

**H and F Arts Fest Report and Accounts
For the year ended 31st March 2019**



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For the year ended March 2019

H and F Arts Fest Report and Accounts For the year ended 31st March 2019

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Trustees during the period:

Petrea Owens	Chair
Shauna Higgins	Treasurer
Avril O’Riordan	
Helen Rowe	
Lucy Pittaway	
Esther Calatayud	
Sam Deards	

Charity registered number

1162116

Registered office

101 Queens Wharf
Hammersmith
London
W6 9DA

Accountant

Tom Fitch Bsc
Community Accountancy Self Help
1 Thorpe Close
London W10

Bankers

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4JQ

H and F Arts Fest Report and Accounts For the year ended 31st March 2019

CHAIR'S STATEMENT FOR THE PERIOD ENDED 31st MARCH 2019

I am delighted to report that the 5th HF ArtsFest 2nd-10th June was the biggest and best ever offering over 300 activities in 9 days, with 850+ Artists, 20,000 recorded and estimated audiences and with every household in the LBHF receiving a programme through their door (a total of 78,000).

One of the highlights of 2018 was to win the Best Business Award for Arts & Culture 2018 in the Borough, a wonderful accolade for the Charity.

Success of funding applications is vital to our sustainability and I am very grateful that we continued to achieve support from the LBHF, John Lyons Charity (JLC), Hammersmith United Charities (HUC), Dr Edwards & Bishop King's Fulham Charity (DEBK), Westfield London and Stanhope (BBC Television Centre).

The results show an increase in attendance, increased positive rating and desire to take part next year thus evidencing that there is a strong desire for cross-discipline collaborations as well as a slightly more thematic approach.

The feedback received from the artists, audiences, leaders, participants and general public indicates that the HF ArtsFest is successfully reaching more of the grassroots community and is appreciated, welcomed and enjoyed.

With our first Arts Council England (ACE), Grants for the Arts (GFA), we delivered a new groundbreaking strand of the annual HF ArtsFest called JOY - a celebration of disabled artists. We successfully achieved an increase in the inclusivity, accessibility & visibility of disabled artists in Hammersmith & Fulham evidenced by the feedback and statistical information collected.

JOY moved the organisation from acting as a facilitator to a wider commissioning and producing role, expanding both our reach and artistic vision. It increased our ability to diversify by embedding disability arts into the mainstream activities, further cementing our reputation as an open, transparent and inclusive organisation. JOY challenged provoked and inspired an integrated event which successfully contributed to our aim of breaking down perceived barriers around disability.

We established a very workable, productive and respectful partnership with a leading arts organisation, Turtle Key Arts.

We were commissioned by the London Borough of Hammersmith & Fulham to produce a full programme of family entertainment for the annual Unity Day Celebration in Ravenscourt Park. Attracting over 4,000 residents from far and wide, the day offered a very lively programme of music (Turkish, African, Rock, dance (Polish, Folk, Street Dance), Youth Circus performances, Arts & Crafts and a Local Information stall. The highlight of the day was the building of the 'Unity Tree' with residents creating the leaves by using words and images to describe what 'unity' means to them. ***'As long as we are in power, there will always be a Unity Day.'*** ***The Leader of the LBHF Cllr. Stephen Cowan***

The 5th HF ArtsFest 2018 was organised and implemented by the Board of 7 Trustees who work in the arts and business world. We employed a part-time Festival Manager to oversee the delivery of the Festival. *'As I took off my ArtsFest t-shirt tonight, I thought how it punctuates my life annually and I smiled! Exhausting, frustrating as it can be: it is also so deeply rewarding on too many levels. Feeling very happy and proud after our fifth HF ArtsFest.'*
HF ArtsFest Trustee

A special thanks from the Board to Sam Deards, our Festival Manager this year – his calm and focused approach combined with his energy and experience, was very much appreciated by all.

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Our heartfelt thanks must also go to the many, many artists and community groups, to Turtle Key Arts, the Lyric, Bush Hall, Westfield W12 and finally to all of our Arts Partners from across the community for their wonderful contributions. Thanks too, to our many volunteers for their incredible commitment, resources, talent and energy which helps to make the HF ArtsFest the success it is today.

Finally, I give my personal thanks to the Trustees who have given their time and considerable experience to ensure the success and sustainability of the annual ArtsFest.

With the success of the 2018 HF ArtsFest behind us we have a real opportunity to build on our commitment to celebrate the many artists and arts organisations in the Borough in 2019!

Petrea Owens
Chair of the HF ArtsFest

JOY Pilot Participants' Feedback

- *Vibrant and exciting*
- *Full of Joy and hope*
- *Thought provoking, grounding, honest, true and yet at the same time totally captivating theatre –*
- *Amazing, wonderful, mind blowing, fantastic – Thank you*

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THE TRUSTEES' REPORT

FOR THE 12 MONTH PERIOD ENDED 31st MARCH 2019

The Trustees present their annual report together with the financial statements for the period to 31st March 2019. The Trustees confirm that the Annual Report and financial statements of the Charity comply with the current statutory requirements of the Statement of Recommended Practice (SORP), applicable to 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) as amended by Update Bulletin 1 (effective 1 January 2015).

History of the Organisation

The first HF ArtsFest was held in 2014 with the aim of bringing positive and enjoyable benefits to the cultural life of the community in the London Borough of Hammersmith & Fulham. It is now an annual event that provides a platform for local artists to join a diverse arts partnership that offers local business, residents, visitors and tourists the opportunity not only to invest and participate in but also to enjoy high quality artistic experiences.

Structure, Governance and Management

a. CONSTITUTION

HF ArtsFest was registered as a Community Interest Organisation and Registered Charity (1162116) on the 10th June 2015. Our governing instrument is a Constitution.

Trustees during the period were:

Petrea Owens	Chair	Appointed 10.11.15
Shauna Higgins	Treasurer	Appointed 16.07.18
Avril O'Riordan	Treasurer	Appointed 10.06.15
Sam Deards	Trustee	Resigned March 2019
Helen Rowe	Trustee	Appointed 10.06.15
Sukaina Jeraj	Trustee	Resigned 17.07.18
Lucy Pittaway	Trustee	Appointed 10.08.16
Esther Calatayud	Trustee	Appointed 10.08.16

Guests

Ian Scott Owens

b. ORGANISATIONAL STRUCTURE & DECISION MAKING

The HF ArtsFest Team

HF ArtsFest is led by the Chair, a Board of 6 Trustees (including a Treasurer), a part-time Festival Manager and a pool of 15/20 Volunteers from the local community and beyond acting as ambassadors, providing logistical support and PR&M assistance. These volunteers make invaluable contributions to support the core team, particularly when we organise events and projects.

The Board remains responsible for all of the decision making.

c. RISK MANAGEMENT

The Trustees have in place a risk management strategy that comprises of:

- an annual review of the risks HF ArtsFest may face

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- the establishment of systems and procedures to mitigate those risks identified in the plan
- the implementation of policies and procedures including regular reviews designed to minimise any potential impact on the Charity should those risk materialise

We have identified that financial sustainability is the major risk for the Charity and that we need to increase our annual income through fundraising and corporate sponsorship to support core costs such as a part-time Festival Manager throughout the year to take on the major management function in place of the Chair.

The Board is aware that, although, we have no major outgoings such as office rent, full time staff, vehicles or other running expenses, it is important to manage financial risk by reviewing our reserves policy to ensure the retention of sufficient working capital. During the year, guided by the aims of our revised Business Plan, we were successful in meeting the key actions points, and to meet and in some cases exceed our targets. In addition, we have reviewed all of our policies and procedures.

Objectives and Activities

a. POLICIES AND OBJECTIVES

SUMMARY OF THE OBJECTIVES OF THE CHARITY

The formal Objects of the Charity are:

The object of the Hammersmith and Fulham Arts Festival (HF ArtsFest) is to advance the appreciation of and involvement in the arts in the London Borough of Hammersmith and Fulham for the public benefit, in particular but, not exclusively, through the provision of an arts festival.

Vision

To include, inspire and fulfil.

Mission

To establish a sustainable Arts in the Community Festival within in the London Borough of Hammersmith & Fulham and one which provides a platform promoting all Artists, representing all Art Forms, enhancing the cultural Life of the community.

b. ACTIVITIES FOR ACHIEVING OBJECTIVES SUMMARY OF THE MAIN ACTIVITIES

The main focus of the activities of the Charity are to:

- increase the well-being of the community by enhancing the cultural life on offer
- increase the visibility, accessibility and inclusivity of all art forms
- celebrate diversity through innovative and inspiring arts activities that are available across a wide range of the community
- create opportunities for residents who live in difficult socio-economic circumstances, who are incapacitated or less mobile (the elderly), have physical disabilities and/or learning difficulties, are at risk of offending or are in rehabilitation programs to engage in the arts
- encourage new and emerging artists across all art forms
- nurture collaborative communication and marketing activity with participating artists
- work with internationally renowned arts venues such as the Lyric and the Bush Theatre and high profile commercial centres such as Westfield London
- encourage residents to seek out the arts offer within the Borough as well as looking beyond
- reach residents both young and old that have never engaged before
- ensure that 'social inclusion' is at the heart of everything we do

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c. MAIN ACTIVITIES UNDERTAKEN TO FURTHER THE CHARITY'S PURPOSES FOR PUBLIC BENEFIT

The Trustees have referred to guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives of the charity and in planning its future activities. The main activities undertaken are set out above.

a. REVIEW OF ACTIVITIES

Throughout the 9 days of HF ArtsFest 2nd-10th June, we offered a platform representing all art forms including theatre, music, visual arts, performing arts, dance, film, podcasts, circus, and comedy. Please refer to our website for more detail on the depth and breadth provided www.hf-artsfest.com

JOY PILOT- the new strand of the HF ArtsFest – a celebration of disabled artists

We commissioned Turtle Key Arts to mentor and develop a Trainee Producer who initiated an action plan for audience development & local community engagement, researched, engaged and nurtured groups, individuals, schools and agencies who support disabled people.

The success of this partnership has encouraged us to start to build the foundations for other strong partnerships with locally based arts organisations such as Dance West, LAMDA, the Royal School of Art, This New Ground Choir (Special) and with local charities such as Hammersmith United Charities, Dr Edwards & Bishop King's Fulham Charity, Westfield London.

We commissioned world-renowned Director, Wolfgang Stange to create a spectacular performance piece inspired by the 400 years of HUC & DEBK Charities. An open call resulted in 30 disabled and non-disabled emerging artists creating a dance piece called 'Tales of JOY'. Performed 3 times (twice in Lyric Square and once in the Hammersmith Town Hall) it received high acclaim. *'This was the most integrated performance I have ever seen.'* Audience Member

JOY

- Raised the ambition and visibility of the power of integrated arts activities created with by and for disabled people in the Borough.
- Helped us to bridge the gap between disabled and non-disabled artists and arts organisations in the Borough focusing on the development of challenging, provoking and inspiring an integrated programme of commissions, workshops, events and shows/performances.
- Supported our plans to establish a viable, sustainable model with scalable potential to attract future funding and sponsorship.
- Gained the expertise and confidence to realise the potential to develop and viable a 3-year plan for both JOY and the annual HF ArtsFest,
- Material collected to write a strategic proposal for local authority and other major funding organisations and sponsors evidencing a strong case for increased support.
- Cemented our commitment to work alongside leading arts venues and organisations delivering the Hammersmith & Fulham Arts Strategy attracting visitors (Destination), offering a platform for artists (Creation) and bringing together residents from all areas of the community (Inclusion).

Dr Edwards & Bishop King's Fulham Charity

With funding from DEBK, we worked with a total of 5 community groups and 14 Professional Artists offered 5 sessions each to Action on Disability, MENCAP, Bishop Creighton House, Yarrow Housing and Fulham Good Neighbours. 100 participants aged from 11 - 90 enjoyed dance, songwriting, art, drama and singing.

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Expressing their creativity and building upon their ideas, the participants began to discover their own artistic passion and to ignite their own creative spark.

John Lyons Charity

With funding from JLC we accessed 5 of the 6 Special Education Needs Schools in the Borough. 12 Professional artists offered 4 - 6 sessions each in Jack Tizard School, Cambridge School, Parayhouse School, Queensmill School and The Courtyard Academy. Teachers were delighted to have access to arts activities as many of them have been recently cut. Offering any art form at any time or in any place, was very popular as it gave the teachers the flexibility to fit sessions around the school timetable. The students responded extremely well expressing their creativity, building upon their ideas to develop an artistic voice.

Hammersmith United Charities

With funding from HUC we hosted a Celebration of JOY event in honour of the 400th anniversary of local charities HUC and DEBK at the Hammersmith Town Hall on 28th September 2018. The 200 guests included the Mayor of Hammersmith & Fulham, the Lyric, the Bush Theatre, ACE and funders LBHF, HUC, DEBK, Stanhope (BBC Television Centre) as well as carers and families. *What a fabulous celebration. Used all of our senses physical and emotional!!!* **Guest**

Beneficiary Type	Nos expected	Actual Nos
Artists/ creatives	115	166
Participants	100	214
Audience (live)	2,500	2,750
Audience (broadcast, online, in writing)	0	5,767
Total	2,715	8,897

Sunday 3rdth June 2018 Arts & Entertainment Event Assembly Hall

The Borough donated the space for HF to host 2nd in the series with over 200 guests including senior residents, children, young people and local groups with special needs enjoying a fabulous afternoon of entertainment to celebrate the talent, spirit and diversity of the LBHF community. The programme offered an intergenerational, inspirational and inclusive programme of performances which included dance, music, song, circus, spoken word and film.

LBHF Service Agreement

The ongoing services and activities of the HF ArtsFest address and deliver against the key LBHF Arts Strategy; Creation, Destination and Inclusion with the outcomes of Increased Participation and Take Up in Arts and Cultural Activities within the Borough. Increasing the visibility and accessibility encourages those residents who have not previously had the opportunity to showcase their art or had an opportunity to attend an arts event.

LBHF Town Hall, Celebration of JOY Event 28th September 2018

The Borough kindly donated the Assembly Hall for this final JOY event in the presence of the Mayor of H&F and VIPs including: Stanhope, Lyric Theatre, the Bush Theatre, Arts Council England, HUC, DEBK, John Lyons Charity. The artists participating in the JOY Pilot Programme revived their performances, exhibitions and presentations for this fabulous evening of entertainment.

The Bush Theatre

The Bush provided the Studio space for

- For the Curiously Minded 2 – a panel discussion around the arts & science with live music
- Cat & Hutch – Children's show 'The Velveteen Rabbit'

The Big Red Festival Bus

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Toured the Borough hosting a programme called 'Taking the Arts to the People' (TAP) project. In 2018, the programme included a community film, 3 exhibitions, a face painter and a circus workshop all led by local professional artists. 'A rich and rewarding interchange of creative souls and interaction with the public that underlines the value of art as much more than just showing work.' Dennis Dracup, Artist

LBHF Commission: Unity Day Celebration 10th June 2018

LBHF commissioned HF ArtsFest to programme the family entertainment. We had weekly planning meetings with the LBHF Unity Day Team during April and May with the aim of achieving a celebration of the diversity of the local community. The audience of 4,000 (LBHF Stats) attended Unity Day (2,000 in 2017) enjoyed a programme by local artists including musicians Djan Turan Band (Turkish,) Taxi Pata Pata (Afro-Caribbean & Rock), Mangrove Steel Band, Tetry Polish Dance Group, street dance by Scariofunk Collective, Hammersmith Morris Men and circus with Albert & Friends Instant Circus.

The Leader of the Council, Stephen Cowan said *"As long as I am in power, there will be a Unity Day every year"* We unveiled the 'Unity Tree' in the presence of the Leader of the Council, Stephen Cowan. The Unity Tree project saw children, young people and families coming together in workshops leading up to Unity Day and on the day to express their idea of 'unity' in words and images in the shape of leaves. The leaves were then attached to the Unity Tree base." We filled 20 stalls with local groups promoting their community activities: art and craft, seniors knitting and weaving including Open Age UK, Cancer Support, Refugee and Migrant Forum of West London, Darren Azgard – Artist, Hammersmith & West London College etc

Uthink pdp Riverside Building, Manbre Wharf, Manbre Rd, Hammersmith W6 9WA

A very successful partnership resulting in 9 days of exhibitions, music, workshops, games (Artist from France), networking, poetry, drama, rehearsals and receptions with 135 Artists and 1440 registered visitors

The Lyric, Bar & Grill hosted the HF ArtsFest HUB to generate an opportunity for creative collaborations with other artists to meet like-minded arts organisations and artists in the community.

2. Capacity building

We are very proud that we also achieved a considerable uplift with our 2nd ACE, GFA award to support the first year of our 3 year strategy (2019-2021) to embed JOY into the annual ArtsFest and for research and development for years 2 and 3.

Continuing to achieve grants from our main funders, confirms the depth of commitment in supporting the continuation of the HF ArtsFest and the belief that it is a celebration of inclusion, diversity, creativity and community.

With a renewed 3-year strategy we have achieved to-date the listed funding for the 2019 ArtsFest:

- ACE GFA £45,000 for the JOY Strand and Research & Development 2020-2021
- John Lyons Charity 3 year (2019-2021) to support 8 SEN (6 Special Schools & 2 Special Facilities) in the LBHF for professional artists to work with the students in an art form of their choice i.e. dance, drama, art, film, storytelling.
- LBHF Service Agreement £20,000
- LBHF Fast Track to support the Big Red Bus, Taking Arts to the People project year 2 £9,000
- HUC to support the Celebration of JOY £6,500
- DEBK to support 5 community projects in Fulham £5,000
- LBHF sponsorship towards general costs £1,000
- United Charity to support JOY £400

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The most important impact of the JOY Pilot has been the creation of a platform for disabled and non-disabled artists which has raised the awareness of the extremely high standard of the work which can be evidenced by the feedback from the artists, audiences and the venues alike.

In partnership with Turtle Key Arts, we have started the process of developing a community cohesion between traditionally disparate groups/ organisations and individuals working in isolation within the Borough who are using arts activities for the benefit of the whole community.

Through JOY we have gained the confidence to develop a 3-year strategic plan to ensure that it becomes a sustainable strand of the annual HF ArtsFest.

John Lyons Charity has invited us to submit a 3-year application to support the JOY programme in 8 SEN facilities in the Borough. Decision November 2018.

The Executive Director of the Lyric, Sian Alexander, has expressed a commitment to host the JOY performance programme for the next 3 years.

We have met with the Chief Executive of the Bush Theatre, Lauren Clancy, who is committed to organising a brainstorming session to develop a 3-year plan to produce a new community project annually in partnership with HF ArtsFest.

We have met with Jo Rowlands (LBHF Strategic Director of Growth and Place) to discuss a strategic plan to achieve a higher level of funding for the HF ArtsFest for the next 3 years.

The Chair of the HF ArtsFest has been invited by Cllr. Andrew Jones, to advise on the new Arts Commission consisting of a small panel of experts to review the existing LBHF Arts Strategy and to contribute to the planning of the next 3 year Arts Strategy (2019-2021).

Our monitoring demonstrated that we reached residents from some of the most deprived areas of the Borough including 45% from W12 and 15% from W6.

3. Equality and Opportunity

Reflecting its ethos of 'Your Community, Your Artists, Your Festival', HF ArtsFest continues to apply equality and diversity across all areas of its work.

We strive for our Board, Volunteers, Arts Partners and Participants to be reflective of the demographics of the community we service and all of our activities reflect, wherever possible, the cultural diversity of the Borough of Hammersmith & Fulham. The access initiative implemented in 2016 was widely supported by our Arts Partners and included in the full online programme.

We continued to address equality issues and have a Trustee as our Diversity Champion. Equality is inherent in everything we do and we strive to improve our practice and to increase awareness amongst our Board, Volunteers and Arts Partners. We monitor our practice, analyse the results and implement changes when and where necessary.

In practice, we meet regularly with our ArtsFest Partners, local agencies, organisations, community leaders and, local Borough officers who together, have the resources to initiate contact with our target groups to ensure that we continue to reach a proportion of the Hammersmith & Fulham population listed below:

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- 16.2% under the age of 16 years
- 74.8% aged 16-64, the third highest level of any local authority in England & Wales
- 9.0% estimate of the Borough's population who is at retirement age
- 30% belonging to a BAME groups, there has been a 45 per cent increase in the number of residents from black and minority ethnic groups between 2001 and 2011
- 4.9% who describe their health as bad or very bad

4. Environmental sustainability

We subscribe to the Arts Council England's recommended practices for the arts sector. Currently, we have no permanent premises and the Board and Volunteers make use of existing facilities such as the Riverside Studios, Lyric Hammersmith & The Bush Theatre for meetings. Sharing these facilities helps to maximise the savings on heat, lighting and electricity.

Most of our communication, agendas, minutes and other documents are digital reducing paper usage.

Fundraising and Income Generation

We were very successful in increasing our funding considerably from last year by % achieving grants from

- ACE GFA £15,000 (2016 0)
- Fast Track LBHF Small Grant Fund £10000
- Hammersmith United Charities £8000
- Dr Edwards & Bishop Kings Fulham Charity £5500
- Westfield London Community Fund £1,000

In Kind Donations

We had impressive support from major arts venues and businesses during the period of this Report. Our special thanks go to

- Ocean Advertising Towers by 2 for 3 weeks £30,000
- Westfield London for hosting the Westfield Presents Stage on the opening weekend and for PR&M support £5,000
- The Bush Theatre provided 4 days of Studio Space for local community groups £8000
- Lyric Hammersmith for providing 4 days of Studio Space for local community groups £10,000
- Riverside Studios for Post Box, Meeting Room & Office Space £1500
- Hammersmith London – Lyric Square HUT 500
- Austin-Forum at St Augustine's Church for hosting HF ArtsFest Board Meetings
- London Borough of Hammersmith & Fulham for the Assembly Hall for the Arts & Entertainment event £3500
- Administration, Social Media, Website, Communications Support £20,000
- Lyric Hammersmith for providing an HF ArtsFest HUB & 2 Arts Partner Meetings £2,000

Corporate support

- Stanhope (BBC White City) £2,500
- LBHF Sponsorship £1,000

Looking Forward

The HF ArtsFest Board of Trustees have renewed their commitment to continue to offer this very popular platform for local artists and the community of the LBHF.

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We will continue to implement our capacity building initiatives in order to adapt and evolve the organisation and work towards it being an exciting, inclusive and sustainable model of an arts festival by and for the community. To do this we will need to secure the funding to support the cost of a part-time Festival Manager.

We will undertake more research with community groups, artists, local business and the officers of the Borough of Hammersmith & Fulham to improve our offer and to seek new and fruitful partnerships. We will seek to increase the awareness of the HF ArtsFest by researching and implementing new PR&M campaigns jointly with our arts partners and venues with the aim of building audience capacity.

d. FINANCIAL REVIEW

PRINCIPAL RISKS AND UNCERTAINTIES

The Board is aware that there is a risk that funding from sponsors, trusts and foundations may reduce. Annual planning and budgeting meetings take place when the Charity's financial position is compared with the actual financial position. This information is brought to the quarterly meeting of the Board of Trustees for approval, and forecasts are made and reviewed if necessary. Any specific changes to the original plans are authorised by the Trustees.

There are a number of risks and uncertainties that can impact the performance of the Charity, some of which are beyond the control of the Trustees. The Trustees assess the major risks to which HF ArtsFest is exposed, particularly financial and operational risks and are satisfied that systems are in place to mitigate exposure.

The key risks are reviewed on an ongoing basis and are identified as follows:

- - Insufficient level of core income
- - Operational structure
- - Factors impacting on the Charity's reputation
- - Failure to comply with law, regulations or to meet responsibilities.

The Charity's Risk Register is a detailed identification and assessment of risk areas, possible impact on the Charity, likelihood of occurrence and it serves to ensure that controls exist to minimise any harm to the Charity. The Risk Register is reviewed annually, or more often if circumstances change.

RESERVES POLICY

Unrestricted fund are needed to:

- provide funds which can cover administration, fundraising and other support costs (core costs) without which the Charity could not function;
- carry out our charitable objectives for the period where costs are not covered by restricted funding
- The Trustees consider it prudent for unrestricted reserves to be sufficient to cover three month's core costs
- The target to cover 3 months of core costs would require the Charity to hold reserves of £3000.

FUTURE DEVELOPMENTS

To ensure the sustainability of the annual HF ArtsFest we will need to continue to increase our income particularly to meet core costs such as a permanent, part-time Festival Producer, office space and computer equipment. We have an exciting, inspiring and achievable 3 year Business Plan which, although challenging, will develop the model considerably. We have a committed Board of Trustees who have the knowledge and expertise to manage the Charity's affairs.

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INVESTMENT POLICY

At present, the Trustees do not invest the Charity's funds in stocks, shares, etc. Any funds achieved through applications are designated as restricted funds in our main Bank Account.

TRUSTEES RESPONSIBILITIES STATEMENT

Trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP
- make judgments and accounting estimates that are reasonable and prudent
- prepare the financial statements of the organisation

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Commission regulations.

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 was approved by the Trustees on ...31/1/2020..... and signed on their behalf by

Chair

Helen Rowe

Treasurer

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Independent Examiners Report

I report on the accounts of the charitable charity, which are set out on pages 16 to 20 attached here to.

Respective responsibilities of trustees and examiner

The Company's Directors, who are also the charity's trustees, are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act), and an independent examination is needed.

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

- examine the accounts under section 145 of the 2011 Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 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 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 matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, that the requirements to:

- keep accounting records in accordance with the Charities Act 2011 and
- to prepare financial statements which accord with the accounting records, comply with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (FRSSE SORP) effective January 2015 have not been met; or

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

Signed : _____

Date: 31 January 2019

Tom Fitch BSc

Community Accountancy Self Help

1 Thorpe Close

London W10 5XL

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STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDING 31-3-19

			2019	2018
		Unrestricted	Restricted	
		Funds	Funds	Total
		Funds	Funds	Total
	Notes	£	£	£
INCOMING RESOURCES				
Voluntary Income				
Grants and Contracts		26,975	132,647	159,622
				98,779
TOTAL INCOMING RESOURCES		26,975	132,647	159,622
				98,779
RESOURCES EXPENDED				
Logistics (LBHF Commission)		-	25,832	25,832
				27,066
Comms (LBHF Commission)		-	12,417	12,417
				14,356
Commission Joy (Turtle Key Arts)		-	35,500	35,500
				-
Event Expenses		724	14,663	15,387
				13,874
Advertising		-	1,910	1,910
				-
Freelance Festival Manager		-	13,150	13,150
				11,460
Consultant Services		-	-	-
				4,500
Website and Web Hosting		936	-	936
				1,612
Insurance		-	842	842
				892
Accountancy		500	-	500
				500
Office Expenses		31	-	31
				367
Volunteers expenses		331	-	331
				320
Professional Fees		250	-	250
				-

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Subscriptions	60	-	60	-
Miscellaneous	-	-	-	190
Travel and subsistence	625	4	629	153
Printing, postage and stationery	200	7	207	91
Bank charges	60	-	60	60
Phone and internet	129	-	129	38
TOTAL RESOURCES EXPENDED	3,846	104,327	108,173	75,479
SURPLUS	23,129	28,321	51,449	23,300
TRANSFER BETWEEN FUNDS	-	-	-	
FUNDS BROUGHT FWD	16,292	22,200	38,492	15,192
TOTAL FUNDS CARRIED FORWARD	39,421	50,521	89,941	38,492

**H and F Arts Fest Report and Accounts
For the year ended 31st March 2019**

BALANCE SHEET AT 31 MARCH 2019

	2019	2018
Current Assets		
Other Debtors	-	60
Prepayments	838	788
Bank	89,768	39,477
	<u>90,606</u>	<u>40,325</u>
Creditors		
Trade Creditor	(164)	(1,333)
Accrual	(500)	(500)
	<u>(664)</u>	<u>(1,833)</u>
NET CURRENT ASSETS	<u>89,942</u>	<u>38,492</u>
Financed by:		
FUNDS AND RESERVES		
Unrestricted Funds	25,542	16,292
Restricted Funds	64,400	22,200
	<u>89,942</u>	<u>38,492</u>

These accounts were approved by the Trustees on 31-1-20

Helen Rowe

31/1/2020

**H and F Arts Fest Report and Accounts
For the year ended 31st March 2019**

Signed

Date

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2019

H and F Arts Fest Report and Accounts

For the year ended 31st March 2019

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Basis of preparation,

The financial statements have been prepared under the historical cost convention, with the exception of listed investments which are included at their market value. The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice, applicable to charities preparing their accounts in: accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the Charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Investment income

Interest is included when receivable by the charity.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category: Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

All resources expended are inclusive of irrecoverable VAT.