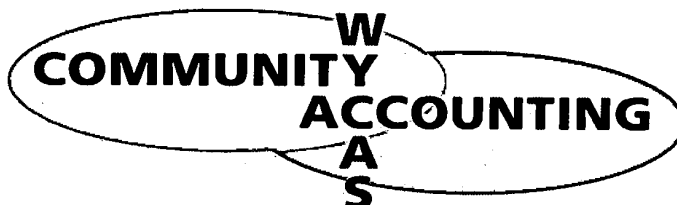


Chapel Allerton Festival

Charity number 1129716

A company limited by guarantee number 06317106

Annual Report and Financial Statements for the year ended 31 March 2017



West Yorkshire Community Accounting Service



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Chapel Allerton Festival

Annual Report and Financial Statements for the year ended 31 March 2017

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Prepared by West Yorkshire Community Accounting Service

Chapel Allerton Festival

Trustees' report for the year ended 31 March 2017

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position
Doreen Ward	Chair
Stephen Hunter	Treasurer
Tina Leslie	
Lucy Smickersgill	
Elizabeth Stirling	
Charlotte Tweedy	
Claire Welling	Secretary
Cathy Falconer	
Emma Morrall	
Bob Ward	

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1129716, on 19 May 2009.

Company number

The charity was incorporated in England and Wales as a private limited company, number 06317106, on 18 July 2007.

Registered address

18 Gledhow Park Drive
Leeds
LS7 4JT

Principal address

PO Box 466
Chapel Allerton
Leeds
LS7 9NB

Bankers

HSBC Bank plc
108 Harrogate Road
Chapel Allerton
Leeds
LS7 4NU

Independent examiner

Stephen Procter

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Chapel Allerton Festival

Trustees' report (continued) for the year ended 31 March 2017

Reference and administrative details of the charity, its trustees and advisors (cont.)

Structure, governance and management

The charity is a company limited by guarantee and was formed on 18 July 2007. It is governed by a memorandum and articles of association dated 18 July 2007, as amended by special resolution dated 7 May 2009. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £5.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Objectives and activities

The charity's objects

To advance the education of the public in the arts in particular by the organising of an annual arts festival in Chapel Allerton.

The charity's main activities

The Chapel Allerton Arts Festival is an annual event, held the week following the August Bank Holiday. It includes diverse arts' events during the week and a street festival with a range of arts and crafts activities, music and refreshments from Friday night to Sunday teatime. It is aimed at, features and is organised by, local people of all ages. The Festival is entirely organised and managed by volunteers, from the planning committee who meet through the year, to a team of stewards, stage crew and other volunteers who help for a few hours each during the event.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education and the arts.

Achievements and performance

The various sub groups swung into action bringing us events during the week both indoors and out then the wealth of things that happen at the weekend from stalls through to stewarding, performances, children's activities, litter picking and quietly in the background the counting of money.

This year saw a successful funding application which led to the launch of The Chapel Allerton Big band who are now hitting the big time under their new name *mojo78*. And also brought us Chapel Allerton Fringe – bands playing in various venues on the Saturday afternoon. Feedback tells me this venture was very well received and hopes to be repeated this year under a new title.

But it would be impossible to report back on this particular festival without more than a passing reference to the weather. Despite our positivity rain really did almost stop play on the Saturday. Some intrepid Festival goers hung on in there but sadly the resulting lack of punters meant that collections in the buckets and bar takings were way down.

However, all clouds have silver linings and we used the borrowed Coop gazebos to keep our stewards dry and cover the children's area. This looked so effective that we plan to do the same this year even if it doesn't rain. So planning continues for our 20th birthday and hopefully our concerted efforts at fund raising will mean we have a superb Festival 2017.

In conclusion, and in spite of the 'challenging' weather the Festival achieved its goal of delivering a good balance of events that appealed to and engaged a wide range of people from across the community.

Chapel Allerton Festival

Trustees' report (continued) for the year ended 31 March 2017

Financial review

Net expenditure for the year was £10,888, all relating to unrestricted funds.

Reserves policy

The charity's free reserves at the year end were £7,884.

At least half of the cost of the Chapel Allerton Festival (£15,000-£20,000) is met through audience bucket donations and bar income during the event. It is recognised that dependence on this income to pay suppliers is a risk to the company. Donations are voluntary, bar sales cannot be guaranteed and therefore the expected level of income may not be received, particularly if the event is disrupted - for example due to bad weather.

The trustees of Chapel Allerton Festival have therefore committed to building up and holding a reserve of between £17,500 and the total cost of the most recent Festival. This reserve will ensure that all suppliers can be paid in full no matter what level of audience income is received.

The level of reserve held will be reviewed at the end of each financial year. Planning for the subsequent Festival will take account of the level of reserve held, particularly in terms of the likelihood of income from an 'additional' project matching its cost:

For cash flow reasons the full reserve must be available in the company's current account between August and October (the Festival is fixed as the weekend after the August Bank Holiday every year).

The 2016 Festival was badly affected by rain therefore income (both bucket and bar) was low. This considerably ran down our reserves. 2017 Festival planning took account of this and was not adversely affected. However, it did not materially change the weaker than ideal reserves position and reversing this continues to feature in our planning.

Chapel Allerton Festival

Trustees' report (continued) for the year ended 31 March 2017

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

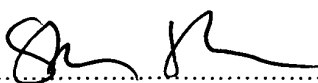
state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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 accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed  (Trustee)

Name STEPHEN HUNTER

Date 15 DECEMBER 2017

Chapel Allerton Festival

Independent examiner's report to the trustees of Chapel Allerton Festival

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2017, which are set out on pages 7 to 11.

Responsibilities and basis of report

As the charity's trustees of the charitable 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 charitable 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 section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the 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.

Signed: 

Name: Stephen Procter

Date: 19/12/17

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Chapel Allerton Festival
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2017

	Notes	2017 Unrestricted funds £	2017 Restricted funds £	2017 Total funds £	2016 Total funds £
Income from:					
Grants and donations	(2)	12,604	975	13,579	18,872
Sponsorship and concessions		9,410	-	9,410	11,545
Stall fees		1,529	-	1,529	1,988
Event income		474	-	474	439
Festival stall income		80	-	80	332
Gift Aid		3,102	-	3,102	2,627
Bar income		11,042	-	11,042	19,283
Total income		38,241	975	39,216	55,086
Expenditure on:					
Security and cleaning		2,710	-	2,710	2,554
Facility hire		540	-	540	540
Licences and permits		897	-	897	502
Website		-	-	-	10
Stewards handbook and expenses		160	-	160	46
Event equipment hire		24,317	-	24,317	22,886
Postage and stationery		392	-	392	336
Advertising and publicity		1,189	575	1,764	1,307
Independent examination		372	-	372	360
Equipment and materials		333	-	333	36
Insurance		2,949	-	2,949	2,523
Mobile phone		-	-	-	11
First Aid		1,250	-	1,250	840
Clothing		-	-	-	1,003
Performers fees		4,730	350	5,080	4,100
Bar expenses		7,785	-	7,785	12,706
Companies House		13	-	13	13
Children's activities expenses		-	-	-	571
Activity expenses		1,861	50	1,411	1,302
Collection expenses		30	-	30	330
Other expenses		101	-	101	534
Total expenditure		49,129	975	50,104	52,510
Net income / (expenditure)		(10,888)	-	(10,888)	2,576
Fund balances brought forward		18,772	-	18,772	16,196
Fund balances carried forward	(3)	7,884	-	7,884	18,772

All incoming resources and resources expended derive from continuing activities.

Chapel Allerton Festival

Balance sheet

as at 31 March 2017

	2017	2017	2017	2016
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Debtors and prepayments	(4) 805	-	805	30
Cash at bank and in hand	(5) 7,691	-	7,691	19,102
Total current assets	8,496	-	8,496	19,132
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(6) 612	-	612	360
Total current liabilities	612	-	612	360
Net current assets	7,884	-	7,884	18,772
Total assets less current liabilities	7,884	-	7,884	18,772
Net assets	7,884	-	7,884	18,772
Funds				
Unrestricted funds	7,884	-	7,884	18,772
Restricted funds	-	-	-	-
Total funds	7,884	-	7,884	18,772

For the year ending 31 March 2017 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2015).

The financial statements were approved by the board of trustees on

Date: 15 DECEMBER 2017

Signed: 

(Trustee)

Name: STEPHEN HUNTER

Chapel Allerton Festival

Notes to the accounts

for the year ended 31 March 2017

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements 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 (FRS 102) (effective 1 January 2015). The charity constitutes a public benefit entity as defined by FRS 102.

Reconciliation with previous Generally Accepted Accounting Practice In preparing the accounts

The trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. They have determined that no such restatement is required.

As a consequence, there has been no change to the accounting policies since last year. No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Chapel Allerton Festival
Notes to the accounts continued
for the year ended 31 March 2017

2 Grants and donations	2017	2017	2017	2016
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Leeds Inspired	-	975	975	-
Donations	12,604	-	12,604	18,872
	<u>12,604</u>	<u>975</u>	<u>13,579</u>	<u>18,872</u>

3 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Leeds Inspired	-	975	975	-
	<u>-</u>	<u>975</u>	<u>975</u>	<u>-</u>

Fund name

Purpose of restriction

Leeds Inspired

Towards the costs of the Village Jazz Festival.

4 Debtors and prepayments	2017	2016
	£	£
Debtors	805	-
Prepayments	-	30
	<u>805</u>	<u>30</u>

5 Cash at bank and in hand	2017	2016
	£	£
HSBC current account	7,448	18,932
Cash	101	170.00
Pay Pal account	142	-
	<u>7,691</u>	<u>19,102</u>

6 Creditors and accruals	2017	2016
	£	£
Creditors	240	-
Accruals (WYCAS)	372	360
	<u>612</u>	<u>360</u>

7 Trustee expenses

No trustee received any expenses during this year or the previous year.

8 Related party transactions

There were no related party transactions during this year or the previous year.

Chapel Allerton Festival

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2017

	2017 Unrestricted funds £	2016 Unrestricted funds £	2017 Restricted funds £	2016 Restricted funds £	2017 Total funds £	2016 Total funds £
Income						
Grants and donations	12,604	18,772	975	100	13,579	18,872
Sponsorship and concessions	9,410	11,545	-	-	9,410	11,545
Stall fees	1,529	1,988	-	-	1,529	1,988
Event income	474	439	-	-	474	439
Festival stall income	80	332	-	-	80	332
Gift Aid	3,102	2,627	-	-	3,102	2,627
Bar income	11,042	19,283	-	-	11,042	19,283
Total income	38,241	54,986	975	100	39,216	55,086
Expenditure						
Security and cleaning	2,710	2,554	-	-	2,710	2,554
Facility hire	540	540	-	-	540	540
Licences and permits	897	502	-	-	897	502
Website	-	10	-	-	-	10
Stewards handbook and expenses	160	46	-	-	160	46
Event equipment hire	24,317	22,886	-	-	24,317	22,886
Postage and stationery	392	336	-	-	392	336
Advertising and publicity	1,189	1,307	575	-	1,764	1,307
Independent examination	372	360	-	-	372	360
Equipment and materials	333	36	-	-	333	36
Insurance	2,949	2,523	-	-	2,949	2,523
Mobile phone	-	11	-	-	-	11
First Aid	1,250	740	-	100	1,250	840
Clothing	-	1,003	-	-	-	1,003
Performers fees	4,730	4,100	350	-	5,080	4,100
Bar expenses	7,785	12,706	-	-	7,785	12,706
Companies House	13	13	-	-	13	13
Children's activities expenses	-	571	-	-	-	571
Activity expenses	1,361	1,302	50	-	1,411	1,302
Collection expenses	30	330	-	-	30	330
Other expenses	101	534	-	-	101	534
Total expenditure	49,129	52,410	975	100	50,104	52,510
Net income / (expenditure)	(10,888)	2,576	-	-	(10,888)	2,576
Fund balances brought forward	18,772	16,196	-	-	18,772	16,196
Fund balances carried forward	7,884	18,772	-	-	7,884	18,772