and released on 31 July and throughout August. Nadine also made a recording of her story *The Jasmine Sneeze* in Arabic (it is already available in English). Nadine should have attended the festival so we are delighted that we were able to showcase her work in this way.
- **A New Divan: A lyrical dialogue between east and west** – An international poetry podcast, presented by Paul Farley, with 10 poems from around the world in their original language and in English, with the poems recorded at home by local writers, readers and member of the Asylum Seeker and Refugee community.

Litfest 2021 – The 42nd Festival

Hot on the heels of delivering the summer programme the board then focused on developing Litfest 2021. We understood we needed to be flexible in our plans and we discussed several options regarding the delivery of the festival. We researched the way in which other festivals have been delivered over the past year and we felt we could deliver a great festival through a mainly digital offer but allowing some scope for very small workshops. In the end, due to the lockdown, the whole festival was delivered online using a platform called Crowdcast.

All the events were hosted by board members and supported technically by board members which was quite a feat but one that we are proud to have accomplished. Whilst Crowdcast had some issues it was relatively stable and allowed us to deliver all the planned events.

We really wanted to explore what we have been living through in the last 9 months and in discussion we came up with the title “How we live next”. We developed a detailed plan of the festival and were able to secure a superb collection of authors and speakers to cover our themes for the festival. The blend of authors and speakers was a mix of local, national and international which created the opportunity for the festival to support some very interesting conversations about “How We Live Next”. The themes we focused upon included work, health, the environment and social justice.

The most ambitious element of the festival explored “How we live now”, through a series of six short films about people with a variety of backgrounds connected to the topics of work, health, the environment, and social justice. All the people involved came from Lancaster and Morecambe and the film maker was also from Lancaster Kyle McKenzie who is an MA student at Lancaster University.

The festival launched our first ever Litfest Big Read with the ambition to engage people across the northwest in reading two books. One was *Boy, Everywhere* by A.M. Dassu for 11–14 years and the other was *The Midnight Library* by best-selling author Matt Haig. This was an ambitious project to do during lockdown as it was not as easy to engage with some of our target audiences in terms of schools. However, the two authors and their books were a huge hit as we opened the festival with them on the first night.

The festival included authors and illustrators from across the world which attracted substantial audiences for us. The last weekend of the festival showcased a superb line-up of poetry events. We also invited people on social media to submit their own favourite poem one they had written or read for our “Places of Poetry” event.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

This linked into the book of the same name edited by Andrew McRae and introduced by Paul Farley, who hosted the online reading. The final event again took the form of a film, a scrapbook storytelling event using local voices and scenery exploring how we have lived over the last twelve months.

In addition the festival organised four writers' workshops, commissioning leading practitioners Yvonne-Battle-Felton, Karen Lloyd, Kim Moore and Daniel Hahn as workshop leaders to support 29 emerging writers in fiction, poetry, nature and environment writing and translation, selected from more than 50 applicants. Their work will be showcased later this month.

In order to deliver the festival, we submitted three bids. One, submitted to Old Possum's Practical Trust, was purely for the poetry events and that was unfortunately unsuccessful, as was a first general bid to the Garfield Weston Trust. However, our third bid to Arts Council England was successful, securing nearly £15,000. This grant supported the "How We Live Now" film project, the "How We Live Next" discussion series, the Litfest Big Read and the "New Writing Northwest Workshops". In total we delivered an online festival with 20 events, and four workshops of six 2-hour sessions each. We established several new partnerships including one with RSPB Leighton Moss, presenting a joint event with the poet Paul Farley and the writer Tim Birkenhead talking about how they got started on bird-watching. This event included two competitions for our audiences as well. And, the philosopher A.C. Grayling, who moderated the "How We Live Next" panel discussion provided a series of 5 short videos for the Litfest YouTube channel on "5 key questions about democracy" arising from his book *The Good State: On the Principles of Democracy*.

It is important to note that Nadine Kaadan who we commissioned to provide three sessions of storytelling and craft making online for our summer programme, has been listed as one of the BBC's 100 Women for 2020. This list consists of inspiring and influential women from around the world. We are very proud to have worked with her this year. Her work is original, diverse and inclusive and for Litfest included a video of her reading one of her children's stories in Arabic.

Festival delivery and Board meetings

The board has operated virtually throughout 2020/21, but that has not impeded our progress at all. It has certainly given us useful insights into how we can deliver events differently in the future and will provide the board with plenty of food for thought over the next twelve months as we develop our strategy and plans.

All our board meetings and planning meetings have taken place online. This has probably enabled us to have more frequent meetings which certainly assisted as the festival was developed and finalised.

As previously mentioned, all our events have also been online during the last twelve months. This has certainly increased our reach as our audiences have not had to travel they have availed themselves of a free festival and have literally come from all corners of the world as well as Lancaster and the surrounding region.

Income Generation

During the year we have developed the opportunity for supporters of Litfest to donate via the website. This was a huge advantage to us during the festival as people were asked to donate and they did willingly. During the festival we also ran an online bookshop featuring the authors, illustrators and poets who appeared at the festival.

Staffing

Litfest employs only one member of staff for 7 hours per week for administration purposes. We also have the support of a freelance accountant. The funding from Arts Council England allowed us to commission freelance expertise for the period of the festival itself: a film-maker (10 days), a publicist (12 days) and a project manager (24 days). All the staff are local to Lancaster which was a great bonus for us. Next year the board needs to step back from delivery and be less hands on, and that is our ambition. Whilst we will continue to fully utilise the knowledge and skills of the board, we want to be in a position to offer more people the opportunity to work with us in promoting Litfest and its ambitious projects, now and in the future. We recognise that to achieve this we need to secure additional funding and therefore will continue to develop our funding strategy and grant applications in the coming in 2021-22.

Conclusion

Lifest is on an upward curve despite the pandemic. The volunteer board has been creative, adaptive and successful in acquiring additional funding to develop a successful 42nd festival.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

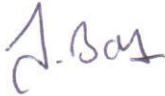
We have provided work for local people in various roles to support the organisation and we are proud we have achieved that outcome. It is important for the board that the organisation grows to support people in roles such as administration, programme management and marketing. At the same time, it is our ambition to be able through our festival and summer programmes to support authors, illustrators and speakers who bring to life our programmes.

We have developed our three-year strategy and that has been relevant throughout the pandemic.

We delivered our 2020/21 business plan and we have the opportunity now to learn from last years' experience to define what should be retained and integrated into our plans going forward. This is especially true of the use of digital platforms to engage with people not just in Lancaster but across the world .

We are grateful for the support we have received from the City Council and that remains a bedrock for Litfest. However, we are keen to apply for further grant opportunities to support our business plan for 2021/22.

On behalf of the board



Julie Bell

Litfest 2021

11 August 2021

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF LANCASTER AND DISTRICT FESTIVAL LIMITED

I report on the accounts of the charitable company for the year ended 31 March 2021, which are set out on pages 8 to 13.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

The charity's trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- to 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 the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006, 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.



Miss JK Foster ACA
Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

Date 11 August 2021

LANCASTER AND DISTRICT FESTIVAL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 March 2021

| | Notes | 2021 Unrestricted Funds £ | 2020 Total Funds £ |
|--|-------|------------------------------------|-----------------------------|
| INCOMING RESOURCES | | | |
| Incoming resources from generated funds | | | |
| Activities for generating funds | 2 | 57480 | 14081 |
| Investment income | 3 | 6 | 16 |
| | | <hr/> | <hr/> |
| Total incoming resources | | 57486 | 14097 |
| | | <hr/> | <hr/> |
| RESOURCES EXPENDED | | | |
| Charitable activities | | | |
| Human resources | 4 | 3771 | 1684 |
| Physical resources | | 2787 | 3208 |
| Running costs | | 2673 | 2232 |
| Organisational objective | | 34680 | 3286 |
| Governance costs | 5 | 1229 | 947 |
| | | <hr/> | <hr/> |
| Total resources expended | | 45140 | 11357 |
| | | <hr/> | <hr/> |
| NET INCOMING RESOURCES | 6 | 12346 | 2740 |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | | 18452 | 15712 |
| | | <hr/> | <hr/> |
| TOTAL FUNDS CARRIED FORWARD | | 30798 | 18452 |
| | | <hr/> | <hr/> |

The notes form part of these financial statements

LANCASTER AND DISTRICT FESTIVAL LIMITED

BALANCE SHEET AT 31 MARCH 2021

| | Notes | 2021 | 2020 |
|--|-------|--------|--------|
| | | £ | £ |
| FIXED ASSETS | | | |
| Tangible assets | 9 | 761 | 335 |
| | | — | — |
| CURRENT ASSETS | | | |
| Stocks | | 2130 | 2280 |
| Debtors | 10 | 1490 | 4720 |
| Cash at bank and in hand | | 33461 | 14442 |
| | | — | — |
| | | 37081 | 21442 |
| CREDITORS | | | |
| Amounts falling due within one year | 11 | (7044) | (3325) |
| | | — | — |
| NET CURRENT ASSETS | | 30037 | 18117 |
| | | — | — |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 30798 | 18452 |
| | | — | — |
| TOTAL NET ASSETS | | 30798 | 18452 |
| | | — | — |
| FUNDS OF THE CHARITY | | | |
| Unrestricted funds | 12 | 30798 | 18452 |
| | | — | — |
| TOTAL FUNDS | | 30798 | 18452 |
| | | — | — |

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Trustees on 11 August 2021 and were signed on its behalf by;



Julie Bell – Trustee

The notes form part of these financial statements

LANCASTER AND DISTRICT FESTIVAL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2021

1. **ACCOUNTING POLICIES**

Accounting convention

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014, and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102 as applied to small entities by section 1A of the standard), the Companies Act 2006 and with the Charities Act 2011.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accrued for on an accruals basis and has been classified under headings that aggregate all costs 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 as the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc. – at varying rates on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation 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.

Hire purchase and leasing commitments

Rentals paid under operated leases are charged to the statement of financial activities on a straight line basis over the period of the lease.

Deferred Income

Transition funding has been deferred to match the funding to the periods in which expenditure is expected to occur.

2. **ACTIVITIES FOR GENERATING FUNDS**

| | 2021 | 2020 |
|------------------------|-------|-------|
| | £ | £ |
| Grants | 35849 | 10700 |
| Income from Activities | 1556 | 2065 |
| Other Income | 20075 | 1316 |
| | 57480 | 14081 |
| | 57480 | 14081 |

LANCASTER AND DISTRICT FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2021

| | | | |
|----|--|-------------|-------|
| 3. | INVESTMENT INCOME | 2021 | 2020 |
| | | £ | £ |
| | Deposit Account Interest | 6 | 16 |
| | | <hr/> | <hr/> |
| 4. | CHARITABLE ACTIVITIES COSTS | 2021 | 2020 |
| | | £ | £ |
| | Human Resources | 3771 | 1684 |
| | Physical Resources | 2787 | 3208 |
| | Running Costs | 2673 | 2232 |
| | Organisational Objective | 34016 | 3286 |
| | | <hr/> | <hr/> |
| | | 43247 | 10410 |
| | | <hr/> | <hr/> |
| 5. | GOVERNANCE COSTS | 2021 | 2020 |
| | | £ | £ |
| | Accountancy | 1229 | 947 |
| | | <hr/> | <hr/> |
| 6. | NET INCOMING/(OUTGOING) RESOURCES | | |
| | Net resources are stated after charging: | 2021 | 2020 |
| | | £ | £ |
| | Depreciation – Owned Assets | 190 | 84 |
| | | <hr/> | <hr/> |

7. **TRUSTEES' REMUNERATION AND BENEFITS**

During the year ended 31 March 2021 the trustees have calculated a notional charge for work undertaken and have included details within organisational objective costs. Payments on normal commercial terms at an arm's length basis have also been made to a trustee for services supplied. No trustees remuneration or benefits were paid during the year ended 31 March 2020.

Trustees' Expenses

Apart from amounts paid at an arm's length transaction as detailed above no trustees expenses were paid for the year ended 31 March 2021 (2020 £nil).

LANCASTER AND DISTRICT FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2021

| | | | |
|-----|---|----------------------------------|--------------|
| 8. | STAFF COSTS | 2021 | 2020 |
| | | £ | £ |
| | Wages and Salaries | 3771 | 1684 |
| | | <hr/> | <hr/> |
| 9. | TANGIBLE FIXED ASSETS | Fixtures and Fittings | Total |
| | | £ | £ |
| | COST | | |
| | At 1 April 2020 | 14786 | 14786 |
| | Additions During the Year | 616 | 616 |
| | | <hr/> | <hr/> |
| | | 15402 | 15402 |
| | | <hr/> | <hr/> |
| | DEPRECIATION | | |
| | At 1 April 2020 | 14451 | 14451 |
| | Charge for the Year | 190 | 190 |
| | | <hr/> | <hr/> |
| | At 31 March 2021 | 14641 | 14641 |
| | | <hr/> | <hr/> |
| | NET BOOK VALUE | | |
| | At 31 March 2021 | 761 | 761 |
| | | <hr/> | <hr/> |
| | At 31 March 2020 | 335 | 335 |
| | | <hr/> | <hr/> |
| 10. | DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR | 2021 | 2020 |
| | | £ | £ |
| | Trade Debtors | 1490 | 4720 |
| | | <hr/> | <hr/> |
| 11. | CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR | 2021 | 2020 |
| | | £ | £ |
| | Income Received in Advance | 2250 | - |
| | Trade Creditors and Accruals | 4794 | 3325 |
| | | <hr/> | <hr/> |
| | | 7044 | 3325 |
| | | <hr/> | <hr/> |

LANCASTER AND DISTRICT FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2021

12. **MOVEMENTS IN FUNDS**

| | At 1/4/20 £ | Net Movement in Funds £ | At 31/3/21 £ |
|---------------------------|----------------|-------------------------------|-----------------|
| Unrestricted Funds | | | |
| General Fund | 18452 | 12346 | 30798 |
| | ----- | ----- | ----- |
| TOTAL FUNDS | 18452 | 12346 | 30798 |
| | ----- | ----- | ----- |

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

| | Incoming Resources £ | Resources Expended £ | Movement in Funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted Funds | | | |
| General Fund | 57486 | 45140 | 12346 |
| | ----- | ----- | ----- |
| TOTAL FUNDS | 57486 | 45140 | 12346 |
| | ----- | ----- | ----- |